

**UNIVERSITY OF NORTH FLORIDA  
UNIVERSITY TECHNOLOGY COMMITTEE  
B Y L A W S**

**ARTICLE I - PURPOSE**

The University Technology Committee (*the Committee*) of the University of North Florida (*the University*) seeks to:

- Promote the effective use of information technology (IT) in the instructional, research, and administrative activities of the University
- Identify and recommend new and emerging IT-based services necessary in the fulfillment of the University's mission

**ARTICLE II - FUNCTIONS**

In order to achieve its stated purpose, the Committee performs the following functions:

- Provides advice and recommendations to the University's administration and to Information Technology Services (ITS) concerning IT strategic directions, operating policies, and student, faculty, and staff IT needs.
- Maintains liaison with the University community to provide a forum for the expression of views and ideas concerning IT services, facilities, and needs.
- Maintains relationships with other University committees that deal with IT-related issues including the Faculty Association's Campus Technology Committee, the Financial Records Committee, the Student Records Committee, and the Distance Learning Committee.

**ARTICLE III - MEMBERSHIP**

Membership on the Committee consists of the following:

Assistant Vice President for IT and CIO (Chair)  
Academic Affairs Representative (Vice Chair) (Appointed by the Provost)  
An Associate Dean from each college (5)  
Library Representative  
Director, Center for Instruction and Research Technology  
Faculty Association Campus Technology Committee Representative  
Faculty Members at Large (2); (appointed by the Faculty Association President)  
Student Government Representative (2) (Appointed by the Student Body President)  
Administration and Professional Association Representative (1) (appointed by the A&P Association President)

University Support Personnel Association Representative (1) (appointed by the USPA President)  
Office of the President Representative  
Administration and Finance Representative  
Student Affairs Representative  
Institutional Advancement Representative  
Chair, Distance Learning Committee

Support Staff to the committee:

Director, ITS Networking and User Services  
Director, ITS Administrative Systems  
Director, IT Security

#### **ARTICLE IV – CONDUCT OF BUSINESS**

- Regular meetings of the Committee shall be scheduled on a monthly basis.
- Special meetings of the Committee shall be called by the Chairperson when necessary.
- Minutes of all meetings shall be recorded and distributed in a timely manner.
- A simple majority of committee members shall constitute a quorum for a meeting.

#### **ARTICLE V - GOVERNANCE**

The University's Assistant Vice President for IT and Chief Information Officer serves as Chairperson and the Vice Chairperson shall be appointed by the Provost.

#### **ARTICLE VI – DUTIES**

##### **Chairperson's Duties:**

- Presides over all meetings of the Committee.
- Notifies all members of all meetings.
- Prepares and distributes the agenda for each meeting.
- Arranges for all preparation for the meetings.
- Forwards recommendations to the Vice President for Administration and Finance, and reports the outcome of these recommendations to the Committee.
- Arranges for secretarial support (including the recording and distribution of minutes) as needed by the Committee.

##### **Vice Chairperson's Duties:**

- Participates in all meetings.
- Assumes the duty of the Chairperson in the Chair's absence.
- Assists the Chairperson as requested.

**Members' Duties:**

- Attend all meetings.
- Identify and submit information technology-related agenda items to the Chairperson at least two days prior to regularly scheduled meetings.

**Article VII – ACTION TEAMS**

- Action Teams may be appointed by the Chairperson as deemed necessary. These Action Teams may be comprised of Committee members and knowledgeable individuals from outside the Committee.
- Recommendations from Action Teams will be forwarded to the Committee for appropriate action.
- Meetings of ad hoc and standing action teams shall be scheduled as needed.

**ARTICLE VIII – AMENDMENTS**

The committee may recommend amendments to these bylaws by vote of a majority of the membership provided that the proposed amendment(s) have been circulated to the membership at least one week prior to the meeting in which the vote is to be taken. The Committee will review these bylaws at least every five years and revise as needed.

Approved:

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John A. Delaney, President

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Date