

INFORMATION TECHNOLOGY COMMISSION

PURPOSE.

- A. The purpose of the Information Technology Commission is to create a sustainable committee of informed individuals to govern and evaluate the long-term needs of the Borough's and Board of Education's information technology functions and capacity.

ESTABLISHMENT.

- A. The Commission shall consist of seven (7) members, who shall be appointed by the Mayor and/or the Superintendent, subject to the approval of both the Board of Mayor and Burgesses and the Board of Education. There shall be no party affiliation requirements of any kind. Commission members shall serve without compensation.
 - (1) Members of the Commission shall include at least three (3) members who have at least five (5) years of experience in computer-related fields or occupational experience of five (5) years overseeing information technology functions;
 - (2) All members shall be appointed for five-year terms. The terms shall commence on _____, 2014. In the event of a vacancy in the Commission's membership, the successor shall be appointed by the Mayor and/or Superintendent, subject to the approval of both the Board of Mayor and Burgesses and the Board of Education, to serve the unexpired term of the vacating member. Any member may be removed by the Mayor for cause, which shall include failure to attend three meetings of the Commission without reasonable cause within a calendar year.
 - (3) The terms of Commission Members may be renewed by the Mayor and/or the Superintendent.
- B. Information Technology staff members shall serve as ex officio, non-voting members of the Commission.

ORGANIZATION.

- A. The Chairperson of the Commission shall be appointed by both the Mayor and the Superintendent.
- B. The Commission may adopt such rules and regulations to govern its operation as it considers necessary to effectuate its purpose.
- C. A majority of all voting members of the Commission shall constitute a quorum for conducting the Commission's business.

POWERS AND DUTIES.

The Commission shall advise and formulate recommendations to the Mayor, Superintendent, Board of Education, and the information technology staff in the following respects:

- A. The Commission shall establish and direct policy related to all aspects of information technology for municipal and board of education operation, subject to funding, applicable laws and provisions of collective bargaining agreements pertaining to information technology employees.
- B. The Commission shall establish organizational operations for information technology employees, subject to applicable law and provisions of collective bargaining agreements.
- C. The Commission shall advise and formulate recommendations concerning computerization, data processing, internet access, and telecommunications needs of the Borough and the Board of Education.
- D. The Commission shall prepare an annual report of information technology operations, goals and objectives and present the same to the Tri-Boards comprised of the Board of Education, Board of Finance and Board of Mayor and Burgesses sitting together.
- E. The Commission shall annually, through its Chair or designee, recommend an annual budget to the Board of Education during the typical education budget process.
- F. The Commission shall annually, through its Chair or designee, recommend an annual, combined municipal and board of education information technology budget to the Joint Boards of Finance and Mayor and Burgesses during the typical budget process.
- G. The Commission Chair or designee shall serve as liaison to the Five-Year Capital Committee and shall attend all applicable Five-Year Capital Committee meetings applicable to information technology subject matter.

LIMITATIONS.

- A. Nothing in this subchapter shall be construed as conferring upon the Commission any administrative authority over the staff or the operation of the Technology Director.
- B. The Commission's authority is limited to advice and recommendations to the Technology Director, the Mayor and the Board of Education.
- C. The Commission shall have no authority to incur any expenses without the prior approval of the Mayor and the Board of Mayor and Burgesses and the Board of Education. The Commission shall have no fiscal authority.