

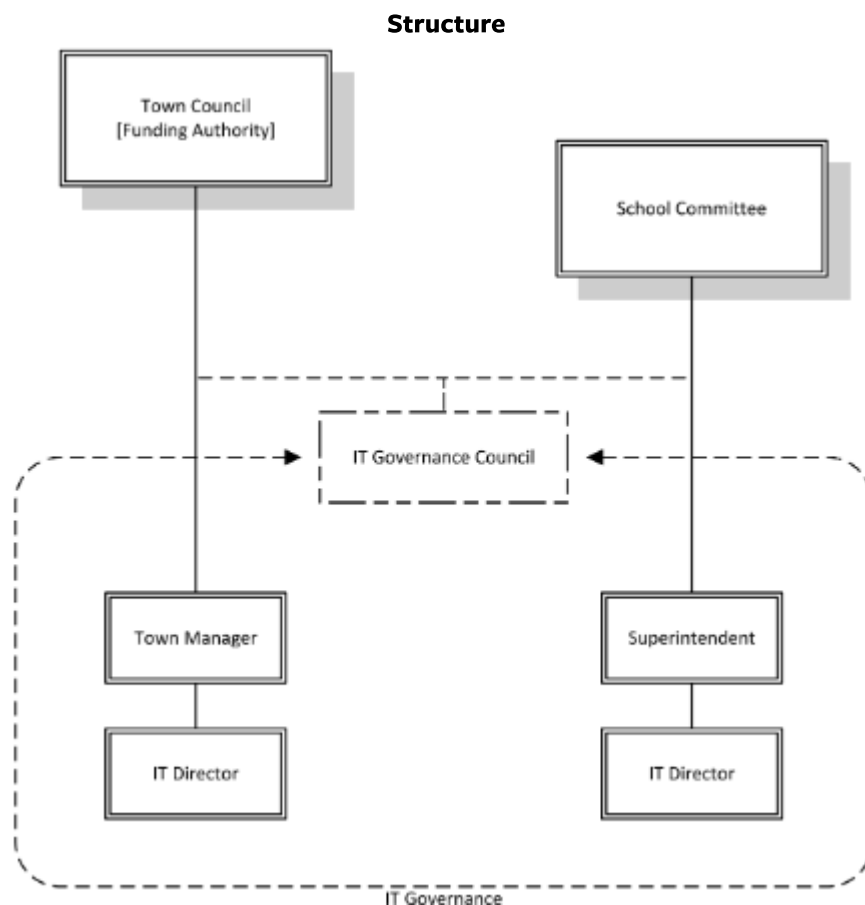
Chapter 34. Boards, Committees and Commissions

Article X. IT Governance Council

[Adopted 3-13-2017 by Ord. No. 866]

§ 34-35. Establishment.

The Town of East Greenwich recognizes that technology capabilities must remain contemporary, flexible, scalable, secure, environmentally conscious, and responsive to new goals and dynamically evolving service and operational requirements. The IT Governance Council (ITGC) is hereby established in the Town of East Greenwich consisting of members appointed by the Town Council.



§ 34-36. Purpose.

The ITGC establishes IT strategy, adopts IT policies and standards, and approves processes and criteria for prioritization of IT programs. The ITGC is not established to act as a managing body for the IT Department(s) of the Town (Municipal and School). ITGC is empowered to develop and maintain its own operating processes, procedures, schedule, committees and subcommittees within the scope as defined in the Charter.

§ 34-37. Responsibilities.

- A. ITGC is responsible to the Town Council and shall provide a full report of activities and accomplishments at least quarterly (more often if necessary); preferably before budget planning for the next fiscal year begins.
- B. The ITGC shall assist in determining priorities for investment in technology based on government service demands and other factors, including resource availability and opportunities.
- C. The ITGC shall establish priorities:
 - (1) Mandated requirements.
 - (2) Leveraging of prior investments in technology.
 - (3) Enhancing security.
 - (4) Improving service quality and efficiency.
 - (5) Ensuring a current and supportable technology infrastructure.
- D. The ITGC shall adopt fundamental principles or objectives (review and update as needed) and promulgate these across all Town departments and the School District.
- E. The ITGC sponsors the implementation and maintenance of the Town IT Strategic Plan.
 - (1) The Town IT Strategic Plan will focus on the technology supporting the specific business process requirements supporting all Town departments, including, but not limited to, public safety, facilities management, public works and other local government activities. It is the responsibility of the individual departments to define and manage appropriate business processes supporting their primary delivery of service.
 - (2) The Town IT Strategic Plan will focus on the technology supporting the specific educational goals and of objectives for the East Greenwich School District Technology Plan. It is the responsibility of the School District to define outcomes required to support the educational goals and objectives of the District. The Town IT Strategic Plan will incorporate these outcomes.
- F. Budget responsibilities.
 - (1) The ITGC shall ensure the cost-effective delivery and performance of information technology projects and services and their alignment to the business plan.
 - (2) The ITGC shall establish and review business case justification for all requested capital initiatives and IT operational expenditures and recommend funding to the Town Manager and Superintendent before any expenditure is made.
- G. The ITGC shall establish and periodically review standards, policies and procedures for the areas of project management, systems development, service delivery, personnel management and technical architecture.
- H. The ITGC shall establish and periodically review guidelines and standards for the protection of information from unauthorized access and ensure appropriate levels of confidentiality for citizens, businesses and employees.

§ 34-38. Membership.

- A. The ITGC shall be comprised of up to 13 members with terms of two years.
- B. Members shall include:

- (1) Two Town Council representatives.
- (2) Two School Committee representatives.
- (3) Town Manager.
- (4) School Department Superintendent.
- (5) Town IT Director.
- (6) School IT Director.
- (7) Police or Fire Chief (Public Safety), at the discretion of the Town Manager.
- (8) School Principal (Elementary, Middle School or High School), at the discretion of the School Superintendent.
- (9) Town department head, at the discretion of the Town Manager.
- (10) Two at-large members; one appointed by the Town Council President and one appointed by the School Committee Chair.

§ 34-39. Procedures.

- A. The ITGC will be chaired by the Town Manager, and a Vice Chairperson will be elected from among the membership.
- B. The ITGC will establish an annual meeting schedule, and all meetings shall be open to the public.
- C. The ITGC shall keep a record of its proceedings and actions, which shall be on file and open to the public.
- D. A majority of the members of the ITGC shall constitute a quorum. The concurring vote of a simple majority of members present and eligible to vote is required to pass on any issue.