

## **2.20 COUNCIL ON INFORMATION TECHNOLOGY**

The Council on Information Technology (CoIT) considers technology and related issues affecting Oklahoma higher education, proposed technology and related policy and procedures, and serves as the principal statewide advisory council rendering advice and counsel to the Chancellor in the review of current and recommended technology and related policy and procedures. In performing these responsibilities, the CoIT renders service to the whole State System, including coordination with the Chief Information Officers (CIO) for the Oklahoma State System of Higher Education and communicating with various bodies such as the Council on Instruction, the Council on Student Affairs, the Council of Business Officers, and others.

The CoIT also serves as a forum when information technology officers meet to discuss matters of common interest and, when appropriate, conducts studies and issues reports designed to strengthen the mission of Oklahoma higher education institutions.

### **2.20.1 Membership**

Members of the Council on Information Technology shall be comprised of principal information technology officers (or the “top-most” information technology position) from each institutional campus and higher education center (as appropriate) in the State System. In the event the principal information technology officer is unable to participate on the Council, he/she may propose to the Chair of the Council an information technology professional, from their campus, as their delegate to the Council acting on their behalf. Any such proposal will be presented to the Executive Committee for consideration. If approved, the delegate will be considered a voting member of the Council. A representative from the independent sector may be invited by the Council’s Executive Committee to serve on the Council and shall be selected from nominations provided by the Independent College Association.

### **2.20.2 Voting Privileges**

CoIT members shall have equal standing with only one vote from each institutional campus and higher education center (as appropriate) in the state system.

### **2.20.3 Officers**

Officers of the CoIT shall consist of a Chairperson and Chairperson-Elect. Each officer shall serve a term of one fiscal year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

Duties of the Chairperson include:

- Preside at the CoIT meetings.
- In concert with State Regents’ Staff, prepare the agenda for the CoIT meetings.
- Appoint committees to study issues as needed.

The Chairperson-Elect shall serve in the capacity of chairperson during the absence of the chair. On a rotating basis, and by tier (comprehensive, four-year/regional and two-year), the Chair Elect shall come from the nominations received from the tier whose term it is to serve as Chair the following year. Elections will occur during the June Council meeting.

Once the Chair Elect is confirmed by a majority of the Council present at the June meeting, two members from each tier shall be designated (by tier) to serve on the Executive Committee. The tier whose term it is to have member serve as chair or chair elect shall designate only one additional member.

#### 2.20.4 Committees

Committees shall be chaired by a member of the COIT as named by the Executive Committee and shall meet on an as-needed or pre-defined basis. The Chairperson may recommend formation of ad-hoc committees to study specific issues of interest to the Council. Non-CoIT members may be named to standing and ad-hoc committees as deemed necessary to aid in the work of the committee. Non-CoIT members that are officially named to the committee by the CoIT Chair shall attend committee meetings and have voting privileges within that committee. Resource persons may also be named to committees by the Committee Chair but shall be non-voting members of the committee.

The Council may form or dissolve standing committees and ad-hoc committees by a two-thirds vote of the members who are present.

Standing committees shall consist of:

- Executive Committee
- Bylaws and Procedures Committee
- Research Committee
- Policy and Legislative Issues Committee
- Technology Committee
- Cross-Institutional Policies and Partnerships Committee

A. Executive Committee

Shall develop a slate of issues to be discussed and/or addressed by the council during the year to ensure timely management of matters affecting technology and related university welfare. Executive committee will meet prior to each Council meeting either in person or via teleconference or videoconference.

B. Bylaws and Procedures Committee

Responsible for assessing the adequacy for the Council's operating procedures and proposing, when warranted, amendments to the bylaws and operating procedures.

C. Research Committee

As required shall develop and present reports and/or studies pertaining to issues affecting information technology in the State System.

D. Policy and Legislative Issues Committee

Shall identify technology-related matters which have legislative oversight or legislative implications. When needed, the committee, along with the State Regents' staff will provide appropriate advice and counsel.

E. Technology Committee

Shall present topics and/or issues the council would like to know more about or discuss during monthly meetings. These will included, but not be limited to, hardware, equipment, software, networking, personnel, policies, and procedures as related to technology for the State System or that may be of interest to Council members and their respective institutions.

F. Cross-Institutional Policies and Partnerships Committee

Shall identify topics and/or areas of potential collaboration with regard to system IT functions and responsibilities. In addition, the committee will research and investigate relevant policies that could either facilitate the expansion of institutional partnerships or hinder their formation.

2.20.5 Meetings

Meetings of the Council shall be held bi-monthly in conjunction with State Regents' meetings and other councils. Meeting dates shall be announced on the CoIT Wiki at the beginning of each fiscal year.

As deemed necessary and appropriate, the Council may hold meetings at other times, places and locations as recommended by the chair of the Council and with consent of Council members.

Designees and non-COIT members may be invited to attend Council meetings and other events when pre-approved by the Council.

2.20.6 Parliamentary Procedure

The generally accepted rules of parliamentary procedure for small legislative bodies shall govern in the deliberation of the Council, and unless specifically altered in

these procedures, the latest edition of *Roberts Rules of Order* shall be the controlling guide in such practice.

Amendments - Any members of the Council may propose changes to these Bylaws. Proposed changes become effective when approved by two-thirds of the Council in attendance.

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*Approved by CoIT Membership May 4, 2006, April 19, 2012  
and revised September 5, 2013.*