

Town of Suffield Technology Committee By-Laws Adopted by the Board of Selectmen on February 3, 2016 and as amended by the Board of Selectmen on August 17, 2016.

Mission Statement:

The Technology Committee of the Town of Suffield, Connecticut is an advisory committee to the Board of Selectmen. Its mission is to assess the current technology of the town and research both currently available and evolving technology that the town can leverage and plan for. The Technology committee shall inform and advise Suffield's elected and appointed officials on technological solutions both already in place and planned for that are positively and negatively affecting the residents, businesses and local government as well as foster communication between the town and its residents regarding those solutions. The goal being to provide the town with a strategy for a technology infrastructure that incorporates current and projected industry standards to meet the long term objectives of the town.

Rules for the Governance of the Suffield Technology Committee:

1. The Technology Committee shall consist of nine (9) voting members and two (2) non-voting members. Voting members must be residents of the town and cannot be town employees. The voting members must have demonstrable experience and knowledge within the fields of Information Technology or Computer Sciences. Membership will be for four (4) years and may be renewed by the Board of Selectmen for additional terms. The non-voting members are the Director of IT for the town and the Director of IT for the Board of Education.
2. The Technology Committee may make recommendations to the Board of Selectmen for filling vacancies on the Technology Committee.
3. The officers of the committee shall be: The Chairperson, the Vice Chairperson and the Secretary. They shall be elected annually during the scheduled September meeting or at the next regular meeting held thereafter and will hold their role until a successor is appointed and qualified.
4. Regular meetings will be held approximately monthly in a location that is announced by the chairperson and shall be open to the public.
5. Special meetings may be called by either the Chairperson of the Committee, the Secretary of the Committee or any two (2) voting members of the Committee provided that notice of the special meeting shall be published to the public and provided to the committee members at least twenty four (24) hours prior to the meeting.
6. Appointed members shall attend a minimum of 75% of the planned and called meetings. Voting members who fail to or are unable to meet these expectations under ordinary circumstances shall submit their resignation to the chairperson of the committee. If said member fails to voluntarily submit their resignation, the chairperson is empowered to request, in writing, a letter of resignation from that member. If necessary, the First Selectmen may remove the member and the Board of Selectmen may appoint a replacement to fill the vacancy.
7. A quorum at any meeting, special or scheduled, shall consist of a majority of the voting members of the Technology Committee then serving. Action of the committee shall require the affirmative vote of a majority of the voting members at a meeting at which a quorum is present.

8. A motion for action proposed and seconded can be voted on by each member in person, by conference telephone or other agreed to method by which everyone can hear each other. The polling is to be done by the person designated as the Chairman or Vice-Chairman, with the results recorded by name for each Committee member polled.
9. Roberts Rules of Order shall govern in all parliamentary procedures of the Committee.
10. All meeting minutes will be submitted to the Town Clerk no later than one (1) week of the meeting.
11. Amendments of these rules may be proposed at any meeting by the affirmative vote of two-thirds of the voting members of the Committee then serving and by the Board of Selectmen.