

RULES OF PROCEDURE: **TECHNICAL ADVISORY COMMITTEE:**

SECTION I : MISSION STATEMENT:

The Windham Technical Advisory Committee (TAC) was established by the Board of Selectmen (BOS) to provide technical assistance to the Town utilizing experienced citizens of Windham, and to provide recommendations for cost effective solutions to the technical needs of the Town.

SECTION II : MEMBERSHIP:

The TAC as established by the BOS shall consist of four resident members, the IT Director, and a member of the Board of Selectmen.

SECTION III : COMMITTEE GUIDELINES:

- A) The Officers shall be: Chairman, Vice-Chairman and Secretary. Officer terms shall be one year. Officers are elected by the TAC and may be re-elected. Elections shall be at the first meeting in June.
- B) Member terms shall be 3 years.
- C) The TAC may recommend to the Selectmen the replacement of any member who misses three unexcused meetings in a row or any five meetings in a year.
- D) An annual meeting schedule, with time and location shall be established. Notice of meeting shall be posted in two locations or published in the Windham Independent at least 24 hours prior to the meeting, excluding Sundays or legal holidays. Additional meetings may be called by the Chairman with proper notice. The meeting date or time may be changed by a vote of the TAC.
- E) In order to conduct a meeting, a quorum consisting of at least three members must be present.
- F) The meeting agenda shall consist of: Announcements, Scheduled Agenda Items, Old Business, and New Business.
- G) Minutes shall be available to the public.
- H) Any member finding themselves in a Conflict of Interest as defined by the Town Conflict of Interest Ordinance, shall immediately notify the TAC Chairman. That member shall not participate in any issues where such a conflict exists. The TAC may determine that a Conflict of Interest exists and may remove the member from discussions on the issue in conflict.
- I) If a person is unable to fill their term of office, they shall notify the Chairman. The TAC shall advertise for a replacement and shall interview the applicant(s) and make an appropriate recommendation to the BOS for consideration.

SECTION IV: DUTIES OF THE TECHNICAL ADVISORY COMMITTEE:

- A) To provide a forum in which to discuss Information Technology as it applies to the Town and its departments and employees in current terms, as well as in the future.
- B) Using TAC volunteer expertise, in collaboration with the IT Director, enhance and extend cost effective, connected, and standardized systems through-out the Town by emphasizing the intermediate and longer term. The orientation of the TAC will be directed towards technology planning and operations over the intermediate and longer term.
- C) Summarizing in meeting minutes, opinions and facts reviewed, for use by the Board of Selectman, other boards, Department Heads, and residents, in an effort to provide the best possible information for the ongoing technology decision making process. Examples of such areas in which members may be of assistance are listed in Appendix A.
- D) To make available in a manner best suited to the current membership's ability, technical assistance to the Information Technology Director in matters outside that individual's expertise or scope of operations. Examples of such areas in which members may be of assistance are listed in Appendix A.

SECTION V: ROLES OF MEMBERS:

- A) CHAIRPERSON: The Chairperson's duties are as follows:

1. To work with the IT Director to finalize meeting agendas.
2. To support volunteer technical assistance to the Town by helping to set priorities for future TAC development. Has a commitment to the TAC and its values; an understanding of TAC objectives, committee members' expertise, and the relationships needed.
3. To open the session at the time at which the Committee is to meet by calling the members to order.
4. To announce the business before the Committee in the order in which it is to be acted upon.
5. To recognize members entitled to the floor.
6. To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings, and to announce the result of the vote.
7. To protect the Committee from annoyance.
8. To assist in expediting all business in every way compatible with the rights of the members by:

- a) Allowing remarks when non-debatable motions are pending.
- b) Calling a recess to permit restoration of order or clarification of an obscure point if s/he thinks it advisable.
- c) Guiding the members when engaged in a debate to stay within the rules of order.

B) VICE-CHAIR: The Vice-Chairperson's duties are as follows:

- 1. To preside in the Committee Chair's absence, assuming temporary Chair responsibilities.

C) IT DIRECTOR: The IT Director's duties are as follows:

- 1. To draft proposed agendas and submit same to Committee members within three (3) days of any scheduled meetings.
- 2. To work with the Committee Chair to finalize each agenda prior to the actual meeting.
- 3. To work with the Chair to ensure effective TAC complementary operations.
- 4. To provide information and guidance to the Committee as needed and appropriate.

D) SECRETARY: The Secretary's duties are as follows:

- 1. To record the minutes of the meeting.
- 2. To provide minutes of meetings to the public upon request.
- 3. To maintain records and files of action items, projects and activities as needed.

E) MEMBER: Member duties are as follows:

- 1. To know and understand the TAC's purpose and scope.
- 2. To attend meetings and participate in discussions.
- 3. To participate in committee recommendation making.
- 4. To carry out any specific task/action item assignments by the due date and report back to the committee.

SECTION VI : AMENDMENT PROCEDURE:

An amendment to these Rules of Procedures may be considered by the Board of Selectmen at one of their regularly scheduled meetings. Any proposed amendments, which were not submitted by the Technical Advisory Committee initially, will be submitted to the Committee for comment prior to being considered by the Board.

SECTION VII : EFFECTIVE DATE:

These Rules of Procedure shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the TAC - August 14, 1997

Re-codified and affirmed by the Board of Selectmen - May 11, 1998

**Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns**

Amended by the Board of Selectmen/TAC - 11/21/2005

**Roger Hohenberger
Bruce Breton
Galen Stearns
Alan Carpenter
Margaret Crisler
Board of Selectmen**

APPENDIX A

AREAS IN WHICH TECHNICAL ADVISORY COMMITTEE MEMBERS MAY BE OF ASSISTANCE AS NEEDED

- Reviewing technical specifications for software and hardware purchases
- Network interconnectivity of town departments and functions
- Supporting minimal documentation standards
- Interfacing of departmental processes with supporting software and data bases.
- Providing technical assistance and support when asked by the IT Director.
- Providing expertise in the following areas:
 - Digital networks
 - Electronic data connectivity and storage standards
 - Security
 - IT documentation assistance