

## **I. Charter**

The Conference of State Court Administrators (“COSCA”) and the National Association for Court Management (“NACM”) charter the Court Information Technology Officers Consortium (“CITOC”) to support their efforts of implementing appropriate technology to improve the management and administration of courts.

## **II. Guiding Principles**

As guiding principles, CITOC will:

- Be non-partisan
- Be ethical in our actions and relationships
- Foster technology policies that support public trust and confidence
- Focus on all levels of courts from trial courts to courts of last resort
- Promote open standards and best practices
- Promote strategic alignment of court technology investments with the court business agenda
- Promote the court CIO as the technology leader who drives court innovation and transformation

## **III. Goals and Objectives**

- a. CITOC excels as the leading community and trusted resource for court CIOs.
  - i. Support succession planning, processes and mentoring for court CIOs.
  - ii. Identify and promote leading practices and innovations to support, enable and transform the courts.
  - iii. Improve the sharing of experiences and expertise among members, vendor partners and strategic partners including COSCA and NACM.
  - iv. Curate and promote content on information technology issues, implications and solutions.
- b. CITOC advances court CIOs as key court leaders

- i. Promote and strengthen the court CIO as a business leader and trusted advisor.
  - ii. Advance and reinforce the role the court CIO plays as a leader in development of court policies.
  - iii. Support and communicate leadership, innovation, and information technology best practices for the courts.
  - iv. Advance the evolving role of the court CIO as a transformative court leader.
- c. CITOC is a national leader and advocate for information technology policy in the courts.
  - i. Strengthen strategic alliances with JTC, COSCA, and NACM.
  - ii. Promote and lead cross-jurisdiction collaboratives, solutions and relationships.
  - iii. Promote and enhance the critical role of information technology and innovation in the business and continuity of the courts.
  - iv. Educate and build consensus among members and stakeholders.
  - v. Advocate for the strategic priorities of court CIOs.

#### **IV. Membership**

The membership of CITOC shall consist of individuals serving in the position of court Chief Information Officer or the senior most IT management position. Membership of the state's court chief information technology officer will be upon approval of their respective state court administrator. Other members shall be upon approval of their respective court manager. The membership is organizational in nature, to allow members to have their staff with specialized expertise participate in CITOC in a liaison capacity.

#### **V. Dues**

Membership categories and dues shall be reviewed and adjusted annually by the Executive Committee.

#### **VI. Elections**

The Executive Committee shall establish a Nomination and Election Committee responsible for nominating candidates for the Executive Committee. The committee shall be recommended by the Chair and approved by the Executive Committee at least 45 days

in advance of the election. The committee shall prepare a slate of candidates for open Executive Committee positions and ensure the proposed candidates are willing and able to serve.

Balloting for open Executive Committee positions shall be conducted during the annual business meeting. Election results shall be announced and new elected Executive Committee shall be introduced following the election. Newly elected Executive Committee member shall assume office after the annual business meeting.

Executive Committee members shall be elected by a majority of members in good standing, present and voting.

## **VII. Executive Committee**

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.

The Executive Committee shall be comprised of seven members:

- One appointed by COSCA in consultation with the JTC Co-Chairs.
- One appointed by NACM in consultation with the JTC Co-Chairs.
- One elected by CITOC members that serves a statewide trial-courts.
- One elected by CITOC members that serves a local trial-court with a population of more than one million.
- One elected by CITOC members that serves a local trial-court with a population of less than one million.
- One elected by CITOC members that is an appellate court CIO.
- One elected by CITOC members that is the CIO of an administrative office of the courts.
- One elected by CITOC members, serving at large.

The members of the Executive Committee shall serve a term of three years. The terms of the positions elected by the CITOC membership shall be staggered such that two positions become open in each year.

An Executive Committee member cannot serve more than two consecutive terms, unless no other CITOC member wishes to serve on the Executive Committee.

The Executive Committee shall name and work with the CITOC secretariat to plan and arrange the annual business meeting and other meetings of the CITOC membership.

Vacancies to complete the unexpired term of an Executive Committee member shall be filled by nomination of the Chair and approved by the remaining Executive Committee members.

## **VIII. Officers**

Officers of CITOC are elected annually by the Executive Committee members after the annual business meeting.

CITOC officers and roles include:

- Chair. The Chair shall have general supervision of the CITOC affairs and shall preside at the CITOC meetings and meetings of the Executive Committee. The Chair has signature authority for anything needing signature on behalf of CITOC.
- Vice-Chair. The Vice-Chair shall assist the Chair and shall assume the duties of Chair when the Chair is unable to perform those duties.
- Treasurer. The Treasurer reviews CITOC finances as provided by the secretariat and reports the ongoing CITOC financial picture to the Executive Committee. The Treasurer approves all expenses incurred by CITOC.
- Secretary. The Secretary is responsible for preparing the meeting minutes of Executive Committee meetings and the Annual Membership meeting.

## **IX. Committees**

The Executive Committee shall establish committees as it deems appropriate to fulfill the goals and objectives of CITOC. Committee chairs and members are appointed by the Executive Committee and can contain CITOC members, vendor partners, and subject matter experts.

## **X. Meetings**

CITOC will have a business meeting with its membership annually as scheduled by the Executive Committee