

Technology Steering Cooperative

Charter

Version 0.8

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Technology Steering Cooperative Charter

Document Control

Revision History

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Technology Steering Cooperative Charter

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1. Vision and Mission Statements

Our Vision:

“One Enterprise for One County...partnering together to achieve excellence.”

Our Mission:

To collaborate on technology initiatives that serve the citizens of Pinellas County, to identify and leverage opportunities to expand our service offerings, optimize our operational efficiencies, and maximize our collective investments.

2. Executive Summary

The role of the Technology Steering Cooperative (TSC) is to eliminate ambiguity and to ensure business decision-makers partner with the Business Technology Services (BTS) organization to meet the vision of the County. Realizing the vision of the TSC begins with recognition of both the need for autonomy by the Constitutional Officers, Agencies, and the Court, as well as enterprise opportunities and benefits expecting common countywide “horizontal” solutions where appropriate.

The TSC, with the appropriate technology services department and entity representation, is essential for successful collaboration. The goal is to avoid complex or unwieldy procedures, as well as committees too large for effective and frequent dialog. It is a well-recognized fact that, in order to ensure effective participation by business and technical leaders the process must move quickly and efficiently, with time and workload being the critical elements.

3. Introduction

3.1 Purpose of the Charter

The purpose of the charter is to:

- Communicate the expectation, nature and objectives of the Technology Steering Cooperative to all interested parties.
- Establish rules relating to operations and meetings.
- Communicate the goals of Technology Steering Cooperative to the County enterprise as a whole.

The TSC Charter provides the basis and framework for all responsibilities assigned to the TSC membership. It is to be reviewed annually each November by the TSC to ensure that the principles, best practices and governance processes support the County’s strategic goals.

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3.2 Purpose of the TSC

Rapid changes in the business and technology are driving changes to the information technology infrastructure. Technology infrastructure and investments must continually align with business strategies and goals to deliver value. This alignment will be achieved by developing an adaptive, cross entity architecture process. The TSC should:

- Ensure the alignment of BTS architecture with County strategic goals and objectives
- Enable cross-entity sharing of technologies
- Define common and shared standards
- Recognizing the autonomy of our cooperative, align decisions with key processes to ensure governance is consistent with enterprise principles, standards and future-state vision.

4. Membership

The TSC will be comprised of an executive board, voting members, and general members.

Executive Board:

- Chair Shall serve as the presiding officer at all meetings and represent the TSC, or delegate a representative from the voting members or executive board, whenever the organization is invited, or required, to speak with other agencies. Shall have the authority to call special meetings of the TSC.
- Vice Chair Shall assume the responsibilities of Chair in the event the Chair is unavailable, resigns, or is removed. Shall be elevated to the position of Chair at the end of term as Vice-Chair.

4.1 Voting Membership:

Each of the following entities will be permitted to designate an individual voting member to represent the interests of the entities at all TSC meetings.

Board of County Commissioners	Public Defender
Business Technology Services	Sheriff
Clerk of Circuit Court	State Attorney
The Courts	Supervisor of Elections
Property Appraiser	Tax Collector

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4.2 Elections for Executive Board:

Elections for Chair, Vice-Chair, and Recorder shall be held the first November after adoption of this Charter, and for Vice-Chair and Recorder each November thereafter. Beginning in November 2016 no election for Chair shall occur unless the sitting Vice-Chair is unable or unwilling to assume the role of Chair.

Any voting member may nominate eligible candidates. An individual may not be nominated, nor elected, in their absence.

Elections will be held at a general or special meeting in November every year. If circumstances arise which do not permit a general or special meeting in November then elections will be held at the first general or special meeting held after November.

A simple majority is required for the election of any member of the executive board. If there is a tie between two candidates the presiding officer shall cast a vote to break any tie. If there are 3 or more candidates and no candidate receives a majority vote then those 2 candidates with the most votes will proceed to a runoff election.

4.3 Resignation or Removal of Executive Board Member:

A member of the executive board may resign at any time. In the event that the Chair resigns the Vice-Chair will immediately assume the title and responsibilities of Chair for the remainder of the Chair's term. In any occasion where the Vice-Chair position becomes vacant an immediate special election will be held to elect a new Vice-Chair who meets the same eligibility requirements as if being elected during a general election in November.

Chartered by: BTS Board

5. TSC Approach

5.1 Responsibilities

Key Actions

1. Review technology best practices and standards.
2. Commission subcommittees and task forces.
3. Review the Business Technology Services Strategic Plan.
4. Prepare recommendations for BTS Board's consideration.

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6. Rules of Order

6.1 Quorum of Members

Before a meeting can conduct TSC business, it requires a quorum of 2/3 of the voting representatives at the commencement of the meeting. If a quorum is not reached, or during the course of the meeting is lost due to departure of voting members, the Chair could call the meeting to adjourn or consider continuing with the meeting to complete any open discussion, however no votes for approval on any matter may be taken. In the absence of the quorum, any voting transacted is null and void.

6.2 Meetings

The Technology Steering Cooperative (TSC) will meet on a regular basis, typically the first Friday of each month.

6.3 Notice of Meetings

Requested items to appear on the agenda must be submitted one week prior to the next agenda meeting.

6.4 Agenda

Once the TSC meeting commences, a motion to amend, the agenda requires a simple majority vote.

6.5 Voting Techniques

Voting will be conducted at the Chair's discretion by the following:

1. By voice or show of hands
2. By hand count
3. By Ballot

7. Amendments

After adoption amendments to this charter may be made at any general or special meeting where quorum is met. Such amendments must be presented in writing to the voting membership and must be reviewed for no less than 7 days before a vote for passage may occur unless it is determined by unanimous consent that passage should not be delayed.