

**BY-LAWS
OF THE
COUNTY OF VENTURA
BUSINESS TECHNOLOGY COMMITTEE**

December 21, 2022

I. NAME

The name of this body is the Business Technology Committee (BTC).

II. CHARTER

A. General.

The BTC is a permanent subcommittee of the Ventura County Information Technology Committee (ITC) and is comprised of County department and agency information technology managers who represent all the information technology stakeholders in the County of Ventura. The BTC will make recommendations and provide input to the ITC in accordance with this Charter.

B. Responsibilities.

1. Recommend Countywide computing standards (excluding telecommunications and infrastructure).
2. Identify opportunities to eliminate systems-related redundancy within the County.
3. Provide guidelines for departmental IT plan development/format.
4. Review and recommend Countywide technology policies.
5. Participate in development and updates of the Countywide IT Strategic Plan.
6. Act upon annual objectives assigned by the ITC.

C. Scope.

1. Identify technology opportunities and recommend strategies;
2. Draft and recommend technology policies;
3. Develop technical guidelines;
4. Review and recommend County computing standards;
5. Act as the customer representative on enterprise projects; when needed;
6. Research and recommend emerging technologies;
7. Take advantage of opportunities for interdepartmental collaboration;
8. Share technology information of common interest;
9. Regularly report Committee initiatives, findings, and recommendations to the ITC.

- D. Guiding Principles.
 - 1. County policies.
 - 2. Industry best-practices.
 - 3. Standardization.
 - 4. Collaboration.
 - 5. Interoperability.
 - 6. Data sharing.

II. MEMBERSHIP AND VOTING

A. Members.

Any Department Head may recommend their department or agency's senior information technology manager as a new or replacement member of the BTC. Recommendations will be submitted to the BTC Chair. The BTC will ratify the recommended member by a vote of the membership during a regular meeting. Members serve in perpetuity until replaced by their Department Head.

B. Types of Membership.

There shall be two types of members.

1. Full Members.

Full members represent County departments or agencies with significant IT staff, investment or enterprise applications.

2. Associate Members.

Associate members represent County departments or agencies without significant IT staff, investment or enterprise applications who have an interest in participating.

C. Admission.

Any County department or agency may apply to the BTC for membership.

D. Eligibility.

1. The following departments and agencies shall have permanent full membership.
 - a) Auditor Controller
 - b) Sheriff
 - c) District Attorney
 - d) Human Services
 - e) Health Care
 - f) Fire
 - g) Public Works
 - h) Resource Management
 - i) GSA
 - j) Information Technology Services (ITS)
 - k) Child Support Services
 - l) Assessor
 - m) VCERA
 - n) CEO

2. All other departments and agencies shall have associate membership unless and until they apply for full membership and their application is ratified by the BTC.

3. County departments or agencies are limited to one member with the exception of the ITS Department which shall have two members; the Security Officer and one Deputy Chief Information Officer (DCIO).

E. Voting.

1. Voting Representatives.

The full members appointed to serve on the BTC will be the voting representative for the participating department. Associate members have no vote. No person will be permitted to vote unless previously designated as a full member or a proxy for a participating department or agency.

2. Proxy Voting.

The voting representative for each department may appoint a proxy by informing the BTC Chair of the name of the proxy individual in advance of any meeting. The proxy may vote in the absence of the

voting representative. Proxies may be designated for a single meeting or until the proxy is rescinded by the voting representative.

3. Entitlement to Vote and Requirement for Passage.

Each voting representative has one vote on each question presented at the meetings. This equates to one vote per County department or agency with full membership status, except for ITSD which will have two votes on any question before the BTC.

4. Voting Process.

- a) Votes must be made after consideration of the discussion of the issue.
- b) Votes may only be cast by representatives attending the meeting in person or whose proxy is present.
- c) The voting process will follow Roberts Rules of Order.
- d) Approval of any question / proposal on the agenda requires a simple majority of Participating Departments in attendance voting in favor.
- e) If a motion is brought to a vote regarding an issue that was not on the agenda published in advance of the meeting, it must receive a majority of all the participating department and agency votes to pass (including those not in attendance). If the issue receives a simple majority of the voting representatives present, but not a majority of the full membership, it shall be placed on the next month's agenda for reconsideration.
- f) A simple majority is defined as more than one-half of the full members present or voting by proxy.

IV. MEETINGS, AGENDA, AND MINUTES

A. Meetings.

- 1. The BTC will hold regularly scheduled quarterly meetings at least one month prior to the regularly scheduled quarterly ITC meetings. The BTC Chair will confirm the upcoming ITC meeting schedule

prior to setting the upcoming BTC meeting schedule. Regularly scheduled meetings can be cancelled or rescheduled by a majority vote of the members.

2. The BTC will hold a meeting in December, to set the upcoming year's meeting schedule, hold elections for the upcoming chair and co-chair and report on the current years' accomplishments.
3. Special meetings to address urgent County technology issues can be called by the Chair with at least 48 hours notice.
4. A one-half plus one quorum of the full membership is required to hold any meeting of the BTC.

B. Attendance.

1. BTC members will make every effort to attend each scheduled BTC meeting in person. In the event that a member is unable to attend, the department's or agency's designated proxy may attend in the member's place.
2. BTC members may invite guests to attend the regular meeting when particular expertise is needed on a topic before the committee.

