Article I. Name
The name of the Committee shall be the “CIO Advisory Committee of The University of Tennessee Health Science Center.” The Committee may be referred to as the “Information Technology Committee” or the “IT Committee.”

Article II. Vision and Objective(s)

Section 1. Vision: To advance the appropriate and efficient use of information technology by UTHSC faculty, staff and students.

Section 2. Objective(s): The Committee shall exist for the purpose of advising the University of Tennessee Health Science Center (UTHSC) Chief Information Officer (CIO) and provide a conduit for the exchange of information between the UTHSC Department of Information Technology Services (ITS) and the students, staff, and faculty at all UTHSC locations. As advisory to the CIO, this committee will strive to improve the availability and the applicable and efficient use of current and future information technology to facilitate research, education, clinical practice, and community service to enhance community health and wellness.

Article III. Members

Section 1. Classes of members
The Committee shall be composed of regular and ex officio members. Each regular member shall have an equal vote on all matters before the Committee. Ex officio members shall be non-voting.

Section 2. Composition
The regular membership of the Committee shall be composed of one representative from each of the UTHSC colleges and campuses; the Library; Student Government Association; Faculty Senate; Employee Relations Committee; Exempt Staff Council; Executive Vice Chancellor’s Office; Finance and Operations; Academic, Faculty, and Student Affairs; Research Administration; and Development and Alumni Affairs. The UTHSC CIO will be an ex officio member of the Committee. ITS directors also may attend meetings as ex officio members at the CIO’s discretion.

Section 3. Term of service
The term of service for regular members shall be three (3) years. The anniversary date for a term shall be July 1.

To provide a rotating membership, upon initial constitution of the Committee, the term of four (4) regular members chosen at random will be reduced to one (1) year and the terms of an additional four (4) regular members chosen at random will be reduced to two (2) years.
Section 4. Eligibility for membership
Regular members shall serve no more than two consecutive terms. A term served by a member appointed to fill a position vacated prior to normal term expiration shall be counted as a full term.

Regular members shall be proposed for appointment to the Committee by a process determined by their represented organizational unit. A letter of appointment to the Committee from the chief administrative officer of the proposed member’s organizational unit shall be sent to the Committee before the term of the outgoing representative expires.

Section 5. Membership requirements
Regular members are expected to attend the regular meetings and special functions of the Committee. If a member cannot attend, that member may nominate an alternate from the member’s organizational unit to act on the member’s behalf. When attending in the place of a regular member, an alternate shall act with the same power as that member, including participating in discussion, motioning, seconding, and voting. However, if an alternate chooses to attend a meeting in which the organizational unit’s regular member is present, the alternate may participate in discussion but cannot motion, second, or vote.

In the letter of appointment, each regular member shall have assurance from the chief administrative officer of the member’s organizational unit that sufficient time will be given for the member to participate in Committee activities.

Section 6. Disciplinary procedures
A member may be removed from the Committee for dereliction, inability to perform Committee duties, or unwillingness to facilitate the business before the Committee. Removal from the Committee shall require two-thirds vote of the Committee.

Section 7. Resignation
A member may resign from the Committee by informing the Committee Chair. The Committee then will request a recommendation for appointment to the Committee from the chief administrative officer of the resigned member’s organizational unit.

Section 8. Exit from organizational unit
A member who leaves the organizational unit before the end of the membership term will forfeit the Committee appointment. The Committee then will request a recommendation for appointment to the Committee from the chief administrative officer of the exiting member’s organizational unit.

Article IV. Officers
Section 1. Names
In order of rank: Chair, Vice Chair, and Secretary

The Chair’s primary responsibility is to facilitate Committee meetings and ensure that an agenda is set forth for each meeting.

The Vice Chair’s primary responsibility is to assume the responsibilities of the Chair if
the Chair is unable to attend, facilitate meetings, or set forth an agenda.

The Secretary’s primary responsibilities are to record and post meeting minutes, send letters of nomination and appointment for new/re-instated members, maintain membership rosters in Committee communication, and communicate meeting dates/time and other pertinent information to members.

Section 2. Nominations and elections
Candidates for Chair and Vice Chair shall be nominated from the regular membership by regular members of the Committee.

Candidates for Secretary shall be nominated from the regular membership by regular members of the Committee and also may include the CIO’s administrative assistant.

Officers shall be elected by majority vote of the Committee prior to July 1.

Section 3. Eligibility
At the time of nomination and election for an office, candidates must be in the first or second year of their term, with the only exception being the CIO’s administrative assistant if serving as Secretary.

Section 4. Term of office
The term of office shall be one (1) year or until a successor is elected. Officers shall take office July 1. Officers may serve no more than two consecutive terms, with the only exception being the CIO’s administrative assistant if serving as Secretary.

Section 5. Removal from office
Officers may be removed from office with a two-thirds vote of the regular membership.

Section 6. Vacancies
If there is a vacancy in the Chair position, the Vice Chair shall fill the position of Chair until such time as the regular membership can elect a new Chair. If there is a vacancy in the position of Vice Chair or Secretary, the Chair shall appoint an acting Vice Chair or Secretary until such time as the regular membership can elect a new Vice Chair or Secretary.

A vacancy declaration may be adopted for dereliction with a two-thirds vote of the regular membership.

Article V. Meetings
Section 1. Meeting days
Meetings shall occur the 4th Monday of each month for one hour at a time agreed upon by the Committee.

Section 2. Quorum
A quorum shall be a majority of the regular members.
Section 3. Special meetings
An officer or the CIO can call a special meeting as needed. No business other than that for which the meeting is called may be transacted at a special meeting.

A regular member may call a special meeting for the purpose of discussing and voting upon a motion or to remove an officer.

A quorum for a special meeting shall be a majority of the regular members.

Section 4. Cancellation of regularly scheduled meetings
The Chair may cancel a regularly scheduled meeting if there is no business to transact.

Section 5. Electronic meetings
Electronic meetings may be held. The Committee should agree to the format and set a start and stop date and time for the meeting.

Article VI. Sub-Committees
Section 1. Sub-Committee formation
Sub-Committees shall be formed on an ad-hoc basis to address IT matters related to a specific issue in academics, research, clinical affairs, or administration. A majority vote of the Committee membership shall establish an ad-hoc Sub-Committee. A majority vote of the Committee membership shall dissolve an ad-hoc Sub-Committee.

Section 2. Sub-Committee selection
Sub-committee members shall be appointed by the Chair from the regular membership of the Committee. Ex officio members may be appointed from outside the regular membership. Ex officio members of a Sub-Committee shall be non-voting.

Section 3. Quorum
The quorum of a Sub-Committee shall be a majority of the voting members.

Article VII. Parliamentary authority
The rules contained in Robert's Rules of Order Newly Revised, Tenth Edition shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the Committee.

Article VIII. Amending the bylaws
Procedures to amend the bylaws shall be conducted only at regular meetings. A duly seconded motion to amend shall require a subsidiary motion to postpone, ensuring that the amendment is considered at two meetings. Amendments to the bylaws shall require a two-thirds vote of the regular members.