

**POLICIES AND PROCEDURES OF THE  
CIO ADVISORY COUNCIL (CIO Council)**

The University System Advisory Council in its meeting on August 18, 1989, approved the formation of an Administrative Committee on Information Technology (ACIT). The ACIT voted at its meeting on October 19, 2010 to rename and update the mission of the organization as follows:

- Name: CIO Advisory Council (CIO Council)
- Vision: To enhance the impact and value of technology in the USG.
- Mission: The mission of the CIO Advisory Council is to function as a professional organization for University System IT leaders, and to serve as an advisory body for the USG and a stakeholder communication group for the Vice Chancellor/Chief Information Officer.

**MEMBERSHIP**

The Chancellor requested that each president in the University System nominate an institutional representative for appointment to the committee. He emphasized that representatives from the thirty-five institutions be able to represent, at a policy level, all information technology interests on campus.

Designated alternates may be used. Changes to the membership should be submitted to Information Technology Services (ITS). The membership list is updated as the membership changes.

The CIO Council Executive Committee represents the leadership of the committee and may serve as the final decision-making voice of the committee. The Executive Committee is composed of the past chair, current chair, chair-elect, secretary, and four selected representatives of the CIO Council.

**ELECTION OF OFFICERS**

The Secretary and Chair-Elect are elected electronically before the spring meetings. Nominations are accepted in March. The nominees are contacted by the Chair-Elect. If they accept the nomination, the nominee is required to provide a picture and background information to be posted on the CIO Council web site. The elections are held in April; the results are announced one week prior to the spring meeting.

**FUNCTIONS**

The function of the CIO Council is:

- to make reports and recommendations concerning the improvement of technology
- to exchange information and ideas and
- to consider any other matters requested by the Vice Chancellor or his representatives.

## **COMMITTEE MEETINGS**

Meetings are held at least four times an academic year, more often if necessary. Committees may transact business by email or correspondence in lieu of meetings at a specified location. Expenses for travel by a member of the committee to a committee meeting will be paid by the institution.

## **SUBMITTING MEETING MINUTES**

Minutes of the CIO Council meetings will be sent electronically to the Executive Committee of the CIO Council and the Vice Chancellor for Information and Instructional Technology for initial review by the CIO Council secretary. Upon review, the minutes will be sent electronically to the full CIO Council membership within two weeks of the CIO Council meeting for approval.

Approval of the minutes will occur at the next regularly scheduled CIO Council meeting. Any additions, deletions and/or corrections will be noted and the final minutes posted to the CIO Council web site.

## **COMMITTEE RECOMMENDATIONS**

Committee recommendations requiring consideration within the USG will be forwarded by the Vice Chancellor for Information and Instructional Technology to the appropriate committee for consideration and action. The Vice Chancellor for Information and Instructional Technology will notify the CIO Council of decisions on recommendations.

## **CIO COUNCIL STANDING SUBCOMMITTEES**

At the Fall 2010 meeting of the CIO Council, several standing subcommittees were identified for the purpose of advising the Vice Chancellor for Information and Instructional Technology within the University System of Georgia. The full CIO Council membership approved the establishment of the following standing subcommittees:

- **Collaborative and Distance Learning**
- **Infrastructure and Services**
- **Knowledge Management and Communications**
- **Leadership Development**
- **Security Advisory Group**

This document describes a common framework within which these subcommittees will be structured and operated. Each subcommittee shall develop a specific charter augmenting the following information with mission statements and scope of responsibilities.

All committees shall be reviewed annually for relevance of their charge and either perpetuated, amended, or terminated as needed. Chairs shall be selected annually, and chairs will draft committee goals for the year, and report at quarterly CIO Advisory Council meetings on efforts and accomplishments. The chairs will meet with the CIO Council Chair and the Vice Chancellor /CIO annually as they establish committee goals and as they close out the year so that respective committees remain aligned and productive.

In the event that a Standing Committee is not an ideal governance group for a specific need, any CIO Advisory Council member or the Vice Chancellor may present a request with written charge, composition, and term for a Strategic Team to the Executive Committee. If approved, the Chair will send out request for members to the CIO Advisory Council if desired, or notify members of the committee composition. Otherwise, the request will be forwarded to an existing committee for consideration/response, and brought back to the next Executive meeting. Strategic Teams shall be reviewed annually as described above.

***Strategic Team Request***

Name:	Audits and Standards Team
Charge:	To gather a standard framework to assist campus IT leaders and USG auditors in ensuring the security, availability, and reliability of institutional IT systems.
Composition:	One research, one regional, one state university, one state college rep and one two-year college representative, plus up to two at-large members.
Term:	Up to one year.

### ***Establishing Authority (Standing Subcommittees)***

Formation of the named standing subcommittees was approved by the institutional membership of the CIO Council during the Fall 2010 meeting.

### ***Composition and Organization (Standing Subcommittees)***

Each subcommittee will be a standing committee of the CIO Council. The chair of the subcommittee will be appointed by the chair of the CIO Council and will normally reflect the recommendation of subcommittee members. The chair will be expected to serve a two-year term as measured from date of appointment. Except in extenuating circumstances, a subcommittee chair will not be eligible to succeed themselves in that capacity. Membership will be voluntary and the responsibility of the subcommittee chair to administer. Membership will be restricted to CIO Council institutional representatives or their designees. Members will be expected to serve two-year terms and may succeed themselves. The composition of the subcommittee is to be maintained such that in addition to the chair, there is at least one member from a comprehensive or special purpose university; two members from regional universities and/or state universities and senior colleges; and two members from two-year colleges. For purposes of voting, a simple majority of committee members will constitute a quorum. Where consensus cannot be achieved in reaching committee decisions, simple majority voting will be used.

### ***Frequency of Meetings (Standing Subcommittees)***

The subcommittee will meet at least twice annually. The chair will be responsible for scheduling these regular meetings. Whenever possible these meetings will be scheduled to coincide with quarterly CIO Council meetings. Additional called meetings can also be scheduled. Meetings will be conducted according to a previously established agenda distributed by the chair.

### ***Reporting Responsibilities (Standing Subcommittees)***

Results of meetings will be reported at the next occurring full quarterly CIO Council meeting by the chair or his designee. Findings or recommendations of the subcommittee with potential consequences for individual system institutions will require approval of the CIO Council membership before being presented to the CIO Council as official subcommittee positions. Electronic communications will be used where feasible to conduct the subcommittee business.