C. Agendas.

1. The BTC Chair will prepare an agenda for all regular and special BTC meetings. Topics for each meeting will be solicited from the committee membership. The agenda for each regularly scheduled quarterly meeting will be prepared and distributed to all Participating Departments and Agencies at least 72 hours prior to the meeting.
2. Agendas for special meetings shall be prepared and transmitted to all participating Departments and Agencies at least 72 hours before a regularly scheduled meeting and at least 24 hours before a special meeting.
3. All final agendas will be posted to the BTC Website by the Secretary in accordance with the Brown Act.

D. Minutes.

1. Minutes of each regularly scheduled monthly meeting will be prepared by the Secretary and distributed to all Participating Departments and Agencies at least 72 hours prior to the next scheduled meeting.
2. Minutes of special meetings will be prepared and distributed to all Participating Departments and Agencies in a timely manner. All minutes are to be reviewed and approved at the next regularly scheduled meeting of the BTC.
3. All approved minutes will be posted to the BTC Website by the Secretary.

V. CHAIR, VICE-CHAIR, AND SECRETARY

A. Chair.

1. Election and Term of Office.
 - a) The Chair will be a member of the BTC, elected by a majority vote of the BTC each December. The Chair will serve a one-year term that corresponds to the calendar year beginning on January 1. Any member may serve an unlimited number of terms as Chair, but no more than two consecutive terms.
 - b) Nominations for Chair will be presented at the regular December meeting or at a special meeting should the December meeting be cancelled. Any member may nominate any other member, including him- or herself. The nominee must agree to serve, in person or via proxy. Voting for Chair will follow immediately after the close of nominations.
2. Responsibility and Authority.
 - a) The Chair is responsible for developing and distributing agendas. The Chair may schedule presentations at meetings by non-committee members as the Chair deems appropriate.

- b) The Chair will attend the Information Technology Committee meetings to communicate on behalf of the BTC decisions made and the reasoning behind such decisions. The Chair will provide a report of BTC activities at each ITC meeting. The Chair will be responsible to communicate back any direction from the ITC to the BTC.
- c) Annually, in December, the outgoing Chair will prepare a summary of accomplishments by the BTC during the previous year. Annually, as early as is practical during the new-year, with input from the ITC and BTC, the incoming Chair will prepare a list of proposed committee goals for the upcoming year.

B. Vice-Chair.

1. Election and Term of Office.

- a) The Vice-Chair will be a member of the BTC, elected by a majority vote of the BTC each December. The Vice-Chair will serve a one-year term that corresponds to the calendar year beginning on January 1. Any member may serve an unlimited number of terms as Vice-Chair, but no more than two consecutive terms.
- b) Nominations for Vice-Chair will be presented at the regular December meeting or at a special meeting should the December meeting be cancelled. Any member may nominate any other member, including him- or herself. The nominee must agree to serve, in person or via proxy. Voting for Vice-Chair will follow immediately after the close of nominations.

2. Responsibility and Authority.

The Vice-Chair will act as, and have the responsibility and authority of the Chair whenever the Chair is not available to act.

B. Secretary.

1. Selection and Term of Office.

The role of Secretary is a permanent role that will be filled by one of ITSD's two BTC members. The Secretary may temporarily delegate responsibility for meeting minutes to another BTC member if the Secretary is not able to fulfill the duties at a specific meeting.

2. Responsibility and Authority.

The Secretary will prepare and distribute the minutes of each meeting, at least 72 hours prior to the next scheduled meeting. The Secretary will also update content on the BTC website.

VI. SUBCOMMITTEES

A. Appointment of Subcommittees.

The BTC will appoint subcommittees to conduct the detailed business of the committee, as needed.

B. Composition.

Each committee will consist of a minimum of three members. Volunteers to serve on committees will be solicited from interested full members, associate members, or subject matter experts (SME). BTC members may serve on committees themselves or appoint a member of their staff with the necessary subject matter expertise. Participation of non-IT County staff may be solicited in order to provide the full spectrum of expertise necessary to inform the subcommittee. Each committee will appoint a chairperson and provide regular updates to the BTC.

C. Purpose.

The purpose of each subcommittee will be specific enough to give clear direction to the subcommittee chair as to the subcommittee responsibility.

D. Responsibility and Authority.

The authority of committees is limited by the appointing record. All committee recommendations for standard or policy changes must follow the designated change management process.

E. Reporting.

The subcommittee chair is responsible for preparing a one page white paper which, at a minimum, will document the purpose of the subcommittee, illuminate details of the issue or problem, document the findings, and when appropriate make recommendation(s).

F. Retirement.

Subcommittees will disband at the completion of the assigned project.

VII. CONDUCT OF BUSINESS

A. Annual Committee Goals.

Annually, with input from the ITC, the BTC will prepare a list of committee goals that will guide committee activities for the calendar year. These goals may be refined or updated through the course of the year to more adequately reflect the best interests of IT in the County.

B. Policy Review.

The BTC will propose, develop, review, and recommend new and changed technology-related policies for the County of Ventura. The BTC does not have oversight of internal departmental or agency technology policies.

C. Standards Review.

The BTC will propose, develop, review, and recommend new and changed technology related standards for the County of Ventura.

D. Referral to and from the ITC.

The ITC may assign projects, implementation efforts and other tasks to the BTC as the ITC determines are in the best interest of the County as a whole. Recommendations for new or modified County of Ventura technology policies, standards, and projects will be referred by the BTC to the ITC for approval at the next regular or special meeting of the ITC.