



Operating Rules

Adopted by CITOC Executive Committee - May 2013

Article I

Name, Purposes, & Limitations

Name: This organization is the Court Information Technology Officers' Consortium (CITOC).

Purpose: The Court Information Technology Officers' Consortium, hereinafter referred to as CITOC, was chartered by the Conference of State Court Administrators (COSCA) and the National Association for Court Management (NACM) for the purpose of supporting their efforts to use technology to improve the management and administration of the courts.

Objectives of CITOC are outlined in its charter and include:

- Fostering the improvement of the court systems, both state and local, through the application of technologies to court management;
- Providing a forum for improving communication among court information technology officers;
- Supporting the professional development of CITOC members;
- Sponsoring conferences, workshops, seminars and courses or other educational programs;
- Providing 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 Memorandum of Understanding with the National Center for State Courts;
- Supporting the National Center for State Courts' (NCSC) efforts to carry out the agenda of the JTC.

Limitations: All actions of this organization shall be consistent with its charter as defined by COSCA and NACM.

Article II **Membership**

Categories of Membership

CITOC membership is organizational with representation by an individual. Members should be able to speak authoritatively for their jurisdiction on technology issues. Voting rights within an organization is limited to the individual representing that membership. Other individuals under that organization may participate with CITOC in a non-voting capacity as organizational liaisons.

Large Court Member: an individual serving in the position of court chief information technology officer or as the most senior IT Manager, whose jurisdiction serves a population of over 1 million, and has been nominated by their respective state court administrator for State CIO, or respective court manager for local jurisdictions.

Small Court Member: an individual serving in the position of court chief information technology officer, or as the most senior IT Manager, whose jurisdiction serves a population of less than 1 million, and has been nominated by their respective state court administrator for State CIO, or respective court manager for local jurisdictions.

Organizational Liaisons: Organizational liaisons are relationships that bring more knowledge and expertise to the fulfillment of the mission of CITOC. Liaison contacts (as designated by the official CITOC member) may not vote and do not have membership status, but enjoy a direct relationship with CITOC—including invitations to CITOC membership meetings. Vendor companies and for profit entities are not allowed liaison status.

There are no membership fees for liaisons, but liaisons are required to pay any applicable conference fees.

Discretionary Membership: Due to hardship circumstances, the Executive Committee is authorized to approve memberships based on its discretion contingent upon the member actively participating on one or more standing committees. These memberships are for a period of one year, and must be reviewed and approved by the Executive Committee on an annual basis.

Voting Rights: the right to vote shall be limited to member organizations in good standing. Each member shall be entitled to one vote on each matter submitted to a vote of the membership at any general business meeting, or electronic vote authorized by the Executive Committee.

Voting by Mail (or electronically): Voting by mail or electronically, is prohibited for all elections of the Executive Committee, officers, and directors. Voting on issues may be allowed by mail (or electronically) at the discretion of the Executive Committee.

Voting by Proxy: Voting by proxy is strictly prohibited.

Dues: Annual dues for membership shall be established by the Executive Committee. Any member who fails to pay dues by the time of the annual meeting shall not be entitled to vote and shall be dropped from the membership roster until the indebtedness is paid. Annual dues received on or after July 1 of the member's first year of membership will cover in full the member's annual dues through December 31 of the following year.

The CITOC Executive Committee established the following Dues effective Calendar 2015:

Small Jurisdiction (Population Served < 1M) - 250/year [unchanged]

Large Jurisdiction (Population > 1M) - 500/year [unchanged]

State Wide Membership Subscription - 5,000/year

In the state-wide model the state could pay the annual subscription fee. Then any number of otherwise qualified members in the State would be eligible to join CITOC without the payment of any additional dues.

Substitution of Membership: When an individual leaves his/her position, another person within the same court/jurisdiction may become a member upon recommendation by their respective court manager and approval of the Executive Committee.

