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RESOLUTION NO. 19-316

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF EL PASO, STATE OF COLORADO**

**RESOLUTION TO AMEND
THE INNOVATION AND TECHNOLOGY COMMITTEE BYLAWS**

WHEREAS, pursuant to §30-11-101(1)(e), §30-11-107(1)(e), and §30-11-107(2)(a) C.R.S., the Board of County Commissioners of El Paso County, Colorado (“BoCC”) has the legislative authority to manage the concerns of El Paso County when deemed by the BoCC to be in the best interests of the County and its inhabitants; and

WHEREAS, the BoCC established the El Paso County Innovation and Technology Committee on February 15th, 2018 for the purpose of periodically advising the Board on the overall technological condition of the County or considering how new and future technology may impact County services, to assist in planning the use of new technologies, and offer ideas to adopt or consider how new and future technology may impact County services; and

WHEREAS, after additional analysis, it was determined that the mission and goals of the Innovation and Technology Committee are closely aligned with pre-existing County boards, committees, commissions, and/or taskforces; and

WHEREAS, in order to reduce duplicate efforts and enhance efficiency, the Board has determined that the most efficient course of action is to amend the mission and goals of the Innovation and Technology Committee; and

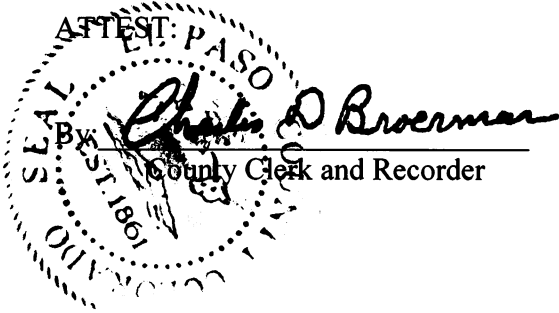
WHEREAS, the Innovation and Technology Committee shall focus on the future of county government, offer guidance on how new and future technology may impact services of El Paso County in an efficient, cost-effective, and responsible manner, identify current trends and innovations occurring in counties nationwide, and to use a data driven approach to research and assess the viability of implementing new innovations and ideas in the County.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of El Paso County, Colorado hereby approves of the amended bylaws of the Innovation and Technology Committee attached hereto and incorporated herein as Exhibit 1.

BE IT FURTHER RESOLVED that the term limits for current members, as outlined in Article IV, Sections 3 and 4 of the amended bylaws, shall reset and commence on the approval date of this Resolution.

DONE this 20th day of August, 2019, at Colorado Springs.

BOARD OF COUNTY COMMISSIONERS
OF EL PASO COUNTY, COLORADO




By: 
President

Exhibit 1

**BY-LAWS OF THE
EL PASO COUNTY INNOVATION AND TECHNOLOGY COMMITTEE**

**Article I
Name and Principal Office**

- Section 1. Name: The name of the advisory committee shall be the El Paso County Innovation and Technology Committee (ITC), hereinafter referred to as "ITC".
- Section 2. Principal Office: The principal office of the ITC shall be 200 South Cascade Avenue, Colorado Springs, Colorado 80903.

**Article II
Mission Statement**

The mission of the ITC is to focus on the future of county government, to offer guidance on how new and future technology may impact services of El Paso County in an efficient, cost-effective, and responsible manner, to identify current trends and innovations occurring in county's nationwide, and to use a data driven approach to research and assess the viability of implementing new innovations and ideas in the County.

**Article III
Goal**

The ITC's goal is to research topics and trends related to innovation, technology, and enhancing the future of County government, and to provide a comprehensive analysis of the potential use of innovative solutions and technologies for El Paso County operations to the County Administrator.

**Article IV
Membership**

- Section 1. Members of the ITC shall be appointed by the Board of County Commissioners (BoCC) of El Paso County, Colorado and shall be in compliance with BoCC Resolution No. 16-324 and any successor resolution.
- Section 2. The ITC shall be composed of nine (9) voting members representing a cross section of the community who have working knowledge of developing technologies and innovative processes, with initial staggered terms as follows:

- One member representing the field of Information Technology (1 term)
- One member representing the field of Academia (1 term)
- One member representing the field of Transportation (2 terms)
- One member representing the field of Operations Research (2 terms)
- One at-large El Paso County resident with an interest in the Missions and Goals of the ITC (2 terms)
- One at-large El Paso County resident with an interest in the Missions and Goals of the ITC (1 term)
- One at-large El Paso County resident with an interest in the Missions and Goals of the ITC (2 term)
- One at-large El Paso County resident with an interest in the Missions and Goals of the ITC (1 term)
- One at-large El Paso County resident with an interest in the Missions and Goals of the ITC (2 terms)

For the purposes of these staggered terms upon formation of the ITC, any member with an initial staggered term of “one” (1) shall be deemed to be term limited upon completion of his or her first term.

- Section 3. The voting members are citizen appointments and shall not be affiliated with nor shall they be receiving any form of compensation from El Paso County or any organization controlled or appointed by El Paso County.
- Section 4. The voting members are appointed for two (2) terms of two (2) years per term, unless otherwise serving an initial staggered term pursuant to Section 2. All members of the ITC shall serve at the pleasure of the BoCC without compensation and may be removed at any time for any reason by the BOCC. One year must lapse from the expiration of a member’s second term prior to that member being eligible to serve again.
- Section 5. Each voting member shall be entitled to one (1) vote in all ITC decision-making actions.
- Section 6. Vacancies shall be filled by the BoCC. Any appointed member filling a vacancy shall serve the remaining term of the vacant seat unless there is six (6) months or less remaining on the vacant term.
- Section 7. The Board may appoint up to two (2) liaison El Paso County Commissioners to the ITC.

