



Office of the Chief Information Officer

TECHNOLOGY SERVICES BOARD Charter

PREAMBLE:

Technology is a tool used by the enterprise of state government, and individual agencies, to improve the state's ability to deliver public services efficiently and effectively. Advances in technology offer new opportunities to improve services provided to citizens, businesses and state agencies and to reduce the per-transaction cost of these services. To ensure that technology is fully contributing to government potential for technology to contribute to government business process reengineering, the state must establish clear central authority to plan, set enterprise standards, and provide project oversight and management analysis of the various aspects of a business process.

ROLES AND RESPONSIBILITIES:

The Technology Services Board (TSB) acts as an advisory board to the Office of the state Chief Information Officer (OCIO) to provide strategic advice and guidance in carrying out the Chief Information Officer's (CIO) responsibilities in providing strategic vision and oversight of technology in Washington State Government. In addition, the TSB has the following responsibilities:

- Review and approve policies, standards, procedures and provide oversight of major technology projects;
- Develop a policy to determine whether a proposed project, product, or service should undergo an independent technical and financial analysis prior to requesting funding;
- Approve contracting for services and activities under RCW [41.06.142\(7\)](#) for the consolidated technology service agency;
- Consider ways to promote strategic investments in enterprise-level information technology projects that will result in service improvements and cost efficiency;
- Provide a forum to solicit external expertise and perspective on developments in information technology, enterprise architecture, standards, and policy development; and
- Provide a forum where ideas and issues related to information technology plans, policies, and standards can be reviewed.

STATUTORY MEMBERSHIP (* indicates voting members):

- The Chair* shall be the State CIO;
- Three state agency or institution representatives*, appointed by the Governor;

- Three private sector representatives*, appointed by the Governor;
- Two members of the state House of Representatives*, one from each of major caucus appointed by the Speaker of the House;
- Two members of the state Senate*, one from each major caucus appointed by the President of the Senate;
- One non-voting member representing state agency bargaining units, selected by the Governor from a list of three names submitted by the general government exclusive bargaining representatives; and
- One non-voting member representing local governments, selected by the Governor from a list of three names submitted by local government organizations.

PROCEDURES

Chair: The State CIO chairs the TSB. S/he establishes the agenda, conducts the meetings and is the primary spokesperson for the Board. The board will be staffed by the office of the state CIO (OCIO).

Vice Chair: The CIO will appoint a vice chair from among the voting members of the TSB. The Vice Chair will assist the Chair and conduct meetings when the Chair is not available.

Meetings: The TSB will meet on a quarterly basis, at a time and place set by the Chair. The Chair will provide a preliminary agenda to all members at least five working days prior to a scheduled meeting. Members are welcome to suggest strategic IT agenda items for discussion with the entire board.

Attendance: Board members are expected to consistently attend board meetings. When a member is unable to attend a board meeting, the member should advise the Chair in advance. No substitutes will be allowed. The Chair may ask the governor to remove any member who misses more than two meetings in any calendar year without cause.

Quorum: A minimum of six of the 11 voting members of the Board must be present in order for the board to take action.

Public Comment During Meetings: The Board's meeting agenda will provide for a public comment period of up to 15 minutes. The Chair will set and monitor time limits during the public comment period. The Board may also take public comments during the meeting at the discretion of the Chair.

Decision-making: Consensus is the preferred method of decision-making. If the Chair determines that a consensus cannot be reached, the Chair may call for a majority vote of the Board. A majority is six or more of the 11 voting members of the Board, regardless of how many voting members are present. Only voting members present at the meeting (either in person or participating by electronic means) may vote; no proxies will be allowed. Voting members are indicated in the membership list above.

The Chair, as a representative member of the Board, may participate in all discussion and debate, express opinions, and vote where necessary.

Meeting Minutes: Meetings will be recorded and made available to the public via the OCIO website.

Travel and other Reimbursement: Members of the board, except federal and state employees, may be reimbursed for their travel expenses in accordance with RCW 43.03.050 and 43.03.060.

Ethics, Preventing Conflicts of Interest, and Recusal: The requirements of the state ethics laws apply to all board members operating in their TSB role. (See RCW 43.52 and the reference resources at the Website for the Executive Ethics Council, <http://ethics.wa.gov>) The laws include prohibitions against conflicts of interest, acceptance of most gifts, and release of confidential information. State law also restricts use of state facilities and resources, solely for official public business. The TSB and its members will strive to maintain full awareness and compliance with these requirements in the conduct of its work.

Any member of the Board who feels that he or she has a conflict of interest on any matter on the agenda shall notify the Chair or the Director of External Affairs and Policy as soon as possible. The member shall:

1. Choose not to participate in or attend the meeting; or
2. Recuse from the discussion – that is voluntarily excuse him/herself, vacate her/his seat, leave the meeting room, and refrain from discussing and voting on the item. If possible where there is a known conflict of interest issue, it will be located on the agenda in such a manner that the member can participate on other action items and then be excused.

Any member of the Board who feels that she or he has no prohibited conflicts of interest but does have a personal or professional interest which the public might misconstrue in the particular situation, shall notify the Chair or Director as soon as possible. The member may either:

1. Voluntarily recuse, or
2. If the member feels they can impartially participate in an issue or decision they shall fully disclose the circumstances at the beginning of the discussion, state their commitment to fairly and impartially deal with the matter, and offer Board members and the public in attendance the opportunity to seek clarification as needed.

Open and Public Meetings Act: The Board is subject to the Open and Public Meetings Act. Meetings will be publicly advertised in a timely manner, held in ADA-accessible locations, and accommodate auxiliary aids for persons with disabilities when requested in advance.

Ad Hoc Subcommittees: The Board may set up subcommittees as it desires and may invite nonmembers to serve as subcommittee members.

Media: The Chair is the primary spokesperson for the Board, however each member may answer media questions representing the positions of the Board without personal opinions or opinions representing personal constituencies. Board members shall refer to the Governor's Boards and Commissions Membership Handbook for guidelines.

Modifying the TSB Charter: The procedures set forth in this charter may be modified by the TSB either through consensus decision-making, or if a consensus cannot be reached, by a majority of the voting members of the board.