Article III **Organization Officers**

In addition to the organizational officers identified in the CITOC Charter (i.e., Chair and Vice-Chair), the Executive Committee shall appoint, from their membership, a Secretary/Treasurer. The Secretary/Treasurer will work in coordination with the National Center for State Courts who is designated as CITOC's Secretariat by the Charter. This position serves a one year term. This term may be renewed. The duties of the Secretary/Treasurer include:

- Review financial reports and the audit reports from the National Center for State Courts and provide an annual report to the Executive Committee.
- Monitor adherence to any prepared budgets and provide regular reports to the Executive Committee.
- Assist the National Center for State Courts with communications with the membership and other related entities.
- Assist the National Center for State Courts with maintenance of an accurate record of the membership.
- Assist in the preparation of work orders for review and approval by the Executive Committee.

This position will be designated and approved by the Executive Committee.

Article IV **Meetings and Voting**

Annual Membership Meeting: the members of CITOC shall meet annually at a time and place designated by the Executive Committee. The selection of the site and the date shall be made no less than 6 months in advance of the meeting, and notice to the membership shall be made not less than 3 months in advance of the meeting.

Other Meetings: Midyear or other meetings may be scheduled at the discretion of the Executive Committee and by interest of the membership.

General Membership Quorum and Action: For elections, a quorum shall consist of (1/10) of the total membership at the time of the question. Members must be present to vote on elections.

For non-election issues, Quorum shall consist of (1/10) of the total membership at the time of the question. Votes on issues sent to the membership by the Executive Committee may be voted on electronically at the discretion of the Executive Committee.

All elections and all other matters voted on at any meeting of members at which a quorum is present shall be determined by a majority of those eligible to vote who are present in person.

Executive Committee Meetings: The Executive Committee shall conduct periodic conference calls between face-to-face meetings. At a minimum, the Executive Committee shall have at least one face-to-face meeting, with additional meetings as needed.

The Chair of the Executive Committee is responsible for ensuring that meeting minutes are recorded and prepared. The draft of the minutes shall be reviewed and approved by the Executive Committee. Approved minutes will be posted to the member's only section of the CITOC website.

Standing Committee Meetings: Standing committees shall conference at least quarterly, and have additional meetings as needed. The standing committee chairs shall prepare a brief status report to the CITOC chair by the first of each month, in a manner determined by the Executive Committee.

Article V **Standing Committees**

Each standing committee will develop a charter to be approved by the Executive Committee.

Standing committees include:

Membership: The general duties of the membership committee will be to recruit new members, maintain membership list, and work with the National Center on annual renewal notices September of each year.

Editorial: The general duties of the editorial committee will be to develop materials of interest and value to the membership in support of the organizational goals. Materials may include technical experience bulletins, web site content, case studies, and best practices.

Standards: The general duties of the standards committee is to provide active leadership in the development, adoption, and the deployment of court technology standards for the enhanced management of both state and local court systems.

Research: The general duties of the research committee will be to provide an institutional forum for CITOC members to solicit, compile and report information from members on topics of interest.

Special Committees: Special committees may be established by the Executive Committee upon recommendation of the Chair.

Education: The general duties of the education committee will be to provide assistance to the National Center, NACM, COSCA and other national court related organizations with their technology educational programs, and develop the education program for the CITOC Annual Meetings.

Article VI **Vendor Relationships**

All vendor relationships must be coordinated through vendor/industry associations such as the Integrated Justice Information Systems Institute (IJIS)

Article VII **Secretariat**

The National Center for State Courts shall serve as Secretariat as defined by CITOC's Charter, and the Memorandum of Understanding between CITOC and the National Center for State Courts.

Article VIII **Parliamentary Procedures**

All meetings shall be conducted in accordance with Roberts Rules of Order.

Article IX **Authority**

These Operating rules are established by the Executive Committee by authority of the Organization's Charter.

CITOC's Charter takes precedence when any conflicts with these Operating Rules takes place.