Article V Officers

The ITC shall organize and elect officers including a Chair and Vice-Chair. At the first regular meeting of each year, the ITC shall elect a Chair and Vice-Chair. An appointee from El Paso County Administration shall serve as the ITC's Secretary and shall not be a voting member.

- Chair: The Chair shall preside at all meetings of the ITC and will assist in matters related to the agenda and communicating with OED staff on matters before the ITC.
- Vice-Chair: The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair.
- Secretary: The Secretary shall: (1) be the custodian of the official records of the ITC, including the minutes of the meetings of the ITC; (2) give notice of meetings to ITC members in compliance with the Open Meetings Law; and (3) keep minutes of all meetings.

In the event neither the Chair nor the Vice-Chair are in attendance at a meeting with a quorum present, the voting members shall vote for a member to serve as the temporary Chair for the duration of the meeting.

Article VI Meetings

- Section 1. Quorum: A quorum of the voting members shall be required to vote on any item or action before the ITC. A quorum shall be a majority of members currently appointed. If all nine (9) members are appointed then a quorum shall be no less than five (5) present voting members. In the absence of a quorum, the meeting may be canceled or may proceed provided no formal actions or recommendations shall occur.
- Section 2. All meetings shall be open and public and shall be posted according to the Open Meetings Law. At the ITC's first annual meeting, the ITC shall make appropriate designations in accord with the Open Meetings Law.
- Section 3. All voting members must be available for all regular meetings and special meetings on an as-needed basis. Three (3) unexcused absences in a calendar year shall be grounds for removal.
- Section 4. All materials, including an agenda, for upcoming regular meetings shall be provided one (1) week in advance by the Secretary, or as soon thereafter as is practicable.

- Section 5. The governance of the ITC Meetings shall be adapted from Robert's Rules of Order.
- Section 6. There shall be minutes of all meetings of the ITC, and said minutes of the meetings shall be approved by the voting members of the ITC.
- Section 7. Regular and Special Meetings; Telephone Participation:
- The ITC shall hold no less than four (4) regular meetings on an annual basis, designate the time and place of said meetings, and shall keep a record of all its proceedings.
 - The ITC shall hold special meetings on an as-needed basis (depending on whether there are pending referrals pursuant to Article IX).
 - The Chair shall coordinate with the County Staff Liaison to determine when or if meeting(s) should be scheduled.
 - The Chair may call meetings as necessary which shall require at least forty-eight (48) hours prior notification by telephone, e-mail, facsimile, or U.S. Mail to all other voting members.
 - ITC voting members may participate by way of telephone for any regular, special, or cross-functional team meeting by means of a conference call or similar arrangement by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting. Any such telephone participation shall conform to the Open Meetings Law.

Article VII

Cross-Functional Teams

- Section 1. The BoCC encourages the ITC to utilize cross-functional teams sparingly and only when circumstances dictate the need for specialized experience beyond the expertise of the ITC's regular members.
- Section 2. When the circumstances dictate the need, the ITC may cause a cross-functional team to be formed at any regular meeting or special meeting. If a cross-functional team is created and if that cross-functional team initiates a quorum, it must comply with the provisions of the Open Meetings Law.
- Section 3. The ITC may designate a cross-functional team to focus on specific topics and request that the cross-functional team report back to the ITC at a future date.

- Section 4. The ITC may designate any voting member to serve as Chair for any cross-functional team created by the ITC.
- Section 5. Once a cross-functional team has performed all necessary functions requested by the ITC, the cross-functional team shall be dissolved.
- Section 6. Any cross-functional team shall comply with the provisions of the Open Meetings Law if a quorum of the ITC is initiated

Article VIII County Staff Liaison

Staff support to the ITC will be provided and designated by El Paso County Administration. The County Staff Liaison shall be the direct point of contact between all El Paso County Commissioners / Executive Directors and the ITC.

Article IX Referral of Matters for Consideration

- Section 1. The BoCC and/or County Executive Directors from time to time may refer a matter to the County Staff Liaison for formal consideration by the ITC. The County Staff Liaison shall notify the Chair of such referral, along with direction regarding the desired objectives, outcomes, and goals for such a referral.
- Section 2. Upon receiving a notification from the County Staff Liaison, the Chair shall coordinate with the County Staff Liaison and ITC members on scheduling meetings to discuss the referral and create a plan for analyzing the referral pursuant to the ITC's Mission and Goals.
- Section 3. Any member of the ITC may request that the Chair schedule a particular matter for discussion and consideration as if it had been referred by the County Staff Liaison. The Chair shall communicate the request to the County Staff Liaison and the ITC may then proceed to analyze the request pursuant to the ITC's Mission and Goals.
- Section 4. If, in the ITC's judgment, a referral has been fully analyzed and ready to present to the County Staff Liaison, the ITC Chair or Secretary shall forward the full report to the County Staff Liaison, who will then forward the ITC's findings to the appropriate requestor(s).
- Section 5. On an annual basis, the County Staff Liaison shall schedule a Department or Committee Report before the BoCC and the ITC Chair or Vice-Chair shall provide an update to the BoCC of the ITC's findings for that calendar year.

Article X

These By-laws may only be revised and amended by the BoCC during a public meeting. The ITC may review these bylaws and make recommendations for changes during any regular or special meeting, and may notify the BoCC of its desired changes for consideration by and through the Secretary.

Received and accepted by the Board of County Commissioners on August 20th, 2019.

BOARD OF COUNTY COMMISSIONERS
OF EL PASO COUNTY, COLORADO



By: 
Chair