

## **MECKLENBURG COUNTY, NORTH CAROLINA**

### **INFORMATION SERVICES & TECHNOLOGY ADVISORY COMMITTEE (ISTAC)**

#### **CHARTER:**

The Information Services & Technology Advisory Committee will serve as an advisory group to the Board of County Commissioners and will review plans at a conceptual level for major new automated systems with respect to:

- Justification of the system including both tangible and intangible benefits to Mecklenburg County
- Adequacy of the system functions to solve the business problem(s) addressed by the system
- Appropriateness of the technical approach utilized within the system
- Availability of adequate hardware, software, communications and personnel resources within **Information Technology Services (ITS)** to provide the technology-related services at a level expected by the users
- Advise on how business as a whole is accomplishing or approaching challenges
- Provide feedback to the board if necessary on a particular IST challenge if the board needs to be made aware. Example: budget shortfall prevents the implementation of a security feature.

The Committee will also validate the processes associated with implementation of automation plans including those used in the selection of equipment and service vendors. While performing these duties, the Committee will provide appropriate coordination with any existing advisory bodies that may also have interest in the planned systems. The Committee will review the plans of the ITS Department, of major automation projects and periodically report to the Board of County Commissioners as to the same if necessary.

#### **MEMBERSHIP**

ISTAC is composed of 12 members appointed by the Board of County Commissioners for a three year term. A member may be reappointed for an additional three-year term.

#### **Attendance:**

1. A 65% attendance of all regularly scheduled meetings is required of ISTAC members by the Board of County Commissioners.
2. Members must be present for 50% of a meeting in order to be counted present at that meeting.
3. Members cannot miss three consecutive regularly scheduled committee meetings.
4. There are no excused absences.

## **COMMITTEE REPORTING**

ISTAC must report at least annually to the Board of Commissioners on its activities. Reports can be submitted to the Clerk to the Board for distribution to the Board in writing, or for formal presentation at a regular Board Meeting. The committee's assigned liaison shall work with the Clerk to the Board on establishing the annual reporting schedule

## **MEETINGS**

The Committee will hold regular meetings on the third Friday of each month at 7:30 a.m. at the Valerie C. Woodard Center located on Freedom Drive unless otherwise noted to the membership. Other ad hoc meetings may be called in addition to the regular meetings when deemed necessary by the Chair.

## **ELECTION OF OFFICERS**

Elections will normally be held at the regular November meeting each year. The Chair and Vice-Chair both shall serve for a term of one year commencing with the first meeting in January.

## **CHAIR**

The duties of the Chair are to:

- Chair the Committee meetings
- Plan the meeting agenda in cooperation with the Chief Information Officer (CIO)
- Meet quarterly with the CIO to understand County technology needs, challenges and successes, and to ensure ISTAC and CIO alignment
- Conduct an annual ISTAC planning meeting
- Attend Board of County Commissioner meetings at least once a quarter
- Make reports to the Board of County Commissioners as may be requested by the Board or deemed advisable by the Committee.

## **VICE-CHAIR**

The Vice-Chair shall be elected by the majority of those present at the meeting when elections are held. The Vice-Chairman assumes the duties of the Chair during the Chair's absence.

## **COMMITTEES**

### **Nominating Committee**

The Nominating Committee shall be a standing committee of the ISTAC. The Nominating Committee is responsible for identifying and recommending candidates to fill vacancies on the ISTAC and for coordinating the election of officers. The Nominating Committee will report to the ISTAC impending term expirations and reappointments as needed and annually at the November meeting.

**Charter revised March 2014**  
**Charter revised February 2018**  
**Charter revised April 2019**

**Approved this the \_\_\_\_ Day of April 2019**

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**George Dunlap, Chair**  
**Mecklenburg Board of County Commissioners**