

Information Technology Advisory Board Charter
(Approved by ITAB – 05/26/04)
(Revised version approved by ITAB – 03/28/07)

1.0 Authorization

The Information Technology Advisory Board (ITAB) was originally established in 1995 in conjunction with the establishment of a State Chief Information Office (State CIO).

Executive Order 06-34 officially directs the State Chief Information Officer to convene an Information Technology Advisory Board to develop recommendations and coordinate programs with information technology elements.

2.0 Name

The official name of this organization is the Missouri Information Technology Advisory Board. The organization is most often referred to as “ITAB”.

3.0 Purpose

The board is to provide cohesive planning and communications among appropriate publics throughout the state government and to provide an arena for discussions of relevant IT issues. The board is given the responsibility of providing an open and objective forum for the investigation of any relevant technical issues.

3.1 Objectives

The ITAB advises the State CIO and other state officials on IT issues applicable to the State of Missouri. ITAB enables the establishment of a state IT architecture and the sharing of best practices. ITAB fosters an environment for partnerships that promote cooperation and IT performance excellence. The focus will center around, but is not limited to application development, business continuity and disaster recovery, cyber security and information security, data management, end user support and help desks, mainframe and data centers, network and telecommunications operations and usage, server management and email.

3.2 Relation to State Chief Information Officer

The State CIO provides staff support to the ITAB as possible and practical.

4.0 Membership

4.1 Members

As defined in Executive Order 06-34 the ITAB membership consists of the Consolidated Agencies Information Technology Directors, other executive branch agencies' Chief Information Officers and other such members as deemed appropriate to provide technology services and solutions for departments and agencies of the state so that they can efficiently serve their customers.

4.2 Ex Officio Members

Other state agencies that are stakeholders in Missouri IT are eligible for Ex Officio memberships. Ex Officio members are full members except that they do not vote or hold office. Ex Officio members are: The State CIO, IT Directors for Missouri colleges and universities, the Office of the State Auditor, an IT representative from the Missouri Research and Education Network (MOREnet) and the state Geographic Information Officer (GIO). It is helpful and desirable for Ex Officio members to be designated in writing to the ITAB Chairperson, but this notification is not mandatory. Additional Ex Officio members must be sponsored by an ITAB member and be confirmed by a majority vote of the membership.

4.3 Staff Participation

Staff representatives from state agencies often attend ITAB meetings, participate in committees, or otherwise assist ITAB. Staff participation in ITAB functions is at the discretion of their parent agency. The ITAB officers or the State CIO will request such participation with the agency IT directors.

5.0 Structure

5.1 Officers

Officers of the ITAB include the ITAB Chairperson and Vice Chairperson. Officers are individuals selected from the ITAB membership and serve one-year terms of office. The Chairperson is normally the previous year's Vice Chairperson.

5.2 Committees

Committees and liaisons are established to facilitate ITAB business. Committees and liaisons exist at the discretion of the ITAB chairperson and the ITAB membership. The structure and leadership of committees and liaisons is designated by the ITAB chairperson, in consultation with the State CIO. The committee chairperson and membership will be delegated by the committee charter.

6.0 Duties and Responsibilities

6.1 Members

As defined in Executive Order 06-34 the members of ITAB are technically the various organizations or agencies of the state. The primary and alternate representatives of their respective organization or agency execute member responsibilities. These representatives may also be referred to as members. Members are expected to attend and participate in ITAB meetings. Members are expected to participate in the conduct of ITAB business as committee members, committee chairpersons, and liaisons. Members should be well informed on their respective agencies, general technology issues, and issues applicable to all levels of government. Members are the link between ITAB and their respective agencies. As such, members are responsible for providing input to the ITAB from their agency and the implementation of statewide IT architecture, policy, and standards within their respective agency.

