TEXAS A&M UNIVERSITY
INFORMATION TECHNOLOGY ADVISORY COMMITTEE

ADMINISTRATIVE BY-LAWS

ORGANIZATION

ITAC shall be structured to effectively facilitate its stated mission by working as a whole and utilizing sub-committees as focused working groups as necessary to coordinate the activities and programs of the ITAC.

OFFICERS

ITAC will elect a Chair, Vice Chair, and Secretary/Treasurer. Normal term of office for each officer shall be one fiscal year beginning September 1 through August 31 of the succeeding year. Officers may serve more than one term, but must be nominated and elected each fiscal year. Annual elections shall be held each April. Special elections for officer positions may be held as required. Decision to hold a special election is subject to committee approval (see clause below).

The Chair’s primary responsibilities are to: (1) provide leadership and vision for ITAC, (2) determine agenda for meetings, (3) facilitate meetings, (4) set the voting procedures, (5) coordinate and communicate with University representatives supporting ITAC efforts, and (6) serve as official spokesperson for ITAC including approving official communications from the group to external community.

The Vice Chair will assist with the chair’s responsibilities and assume these responsibilities in the chair’s absence.

The Secretary/Treasurer will be responsible for ITAC’s record and financial management.

SUB-COMMITTEES

Sub-committees may be proposed by any committee member and shall be established and disbanded by committee approval. Sub-committee chairs will be responsible for official communications between the respective sub-committee and the ITAC.

MEMBERSHIP

ITAC members, appointed by the heads of the academic and administrative units, shall be individuals in senior technology positions with experience and knowledge to represent their unit effectively. Each Fiscal Year ITAC members are responsible for: (1) attending a majority of meetings, (2) actively participating with sub-committees, (3) providing feedback
from the represented unit to the ITAC, and (4) disseminating ITAC information to the represented unit(s). ITAC is comprised of one representative from each major unit at Texas A&M University and ex-officio members from Texas A&M Information Technology. The ITAC chair will periodically review the membership for appropriate representation of the university’s major units, and make recommendations as necessary to the Vice President and Associate Provost for Information Technology.

MEETINGS

ITAC will meet regularly, once a month at a minimum. Sub-committees of ITAC will meet as needed to accomplish respective sub-committee objectives and will report their progress at the ITAC meetings.

COMMITTEE APPROVAL

Regular actions submitted for full ITAC discussion and approval shall be adopted upon majority vote of the appointed ITAC membership.

ADMEANDMENTS TO BYLAWS

The bylaws may be altered or amended upon a two-thirds vote of the appointed ITAC membership.