Article I - Name

The name of this governing body shall be IT Senate.

Article II – Charge

The charge of IT Senate is to provide a forum for initiation, evaluation and prioritization of IT strategic initiatives, and to recommend IT strategic directions to the President’s Cabinet that are aligned with University goals and aspirations.

Article III – Membership

Section 1 – Voting members

a. IT Senate voting members are appointed by sector vice presidents or other governing organizations.

b. Length of term is determined by appointing authority. Terms shall not exceed four years. An exception to the term limit may be granted by a vote of the full IT Senate.

c. Vacancies are filled by appointing authority.

d. Voting members are as follows:

<table>
<thead>
<tr>
<th>Sector/organization</th>
<th>How appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Representative appointed by Provost</td>
</tr>
<tr>
<td></td>
<td>Dean appointed by Council of Deans</td>
</tr>
<tr>
<td>Administration &amp; Finance</td>
<td>Representative appointed by sector VP</td>
</tr>
</tbody>
</table>
Student Affairs
Representative appointed by sector VP

Research & Creative Scholarship
Representative appointed by sector VP

Integrated Communications
Representative appointed by sector VP

Information Technology
Chief Information Officer
Representative appointed by CIO

Intercollegiate Athletics
Representative appointed by AD

UM Foundation / Alumni
Representative appointed by consensus of UM Alumni Association CEO and UM Foundation CEO

Two student representatives
Appointed by ASUM

Four faculty representatives
Appointed by Faculty Senate

One staff representative
Appointed by Staff Senate

Section 2 – Ex-officio non-voting members

a. Non-voting individuals representing IT security, legal council and Business Services will serve as ex-officio members of IT Senate. In addition, chairs of standing and ad hoc committees that are not voting members of the IT Senate will be ex-officio members.

b. Central IT shall appoint a non-voting staff member to take meeting minutes, keep a record of committee membership, maintain an IT Senate website and support communication, logistics and professional development for the IT Senate.

Article IV – Officers and Structure

Section 1 – Officer titles, selection, length of terms and duties

a. The officers of IT Senate shall be the Chairperson and the Chairperson Elect.

b. The Chairperson and Chairperson Elect shall be elected by a majority vote of IT Senate members.
c. Officers’ terms are one year in length and begin upon adjournment of the final IT Senate meeting of an academic year. At that time, the Chairperson Elect ascends to become the Chairperson and a new Chairperson Elect is installed unless the IT Senate votes otherwise.

d. The Chairperson's duties shall include calling and conducting meetings, preparing the agenda and overseeing committee membership. The Chairperson Elect will assume the duties of the chairperson in the absence of the same.

Section 2 – Governing structure

a. The IT Senate reports to the President’s Cabinet via the Chief Information Officer.

b. Standing and ad hoc committees report to the IT Senate.

Section 3 – Committees

a. The IT Senate may establish committees to assist in the discharge of its duties. The IT Senate shall define the duties and responsibilities of each committee.

b. The IT Senate Chairperson shall appoint the chairs of standing and ad hoc committees.

c. Any UM employee or student may serve as a voting member of a standing committee.

d. Committee business may be initiated in two ways: 1) committee chairs may determine issues for committee consideration, or 2) the IT Senate Chairperson may delegate issues to a committee for consideration.

e. Committees may bring seconded motions to the IT Senate.

Standing committees

The following are IT Senate standing committees and their areas of responsibility:

Enterprise Applications Committee: The Enterprise Applications Committee is responsible for developing and implementing a protocol for acquisition of enterprise software—software used more broadly than at the individual or departmental level—that assures compatibility with Banner and central
authentication systems, addresses security and accessibility requirements, limits duplication and fosters collaboration and fiscal responsibility.

**Academic Computing Committee:** The Academic Computing Committee is responsible for evaluating and prioritizing strategic initiatives related to technology for teaching, learning and student academic success.

**Banner Priorities:** The Banner Priorities Committee evaluates and recommends strategic and project priorities for Banner student, finance and HR modules.

**Research Computing:** The Research Computing Committee advises on research computing strategy, resources, services, security and collaboration.

**IT Architecture and Infrastructure:** The IT Architecture and Infrastructure Committee advises on strategy and promotes standards related to the campus network, telecommunications, data centers and data storage, disaster recovery, identity management, security and implementation of an IT Infrastructure Library (ITIL).

**User Support:** The User Support Committee advises on priorities and strategies related to desktop support, help desks, web and media services, computer labs and printing.

**Communication and Collaboration:** The Communication and Collaboration Committee is responsible for IT Senate communication to campus constituents, coordinating communication among IT Senate committees, developing strategic and operational plan assessment reports, and recommending standards for IT communication planning and execution.

### Article V - Meetings

#### Section 1 – Frequency and Rules

a. IT Senate will convene six regular meetings per academic year, including three each semester. A standard day and time will be established for each semester.

b. Special meetings may be called by the Chairperson or by written request of 20 percent of voting members.

c. The IT Senate will follow Robert's Rules of Order. The Chairperson makes the final determination regarding questions of parliamentary procedure.

d. A quorum consists of 60 percent of voting members.
e. Only members in attendance may vote. No proxy voting is allowed.

**Section 2 – Agendas**

a. The Chairperson is responsible for establishing and communicating agendas to members one week in advance of a meeting.

b. The order of business is at the discretion of the Chairperson, but may consist of the following:

   - Call to order
   - Approval of minutes
   - Communications
   - Reports of committees
   - Unfinished business
   - New business
   - IT Senate professional development
   - Open forum

c. Consent agenda – Routine items to be voted on may be included in a consent agenda. Any item may be removed from the consent agenda by a majority vote of members.

**Section 3 – Attendance Requirements**

Voting members of the IT Senate can have no more than two unexcused absences. Members may be excused in advance of a meeting by the Chairperson.

**Article VI – Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the IT Senate by a two-thirds vote of voting members present, provided that the amendment has been submitted in writing at the previous regular meeting.