

# Information Technology Governance IT Council Charter

Last Updated: July 28, 2006

Adopted Unanimously: April 30, 2004

## *Section I – Findings and Declarations*

### *Whereas:*

- A. Information Technology solutions developed, maintained and operated by Executive Branch organizations are critical for improving the quality, accuracy, security and responsiveness of government services provided to Californians.
- B. California's local, state and federal jurisdictions currently invest significant resources in creating and maintaining Information Technology data and systems that are dependent upon yet independent of one another. Significant duplication of effort exists between Federal, State, local and private sectors in the creation and maintenance of California's Information Technology data and solutions.
- C. Leveraging resources and coordinating policy through a collaborative endeavor will increase the cost-effectiveness, accuracy and comprehensiveness of public Information Technology solutions in California and will have beneficial effect throughout both public and private sectors.

### *Therefore:*

The California Information Technology Council, hereinafter “the Council,” will improve the effective and efficient management and oversight of the application of information technology to the operations of California’s Executive Branch of government by

- Making recommendations to the State Chief Information Officer on matters affecting information technology in the Executive Branch,
- Recommending information technology standards and policies applicable, as appropriate, to Executive Branch agencies for administrative adoption, and
- Performing other functions related to information technology as requested by the State Chief Information Officer.

On the advice of the Council, the State Chief Information Officer may establish such Committees of the Council, Sub-Committees of the Committees and other Working Groups as necessary to provide advice and guidance to the full Council on any matter within the Council’s competence.

## *Section II – Goals*

### *A. The primary goals of the Council are:*

1. **Directing and planning:** To identify California's Information Technology needs and priorities and to promote collaboration in meeting those needs and priorities.
2. **Collaborative policy development:** To serve as the primary forum for members to seek consensus on policies that promote the development and deployment of comprehensive information technology systems, solutions and infrastructure in California.
3. **Funding:** To leverage existing funding and develop new partnerships and resources to build, maintain and operate California's information technology systems, solutions and infrastructure.

## *Section III – Organization & Structure*

### *A. Membership*

1. The Council membership includes executive-level representatives for the following state, federal, local government and judicial entities:

- a. State Agencies (26 members including 10 enterprise members):

The State's Chief Information Officer (CIO), who serves as the Chairperson of the Council;

1. One representative from the Department of Finance;
2. One representative from the Department of General Services;
3. One representative from the Department of Personnel Administration;
4. The director of the Department of Technology Services;
5. The director of the Franchise Tax Board Data Center;
6. The director of the Hawkins Data Center;
7. The director of the Legislative Data Center;
8. The director of the California Public Employees Retirement System Data Center;
9. The Chief Information Officers of two California constitutional offices, each selected by the chairperson of the Council;
10. The Chief Information Officers of 15 departments, each selected by the chairperson of the Council;
11. The Enterprise members:
  - The six Agency Information Officers for all Executive Branch Agencies;
  - Other IT Leaders selected by the chairperson of the Council; and

- b. Federal Government (1 member):

Federal Government representation from a California based regional office; and

c. Local and Regional Government (2 members):

Two local or regional government representatives, selected by the chairperson of the Council; and

d. Judicial Government (1 member):

The Chief Information Officer for the Administrative Office of the Courts.

2. Membership on the Council terminates if a member ceases to hold the position that qualified the member for appointment. Vacancies on the Council shall be filled by an appointment by the Executive Committee.
3. To facilitate inclusive representation over time, Council members representing State Agencies, State departments, and local government will serve for a three-year term. In its first five years, some of the terms may be extended at the discretion of the Executive Committee to ensure there is continuity in Council activities.

**B. Council Leadership**

1. The State's Chief Information Officer shall serve as the chairperson of the Council. The chairperson shall designate one member of the Council to serve as vice-chair.
2. The chairperson shall appoint an *Executive Committee* consisting of the chairperson, the vice-chair and selected other members of the Council. The Executive Committee will manage the affairs of the Council and develop agendas for Council meetings.
3. The Executive Committee, or the Council, may establish *Advisory Committees, Council Committees, Sub-Committees* and *Working Groups* as necessary to accomplish the purposes of the Council and shall appoint chairpersons for each committee, sub-committee and working group. The Executive Committee and the committee chairpersons shall have the authority to fill vacancies in, increase or decrease the membership of such committees, sub-committees and working groups.
4. The Executive Committee shall meet as often as it deems necessary, but at least once monthly. The Chair may call special meetings of the Executive Committee or of the Council as he deems necessary.

**C. Council Committees and Sub-Committees**

Council committees and sub-committees will review analysis, reports and proposed policies from working groups and provide recommendations to the

Council on technical and operational issues for statewide information technology implementation, coordination and integration.

***D. Working Groups***

Council working groups staffed by participating organizations will perform the planning and execution of the Council work as directed by the State CIO, Executive Committee and/or the Council committees.

***E. Advisory Committees***

The Council may establish advisory committees as needed.

***F. Decision-making***

The Council is a directing and coordinating body and will seek consensus recommendations. Consensus will be determined by a poll of the members present by the chairperson.

Each Council member has one vote except for the enterprise members who are non-voting members.

Voting will require a quorum of 51% of the council members present for the vote.

***G. Council Supporting Functions***

Council participation and attendance is required from each Council member.

Each Council member may identify an alternate member from his or her organization who may attend if the Council member is unable to attend a Council meeting. The Member shall notify the Council support staff of the name and contact information for the Alternate. When the Alternate attends in the place of the Member, he or she may cast a vote on behalf of the Member.

The Council will meet quarterly in Sacramento on the following months:

- January following the Budget announcement on January 10th
- April preceding the May Budget Revision
- July following the beginning of the fiscal year
- October DOF FSR and BCP review time and budget development.

Administrative Support:

- The Council meeting agenda will be sent to every Council member and the alternate member via email one week prior to the Council meeting date.
- Minutes of the Council meeting may be emailed to every Council member and the alternate member within two weeks following the meeting

- The CIO's office and the staff of the Executive Institute will provide the Council's administrative support.

#### ***Section IV – Duties***

The Council will recommend policies, standards and implementation strategies needed to develop, maintain and operate information technology solutions and infrastructure to support the operations of State government.

Member agencies agree to be actively involved in Council discussions, study of issues, needs and policy development, issuance and implementation through the agencies.

The Council shall meet regularly to review progress in accomplishing its purpose and to revise its goals and associated plans as needed. The Council shall annually review progress and discuss proposals for developing and accomplishing future goals and objectives.

The Council will produce and distribute information pertaining to Council activities on a regular basis.

#### ***Section V – Modifications***

This agreement is to remain in effect until modified by vote of the Council.