

# **COURT INFORMATION TECHNOLOGY OFFICERS CONSORTIUM (CITOC)**

*Adopted by NACM Board of Directors, November 6, 2004  
Adopted by COSCA General Business Meeting, December 3, 2004*

## **Charter**

The Conference of State Court Administrators (COSCA) and the National Association for Court Management (NACM) charter the Court Information Technology Officers Consortium (CITOC) for the purpose of supporting their efforts to use technology to improve the management and administration of courts.

## **Objectives**

The objectives of CITOC are to:

- Foster the improvement of the court systems, both state and local, through the application of technologies to court management;
- Provide a forum for improving communication among court information technology officers;
- Support the professional development of CITOC members;
- Sponsor conferences, workshops, seminars and courses or other educational programs;
- Provide support to the work of the Joint Technology Committee (JTC), under the direction of the Boards of COSCA and NACM, within the parameters established by the JTC Charter and the COSCA/NACM Memorandum of Understanding.
- Support the National Center for State Courts' (NCSC) efforts to carry out the agenda of the JTC.

## **Summary Report**

The Chair of CITOC shall make a report to the JTC at least once a year summarizing CITOC's activities and making recommendations for JTC action, on a schedule to be determined by the JTC Co-Chairs in consultation with the Chair. In turn, this report shall be forwarded by the JTC Co-Chairs to the COSCA and NACM Boards of Directors.

## **Membership**

The membership of CITOC shall consist of individuals serving in the position of court chief information technology officers. Membership of the state's court chief information technology officer will be upon nominations by their respective state court administrator. Other members shall be upon nomination of their respective court manager.

## **Dues**

Membership dues shall be determined by the Boards of COSCA and NACM on the recommendation of the CITOC Executive Committee and the National Center for State Courts.

## **Sections**

CITOC may, upon approval of the Boards of COSCA and NACM, establish Sections, including, but not limited to, state court chief information technology officers, appellate court chief information officers, and trial court chief information officers.

## **Executive Committee**

Section 1: The affairs of CITOC shall be managed by an Executive Committee under such rules as the Executive Committee may determine and subject to the conditions of this charter.

Section 2: The Executive Committee shall be comprised of seven members, two appointed and five elected. The President of COSCA and the President of NACM shall each appoint one member in consultation with the JTC Co-Chairs. Of the elected members, two members shall be state court chief information technology officers; one member shall be a NACM chief information technology officer whose court serves a population of more than one million citizens; one member shall be a NACM chief information technology officer whose court serves a population of less than one million citizens; and one member shall be an appellate court chief information officer. The Chair shall be a state court chief information technology officer and shall serve for one year.

Section 3: The members of the Executive Committee shall serve a term of two years. The terms shall be staggered such that four positions become open in one year and three are open in alternate years.

Section 4: It shall be the duty of the Executive Committee to work with the CITOC secretariat to plan and make arrangements for the annual meeting or other meetings of the membership.

## **Court Information Technology Officers Consortium**

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Section 5: Vacancies to complete an unexpired term of office shall be filled by nomination of the Chair and approved by the Executive Committee on CITOC.

### **Officers**

Section 1: Chair. The Chair shall have general supervision of the CITOC affairs and shall preside at the CITOC meetings and at meetings of the Executive Committee.

Section 2: Vice-Chair. The Vice-Chair shall assist the Chair and shall assume the duties of Chair when the Chair is unable to perform these duties.

### **Elections**

Section 1: A Nomination and Election Committee shall be established and responsible for nomination of candidates for the Executive Committee and the conduct of elections. The Nominations and Election Committee chair and members shall be recommended by the Chair and approved by the Executive Committee at least forty-five (45) days prior to the election. The Nomination and Election Committee shall prepare a slate of candidates for open offices and ensure that proposed candidates are willing and able to serve.

Section 2: Balloting for a slate of officers shall be conducted during the annual meeting. Election results shall be announced and newly elected officers and directors shall be introduced at the annual meeting following the voting. Newly elected officers shall assume office at the conclusion of the annual meeting.

Section 3: Officer and directors shall be elected by a majority of members in good standing, present and voting.

### **Meetings**

Section 1: Meetings of the CITOC shall be held annually as a minimum. The scheduling of the annual meeting and such other meetings as may be necessary shall be the responsibility of the Executive Committee. All meetings shall be conducted in accordance with Roberts Rules of Order.

Section 2: Executive Committee Meetings. Meetings of the Executive Committee will be held as needed. The Executive Committee may conduct meetings in any manner approved by the Executive Committee including using technological alternatives. At meetings of the Executive Committee, a quorum shall consist of a simple majority of the total Executive Committee.

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## **Committees**

The Executive Committee shall establish standing committees as it deems appropriate to fulfill the objectives of CITOC. The Chair shall appoint committee chairs and members.

## **Secretariat**

The NCSC shall serve as the CITOC Secretariat on a fee-for-service basis.

## **Transition**

The initial Executive Committee shall consist of seven members. Six members will be appointed by the President of COSCA and the President of NACM. In addition, the President of the National Conference of Appellate Court Clerks will appoint a seventh member. The initial Executive Committee shall elect a Chair and Vice-Chair. The Executive Committee will be charged with organizing the consortium and will serve until the election of a new Executive Committee, which shall occur no later than eighteen months after the granting of this Charter.