

**POLICIES AND PROCEDURES OF THE
CIO ADVISORY COUNCIL (CIO Council)**

The University System Advisory Council in its meeting on August 18, 1989, approved the

COMMITTEE MEETINGS

Meetings are held at least four times an academic year, more often if necessary. Committees may transact business by email or correspondence in lieu of meetings at a specified location. Expenses for travel by a member of the committee to a committee meeting will be paid by the institution.

SUBMITTING MEETING MINUTES

Minutes of the CIO Council meetings will be sent electronically to the Executive Committee of the CIO Council and the Vice Chancellor for Information and Instructional Technology for initial review by the CIO Council secretary. Upon review, the minutes will be sent electronically

Formation of the named standing subcommittees was approved by the institutional membership of the CIO Council during the Fall 2010 meeting.

Each subcommittee will be a standing committee of the CIO Council. The chair of the subcommittee will be appointed by the chair of the CIO Council and will normally reflect the recommendation of subcommittee members. The chair will be expected to serve a two-year term as measured from date of appointment. Except in extenuating circumstances, a subcommittee chair will not be eligible to succeed themselves in that capacity. Membership will be voluntary and the responsibility of the subcommittee chair to administer. Membership will be restricted to CIO Council institutional representatives or their designees. Members will be expected to serve two-year terms and may succeed themselves. The composition of the subcommittee is to be maintained such that in addition to the chair, there is at least one member from a comprehensive or special purpose university; two members from regional universities and/or state universities and senior colleges; and two members from two-year colleges. For purposes of voting, a simple majority of committee members will constitute a quorum. Where consensus cannot be achieved in reaching committee decisions, simple majority voting will be used.

The subcommittee will meet at least twice annually. The chair will be responsible for scheduling these regular meetings. Whenever possible these meetings will be scheduled to coincide with quarterly CIO Council meetings. Additional called meetings can also be scheduled. Meetings will be conducted according to a previously established agenda distributed by the chair.

Results of meetings will be reported at the next occurring full quarterly CIO Council meeting by the chair or his designee. Findings or recommendations of the subcommittee with potential consequences for individual system institutions will require approval of the CIO Council membership before being presented to the CIO Council as official subcommittee positions. Electronic communications will be used where feasible to conduct the subcommittee business.