

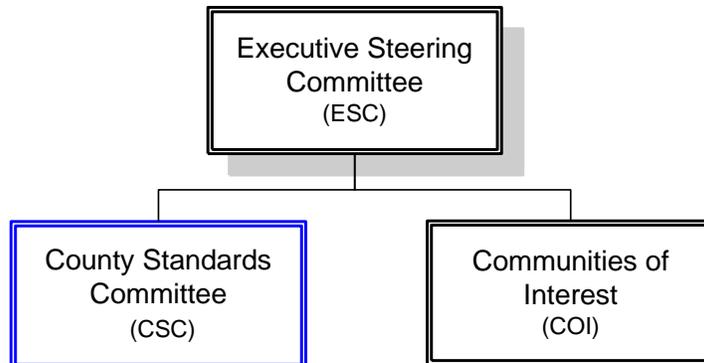


County of San Luis Obispo

COUNTY STANDARDS COMMITTEE

Charter

INFORMATION TECHNOLOGY GOVERNANCE



Revision: November 8, 2012

Charter

1.0 Information Technology (IT) governance:

IT governance is a set of rules and criterion that form a process to guide how individuals and groups in the County cooperate to manage technology. The Executive Steering Committee (ESC), the County Standards Committee (CSC), Communities of Interest (COI), and the Director of Information Technology form the components of County IT governance.

2.0 San Luis Obispo County Vision:

A safe, healthy, livable, prosperous, and well-governed community.

3.0 County Standards Committee Purpose Statement:

To serve as a forum to evaluate and recommend technology direction including County Enterprise IT architecture and County IT standards to the Executive Steering Committee.

4.0 Challenges for the County Standards Committee:

- To balance the need for departmental flexibility with the need for the County to manage IT support costs by limiting the scope and complexity of what the County adopts as standard.
- Establish County Enterprise IT Architecture and IT Standards that facilitates implementation of Commercial Off the Shelf (COTS) applications, cost effective in-house application development, and authorized data exchange between systems.

5.0 Guiding Principles:

The County Standards Committee members will conduct business in an environment that expects:

- Honesty
- Timely, open, and respectful communication among all stakeholders
- Informed decisions that acknowledge unique departmental needs, but always considers what is best for the entire County (The “County good”).

6.0 County Standards Committee Participants:

The County Standards Committee is composed of ten (10) total members as follows:

- Chair, IT Director or their designee,
- Two (2) members from the central IT department (appointed by IT Director) to serve for a one year term. No term limits are imposed and the IT Director may re-appoint, or replace IT members as needed or when their one-year term ends.

- Seven (7) representatives from County departments will be nominated and elected by department heads to serve for a one-year term. If an elected member cannot complete their term as an active CSC participant, that member's department head will be asked to appoint a replacement to fill out the elected member's term.

7.0 Voting Process:

The following voting rules will apply:

- All members will have one vote.
- Members may designate an alternate who can attend and vote on their behalf.
- Voting will be by simple majority of those members present during a CSC meeting.
- The Chair will vote *only* if necessary to break a tie.
- A quorum (50% of members + 1) must be present to conduct a valid vote.

8.0 Scope Definition:

A. The County Standards Committee is the governance organization that will evaluate and recommend the composition of the County's Enterprise IT Architecture including what constitutes County IT Standards. The CSC will evaluate proposals from IT stakeholders, launch fact finding activities as needed, and recommend to the ESC changes to the County IT Standards.

B. County Standards Committee responsibilities include:

- Maintain and recommend changes to the official Enterprise IT Architecture documentation.
- Maintain and recommend changes to the official County IT Standards documentation includes identifying:
 - Those County IT standards that are supported by the Information Technology Department.
 - Those County IT standards that are the responsibility of decentralized IT organizations to support.

C. The CSC will review and evaluate new IT Initiatives that are presented to IT Governance for approval and advise the Executive Steering Committee as to the use of technology in each proposal by answering the following three questions:

- Does the technology to be used by the new IT Initiative meet current County IT Standards?
- Should the County IT Standards be changed to accommodate the technology requirements of the new IT Initiative proposal?
- Should the centralize IT organization support this new technology standard, or does the CSC recommend that the requesting organization accept full technology support responsibility?

- D. The CSC will periodically reassess the composition of the IT County Standards looking for opportunities to reduce IT support costs by proactively eliminating obsolete technologies as well as proposing the addition of new more cost-effective technologies.
- E. The CSC will create ad hoc committees, as needed to research specific technology issues, identify alternatives and present a recommendation.

9.0 CSC Procedures:

A. Communications:

- All meetings will have agendas provided, and meeting minutes will be published
- The committee will develop standard documentation formats (templates and forms) to standardize and streamline communication and utilize electronic media to facilitate such communication among members of the IT governance community.

B. Meetings:

- The County Standards Committee will meet at least quarterly. Additional meetings will be scheduled as needed to assure technology management concerns are addressed in a timely manner.
- Meetings agendas will be published prior to each meeting, and will be used to manage the meeting time effectively.
- The status of on-going County Standards Committee activity will be published on a regular basis so IT Governance stakeholders can stay informed. It is intended that CSC meeting agendas will place priority on issue resolution and on decision making rather than status reporting.
- The focus of meetings will be to discuss the major agenda item(s), make decisions, and endorse recommendations related to scheduled agenda items.

C. Roles and Responsibilities:

- The Committee Chair will coordinate agendas, facilitate meetings, appoint the two IT members to the committee, coordinate the election of the seven CSC members from County Departments, and provide a liaison to the Executive Steering Committee (ESC).
- The Vice Chair will be a current member of the CSC that is elected by the committee to serve a term of one year. The Vice Chair will:
 - Take over if the Chair is absent.
 - Retain the right to vote if serving as acting Chair.
 - Serve as a timekeeper if needed.
- Communications Coordinator: Will be appointed by the committee to:
 - Schedule meetings.
 - Publish the agenda.

IT Governance – County Standards Committee (CSC)

- Record and publish the meeting minutes.
- Facilitate communications among all IT governance stakeholders.
- The Chair will maintain and publish regular reports to the IT governance community regarding the status of significant activity by the CSC including ad-hoc committee projects.

D. Elections:

- The Chair will facilitate the nomination and election process for the seven County Department representatives of the CSC as follows:
 - Solicit and compile nominations for CSC membership from Department Heads.
 - Conduct an E-mail election of those nominated. Voting is limited to Department Heads.
 - Maintain a history of CSC membership and the dates served.
- The Vice Chair of the CSC will be elected as follows:
 - Open the floor of a CSC meeting to nominations for Vice Chair.
 - Persons nominated must either accept or decline the nomination.
 - Vote is to be conducted by secret ballot.
 - Ballots will be collected and votes counted by the Communications Coordinator. The Chair will verify the vote count.