

## CITY OF EL SEGUNDO - TECHNOLOGY COMMITTEE

### BYLAWS

#### ARTICLE I – NAME

The name of this organization shall be the Technology Committee.

#### **ARTICLE II – PURPOSE – FOR DISCUSSION regarding the Inclusion of MISSION STATEMENT**

The purpose of the Technology Committee is to advise the City Council on technology-related issues, such as the City's equipment, *hardware*, software, programs, *staffing and organization*, and the deployment of technology City-wide. The Technology committee shall collaborate with City staff and the local Information Technology community to help formulate responsible technology strategies that are consistent with governmental standards, and to provide suggestions for a "best practices" approach to implementing, using and maintaining systems involving technology.

The Technology Committee responsibilities may include:

- Review requirements, proposals, and designs of future systems, including application software, infrastructure, and platforms
- Recommend solutions pertaining to legacy and future systems
- Review and provide recommendations to ensure systems meet the standards and security required for the City's infrastructure

The Committee is a standing committee that serves at the pleasure of the City Council.

#### ARTICLE III – QUALIFICATIONS

Members of the Technology Committee shall represent a cross section of the community including both residents and local industry representatives who have expert knowledge in technology, and general technological practices.

#### ARTICLE IV – MEMBERSHIP

The Technology Committee shall be composed of five (5) voting members appointed by the City Council.

The City Council may appoint up to two (2) members of the City Council to serve as liaison, non-voting members to the City Council.

- Section I – Selection of members
  - The City of El Segundo shall advertise and solicit applications to fill any vacant position that might occur. After the application period has closed, the Chair and two (2) members of the Technology Committee shall review the application with the sole purpose of making a recommendation for selection to the Mayor and members of the City Council. The Council may interview the recommended candidates and the City Council shall make the final selection and appointments.
- Section II – Term of Office
  - The term for each voting member of the Technology Committee is four (4) years.
- Section III – Compensation
  - Technology Committee members shall serve without compensation.
- **Section IV – Removal – FOR DISCUSSION regarding frequency of meeting and Removal**
  - **Members of the Technology Committee are expected to attend all meetings. When any member has three of more absences within a 12-month period, the Technology Committee shall forward this information to the City Council for review and possible removal of the member.**

**ARTICLE V – MEETINGS**

**All meetings of the Committee shall be publicly noticed, open to the public and in a publicly-accessible location as required by state law.**

- **Section I – Regular Meetings**
  - **Regular meetings of the Technology Committee shall be on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month at 6:00 pm. The Location shall be the Police Department Emergency Operations Center (E.O.C.).**
- Section II – Special Meetings
  - Special Meetings of the Technology Committee may be held at any time upon the call of the Committee Chair, or by a majority of the voting members, or the City Council following at least forty-eight (48) hours’ notice to each Committee member. The Committee Chair or a majority of the Technology Committee shall determine the time and location of the Special Meeting.
- Section III – Study Sessions / Workshops / Seminars
  - The Technology Committee may be convened as a whole or as a sub-committee of the whole committee in the same manner as prescribed for the calling of a special

meeting for the purpose of holding a study session, workshop or attending a seminar provided that no official action will be taken and no quorum shall be required.

- Section IV – Quorum
  - A majority of the voting members of the Technology Committee shall constitute a quorum. A quorum is necessary for action by the Technology Committee.
- Section V – Voting
  - Each voting member shall have one vote.
- Section VI – Meeting Procedures
  - Except as otherwise provided by these Bylaws, City Council Resolutions or state law, the Technology Committee will follow the latest edition of the *Robert's Rules of Order* for the orderly conduct of meetings.

## **ARTICLE VI - OFFICERS**

Officers of the Technology Committee shall be a Committee Chair and a Vice Chair who shall serve at the pleasure to the Technology Committee. Term of office shall be for one (1) year. Duties of the officers shall conform to the regular parliament duties set forth by the latest edition of the *Robert's Rules of Order*, unless otherwise stated.

- Section I – Committee Chair
  - The Committee Chair shall preside over the meetings of the Technology Committee.
- Section II – Committee Vice Chair
  - During the absence, disability, or disqualification of the Committee Chair, the Committee Vice Chair shall perform all the duties and be subject to all the responsibilities of the Committee Chair. The Committee Vice Chair shall succeed the Committee Chair if he/she vacates the office before the term expires. If this occurs, a new Committee Vice Chair shall be elected at the next regular meeting.
- Section III – Duties of the Technology Committee Members
  - It is intended that the Technology Committee shall serve an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the powers of the City Council or the City's administrative staff in their supervision or authority over property or personnel under their jurisdiction.

- Members of the Technology Committee are not expected to perform any services or work that would normally be performed by City staff or contractors. In the event a member desires to access City equipment, network or technology in order to provide advice to the City Council, such access may only be granted by the City Manager upon consultation with the City Attorney.

## **ARTICLE VII – OFFICIAL DOCUMENTS**

- Section I – Minutes
  - Minutes of all meetings shall be prepared and maintained with the Technology Committee records. Copies shall be distributed to each Technology Committee member, City Council member, and to the City Clerk.
- Section II – Distribution of Documents
  - Preparation and distribution of Technology Committee documents to the members, City Council and City Clerk shall be the responsibility of a designated staff member from the Information Services Division/Department.

## **ARTICLE VIII – CONDUCT OF MEMBERS**

- Section I – Personal
  - Technology Committee members shall make no personal commitment on behalf of the Technology Committee without the Committee’s majority approval.
- Section II – Conflict of Interest
  - Members of the Technology Committee shall abstain from participating in any matter to come before the Technology Committee in which he or she has any direct or indirect economic interest. Should a conflict of interest exist, the Technology Committee member shall remove himself/herself from discussions and abstain from voting. A yearly Conflict of Interest Statement shall be filed with the City Clerk.

## **ARTICLE IX – ASSISTANCE OF STAFF**

The City Manager or his designee shall provide the Technology Committee with such information and staff assistance as the Technology Committee may request from time to time subject to the limitations imposed by the City Council. The staff member(s) designated by the City Manager shall attend meetings of the Technology Committee and submit such reports as

requested by the Technology Committee and as deemed necessary or desirable, subject to limitations imposed by the City Council.

**ARTICLE X – AMENDMENTS**

The Committee may recommend amendments to these Bylaws. Such recommendations may be made by simple majority of the voting members at any legal meeting of the Technology Committee. Such amendments must be approved by the City Council.

**PASSED AND ADOPTED** by the Technology Committee

**PASSED AND ADOPTED** by the El Segundo City Council

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