

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON

RESOLUTION

NO.: 2017- 025

TO ADOPT REVISIONS TO THE INFORMATION TECHNOLOGY COMMITTEE BYLAWS

- WHEREAS, The Board of Commissioners of Kittitas County established the Information Technology Committee and its bylaws; and
- WHEREAS, The Board has the authority to establish and alter the Information Technology Committee bylaws by resolution; and
- WHEREAS, The Information Technology Committee has reviewed and drafted revisions to its bylaws; and
- WHEREAS, The Kittitas County Board of Commissioners concurs with the bylaws as revised, and desires to have the revised bylaws implemented and used in the performance of the committee;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Kittitas County, Washington authorizes the adoption of the Kittitas County Information Technology Committees Bylaws attached hereto and incorporated herein by this reference.

ADOPTED this 7<sup>th</sup> day of Feb. 2017.



- ☒ Clerk of the Board, Julie Kjorsvik  
☐ Deputy Clerk of the Board, Mandy Buchholz

BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

  
Paul Jewell, Chairman

  
Laura Osiadacz, Vice-Chairman

  
Obie O'Brien, Commissioner

# Bylaws of the Kittitas County Information Technology Committee

Adopted March 5, 2001

Amended ~~March 12, 2013~~ February 7, 2017

The Information Technology Committee is an advisory committee to the Board of County Commissioners.

## 1 Purpose

The Information Technology (IT) Committee serves the Board of County Commissioners by providing the following functions:

- 1) Review and recommendations for the countywide Information Technology policy, including the county's internet presence
- 2) Input on strategic, long-range planning for county Information Technology
- 3) Information Technology budget recommendations
- 4) Review and approve non-scheduled, non-budgeted Information Technology projects for consistency with the long-range plan
- 5) Organize sub-committees as necessary

## 2 Membership

The IT Committee shall consist of ~~a representative from~~ the following positions or their designee:

- Information Technology ~~representative~~ Director (technical), Chairperson
- Auditor's ~~Office representative~~ (financial/contracts)
- Prosecuting Attorney's ~~Office representative~~ (legal)
- Commissioner
- 2 Department Heads (at-large ~~representative~~)
- 2 Elected Officials (at-large ~~representative~~)
- Human Resource Director (risk manager)
- Sheriff (law enforcement technology)

Should a vacancy occur a new member shall be elected and take office at the next regular meeting of the Committee.

## 3 Duties of the Chairperson

The Chairperson shall preside at all meetings.

The Chairperson shall have the authority to call a special meeting.

The Chairperson shall make reports and or recommendations to the Management Team and/or Board of County Commissioners. It shall be at the discretion of the Chairperson to have other members, or

outside sources, make recommendations and/or reports to the Management Team and/or Board of County Commissioners.

## **4 Meetings**

The IT Committee shall hold one regular meeting per month, during working hours, and may schedule additional special meetings as determined necessary by the committee chairperson or Board of County Commissioners. The IT Committee shall determine the date, hour and place of all meetings. Except by unanimous vote of the present Committee members, no meeting shall be prolonged over an hour and no other subject except IT and its related issues shall be discussed at the meetings.

### **4.1 Quorum**

Five (5) members are required to form a quorum.

### **4.2 Voting**

Any action that needs the vote of the Committee at a regular or special meeting shall require a simple majority of the present members/designee to pass. Each member shall have one vote. In the event of a tie, the vote will go with the Chairperson's vote. If a member (department head/elected official) chooses to send a designee, the designee shall speak and vote on behalf of that member.

### **4.3 Meeting Records**

An appointee shall keep a record of each meeting. The appointee shall make available minutes to the Committee members. The Chairperson will supply the Committee with a meeting agenda to insure an orderly meeting. It is the responsibility of each member and any attendees to not release information determined to be of a sensitive nature from committee discussions. Furthermore, it is the responsibility of each person presenting information to the IT Committee to identify information as "sensitive" when they believe the information they offer is sensitive in nature.

## **5 Bylaws**

The Bylaws of the IT Committee may be amended by a majority vote of the members present at a regularly scheduled meeting, provided the proper notification of proposed changes is provided.

Members must receive a notice in writing from the Chairperson of proposed changes to the Bylaws at least 2 weeks in advance of the regularly scheduled meeting in which the proposed changes are to be considered.

The IT Committee, by unanimous vote, may suspend any portion of the Bylaws.