

ITCC Committee By-Laws
As developed on January 27, 2005

Committee Members: Jeff Bone, Brook Botvin, Kevin Brown, Ron Compton, Pamela Ezzat, Sharon Gordon, Jeff Hawk, David Giegerich, Maggie Kinnaman, Teresa Knott, Patricia Langenberg, Savithramma Sanjoy, Shannon Tucker, Donna VonParis

- 1) **Type of committee** - The Committee is a standing committee
- 2) **Term** - Committee members will serve a two-year term with option of one -year term withdrawal. Committee members will disclose their intent to leave the committee at least two months prior to the end of term. The term runs from January - December. Therefore, announcements to leave the committee will need to be submitted by the end of October. The committee member representative from Procurement is a standing committee member.
- 3) **Alternates** - Each school or affiliation will identify an alternate to attend the committee member in lieu of that representative. Alternate may choose to attend the meetings, but are not required. A router will include the alternate's name for information sharing and notes from committee meetings.
- 4) **Router** - A router for the group will be developed with each member and alternate included in the roster. This router will be updated regularly and reflective of the current members.
- 5) **Frequency of Meeting** - The committee will meet monthly
- 6) **Length of Meeting** - 2 hours
- 7) **Date of Meeting(s)** - The third Monday of each month
- 8) **Meeting Time** - 2:00 p.m. - 4:00 p.m.
- 9) **Minutes of Meeting** - Responsibility for the minutes will be on a rotational basis. Person responsible for the minutes of a given meeting will submit the minutes to the Chair and when approved will distribute by e-mail a copy of the minutes to committee members.
- 10) **Facilitator/Flip Chart** - Responsibility for the facilitator/flip chart will be on a rotational basis and this person will provide script for flipchart and assist in the facilitation of the meeting as directed by the Chair, and will also act as the timekeeper.
- 11) **Officers** - The Chair of the committee is Pamela Ezzat. Development of subcommittees and roles will be determined in future meetings.
- 12) **Meeting Reminders** - Will be set by the Chair via Outlook
- 13) **Agenda Items** - Agenda items will need to be sent to the Chair at least 3 days in advance of a scheduled meeting.

Amendments or additions to the by-laws will be added by the consensus of the committee.