ARTICLE I. PURPOSE

The purpose of the Campus Technology Coordinators General Committee (CTC) is to support the technology goals and objectives of the University. CTC provides a collaborative environment where members can focus on technology initiatives and engage in free idea exchange. The purpose of the CTC Board is to provide administrative oversight, guidance, and support for the General Committee.

ARTICLE II. ORGANIZATION

The CTC Board shall be comprised of twelve members, including: two representatives from each of the following areas: IT Division [(Academic Technology Services (ATS), Infrastructure Services (IFS), and Application Development Services (ADS)], Administrative Services Division, Student Affairs Division (one standing member and one appointed), and three from Academic Affairs (one faculty and two technical staff). The CTC Board meetings shall be co-chaired by the ex-officio IT non-voting Directors of Enterprise Business Computing and Academic Technologies, Training and Planning. The committee shall include as an ex-officio non-voting member the Vice President of Information Technology and a recorder IT Communication, Events, Training and Education (CETE) Manager.

The CTC General Committee consists of general technical experts and other interested parties from across campus either assigned or on a volunteer basis. CTC General Committee meetings will be facilitated on a rotational basis by all Board members.

ARTICLE III. CTC BOARD MEMBERSHIP

Section 1. Membership

Board representatives shall include individuals employed with the University at 75% or greater FTE within the fiscal year.

Section 2. Term of Office

Representatives on the Board shall serve for three-year terms (exception for faculty with one-year renewable option at faculty discretion up to three years) to provide for continuity. Maintaining a balance between the three divisions each year (Administrative Services Division, Student Affairs Division, Academic Affairs): see Board rotation matrix, Appendix A if applicable.

The term of office for all members shall begin May 1st and end April 30th of each academic year.

Section 3. Election of Members to the Board

The CTC Board shall facilitate a nomination and election procedure each year and oversee the election process. Elections are open to all CTC General Committee members. Regular attendance at General Committee meetings is required for Board nomination eligibility (exceptions for faculty). CTC Board representatives are expected to maintain an 80% attendance record to the CTC General meetings. Each
area’s respective constituency submits nominations for their category. Nominees must confirm willingness and availability to serve in the position if they are elected. If no nominations are received from a specific area it is understood they will not have representation on the CTC Board and the voting seat will/may be filled from another area.

Nomination process: email to all CTC members collected by the recorder with name and division (Administrative Services Division, Student Affairs Division, or Academic Affairs).

Can be re-nominated a year after the end of their term.

An official ballot will be prepared by the CTC Board and distributed by the end of March. All votes received on or before the specified due date shall be counted. In the event no candidate receives a majority, the CTC Board co-chairs shall employ a means of chance to select a winner. The results will be announced through appropriate publicity channels.

Unopposed candidates will not be placed on the ballet. If a candidate is running unopposed, he or she must achieve a 50% vote of confidence from the current CTC Board in order to be elected to office.

The CTC Board will have the responsibility to fill vacant seats as members transfer or terminate.

Section 4. Duties of the Members

Co-Chair. The principal duties of the co-chairs shall be to preside at all meetings of the CTC Board and to supervise, direct, and promote the goals and objectives as set forth by the committee.

Ex-Officio. The Vice President for Information Technology serves in an Ex-Officio role as do the IT Directors and Associate Directors.

Recorder. The principal duties of the recorder shall be to keep a true and correct record of the proceedings of all meetings of the CTC Board and General Committee, and to systematically and safely keep such books, papers, records, and documents pertaining to the business of the committee. The recorder will also track attendance and ensure Agendas are completed for each meeting.

Section 5. Vacancies

Should a co-chair leave office during the term, the remaining co-chair shall assume all duties listed in Section 4 until a new co-chair can be appointed. In the event both of the co-chairs leave office during the same term, the ex-officio shall assume all duties listed in Section 4. Should the recorder position be vacated, the duties of recorder will be provided by the IT Division.

Should a member of the CTC Board vacate their position before their term is completed, the CTC Board will elect a replacement for the vacated position. The term of office of any person(s) elected in a special election will begin the day following the close of that election.

Section 6. Absences

Any member of the CTC Board with three unexcused absences from in any one year of office as recorded in the minutes of such meetings, or after showing gross neglect of duty as determined by the majority of CTC Board members, may be removed from office by a two-thirds majority vote of the entire CTC Board.
In the event of such removal from office, vacancies will be filled via the special election procedure as outlined in Section 5.

Section 7.

Quorum/majority voting for the CTC Board. One more than fifty percent of the voting members of the board. Proxy voting and absentee voting is allowed after reviewing the discussion minutes.

Section 8. Guest attendance to CTC Board meetings

Guests may be invited to attend CTC Board meetings as requested by a Board member and approved by one of the co-chairs or as mandated by subcommittee assignments.

Section 9. Operating Budget

Arrangements managed by the Recorder (see Section 4). Used for providing 1) refreshments at the CTC General Committee meetings, 2) copying and supplies for Board and General Committee meetings.

**ARTICLE IV. RULES AND AMENDMENTS**

The rules contained in the By-laws shall govern the board and committee in all cases to which they are applicable.

A proposed amendment to the By-laws may be initiated by a majority vote of the CTC Board, or upon receipt by the committee of a petition signed by a minimum of 40% of CTC General Committee members.

The proposed amendment(s), along with an official ballot, shall be prepared and distributed to the CTC General Committee at least 30 days prior to the due date.

All ballots must be received by the committee on or before the specified due date to be counted.

Upon a two-thirds affirmative vote of the responding members, the proposed amendment(s) to the By-laws shall be adopted and become effective immediately.

**ARTICLE V. SUBCOMMITTEES**

Subcommittees or task forces within the CTC may be established at the discretion of the CTC Board as special needs occur. Recommendations from any subcommittee must be reported to the CTC Board including a final written report of their findings for presentation to the CTC General Committee.