6.2 Chairperson

The Chairperson is responsible for leadership and coordination of all ITAB activities. The Chairperson is responsible for maintaining close cooperation and working relations with all members and with the State CIO. The Chairperson solicits and maintains current ITAB membership. The Chairperson, in consultation with the State CIO, maintains the current ITAB structure, which includes the appointment of committees, committee chairpersons, and liaisons with the concurrence of the membership. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings, and documentation of meetings. The Chairperson normally provides for a special assistant to the ITAB from their organization's resources to help with administrative duties. In the event the Chairperson's organization is unable to provide a special assistant, the State CIO will provide this support. The Chairperson, Vice Chairperson, and Archivist in conjunction with the State CIO will review all meetings and ITAB activities for architecture, policy and standards, which will be transferred to the State CIO for documentation.

6.3 Vice Chairperson

The Vice Chairperson is responsible for assisting the Chairperson and assuming the duties of the Chairperson temporarily when the Chairperson is unavailable for any reason. The Vice Chairperson will normally assume the duties of Chairperson following their year as Vice Chairperson.

6.4 Archivist

The Archivist is a staff representative from the State CIO's office appointed by the State CIO to work with ITAB in documenting architecture, policy and standards.

6.5 Committee Chairpersons

The ITAB Chairperson, in consultation with the State CIO, appoints Committee Chairpersons. They are responsible for the leadership of a specified committee. They are responsible for ensuring their respective committee understands the committee's charter and function. They are responsible for conducting meetings, maintaining written documentation of the committee actions and membership and any other activities necessary for the successful completion of their charter and function. Committee Chairpersons are normally ITAB members.

6.6 Liaison

The ITAB Chairperson appoints Liaisons to various groups that are stakeholders in Missouri IT for the purpose of coordination. Liaisons are responsible for the communication to and from the ITAB concerning the stakeholder organization to which they are linked. Liaisons are not required to conduct meetings or even attend all meetings with the stakeholder organization; however, Liaisons are required to stay informed of the activities, needs, and desires of the stakeholder organization to which they are assigned.

7.0 Policy and Standards

The ITAB advises the State CIO on IT architecture, policy and standards. The State CIO is the single point of contact for architecture, policy and standards. Architecture, policy and standards adopted must be kept in writing. The State CIO's Office is responsible for maintaining and documenting architecture, policy and standards for the state.

8.0 Voting and Elections

8.1 Voting

Each member agency is allowed one vote per agency. The member agencies' primary or alternate representative must cast any required votes. Votes are normally cast during meetings where a quorum of the members is present. A quorum is defined as a simple majority of all the member agencies. Votes can be taken via telephone or e-mail provided the Chairperson has informed the entire membership of the circumstances of the issue requiring a vote twenty-four hours prior to the actual vote. Ex Officio Members do not vote.

8.2 Election of Officers

A nominating committee composed of the current Chairperson, current Vice Chairperson, the State CIO, and two at-large ITAB members nominates the officers. The nominating committee convenes during October of each year and presents nominations for a vote in the November ITAB meeting. The nominating committee will submit the name of the current Vice Chairperson as their nominee for Chairperson unless circumstances do not permit. In the event a Vice Chairperson is unable to serve as Chairperson the following year, the nominating committee will make appropriate nominations for Chairperson in addition to their nominations for Vice-Chair. For Vice-Chair the nominating committee will submit three nominees and the vote leader will be elected. In the case of a tie vote a run-off election

will be held with the vote leader being elected. Nominees must be current ITAB members.

9.0 Meetings

ITAB meetings are normally held on a monthly basis at the discretion of the ITAB Chairperson in consultation with the State CIO and the membership. The ITAB Chairperson is responsible for all aspects of the meetings. ITAB meetings are open meetings, but are not intended for vendor presentations or marketing of IT products or services.

10.0 Term of Charter and Amendments

10.1 Term

This charter shall exist as written or as amended by section 10.2 until such time as the Missouri Information Technology Advisory Board is dissolved.

10.2 Amendments

This charter shall be amended when a motion to amend is agreed to by two thirds of the voting members during a meeting of a quorum of the members. A member must submit an amendment to the Chairperson in writing in order for the amendment to be considered. Amendments are presented to the membership at the first meeting after the Chairperson is in receipt of an amendment. Amendments are voted on at the meeting following the presentation.