

The following are operative rules as adopted by the Executive Committee. In the event these rules conflict with the CITOC Charter, the Charter takes precedence.

### 1. Categories of Membership

CITOC membership is organizational with representation by an individual. Members should be able to speak authoritatively for their jurisdiction on technology issues. Voting rights within an organization is limited to the individual representing that membership. Other individuals under that organization may participate with CITOC in a non-voting capacity as organizational liaisons.

**Large Court Member:** an individual serving in the position of court chief information technology officer or as the most senior IT Manager, whose jurisdiction serves a population of over 1 million, and has been nominated by their respective state court administrator for State CIO, or respective court manager for local jurisdictions.

**Small Court Member:** an individual serving in the position of court chief information technology officer, or as the most senior IT Manager, whose jurisdiction serves a population of less than 1 million and has been nominated by their respective state court administrator for State CIO, or respective court manager for local jurisdictions.

**Statewide Member:** An unlimited collection of Large Court Members and Small Court Members within a single state. States that elect to have a statewide membership must select a point of contact that will report and track Large Court Members and Small Court Members for the state.

**Organizational Liaisons:** Organizational liaisons are relationships that bring more knowledge and expertise to the fulfillment of the mission of CITOC. Liaison contacts (as designated by the official CITOC member) may not vote and do not have membership status but enjoy a direct relationship with CITOC—including invitations to CITOC membership meetings. Vendor companies and for-profit entities are not allowed liaison status but are encouraged to join the vendor organization listed below in Vendor Relationships.

There are no membership fees for liaisons, but liaisons are required to pay any applicable conference fees.

**Discretionary Membership:** Due to hardship circumstances, the Executive Committee is authorized to approve memberships based on its discretion contingent upon the member actively participating on one or more committees. These memberships are for a period of one year and must be reviewed and approved by the Executive Committee on an annual basis.

**Substitution of Membership:** When an individual leaves his/her position, another person within the same court/jurisdiction may become a member upon recommendation by their respective court manager and approval of the Executive Committee.

## **2. Member Voting**

Voting shall be limited to Large Court Members and Small Court Members in good standing. Each member shall be entitled to one vote on each matter submitted to a vote of the membership at any general business meeting or electronic vote as authorized by the Executive Committee.

Voting by postal mail, e-mail, or by proxy is prohibited for all elections of the Executive Committee. Voting on issues may be allowed by email at the discretion of the Executive Committee.

## **3. Member Dues**

Annual dues for membership shall be established by the Executive Committee. Any member who fails to pay dues by the time of the annual meeting shall not be entitled to vote and shall be dropped from the membership roster until the indebtedness is paid. Annual dues received on or after July 1 of the member's first year of membership will cover in full the member's annual dues through December 31 of the following year.

Large Court Membership	\$500/year
Small Court Membership	\$250/year
Statewide Membership	\$5,000/year

## **4. Membership Meetings**

The members of CITOC shall meet annually at a time and place designated by the Executive Committee to conduct business. A quorum shall consist of 1/10 of the total membership at the time of the annual meeting.

The selection of the site and the date of the annual membership meeting shall be made no less than 6 months in advance of the meeting and notice to the membership shall be made not less than 3 months in advance of the meeting.

Other membership meetings can be held at the discretion of the Executive Committee and the interest of the membership.

All elections and all other matters voted on at any meeting of members at which a quorum is present shall be determined by a majority of those eligible to vote who are present in person.

## **5. Executive Committee Meetings**

The Executive Committee shall conduct periodic conference calls between face-to-face meetings. At a minimum, the Executive Committee shall have at least one face-to-face meeting annually, in addition to the annual membership meeting, with additional meetings as needed.

## **6. Executive Committee Eligibility**

To be eligible to serve on the Executive Committee the CITOC member must meet the following criteria:

- A member in good standing
- Meet the requirements of the Executive Committee position (e.g. CIO of an AOC)
- A member of CITOC for a minimum of two years

## **7. Special Interest Committees**

CITOC members will vote during each annual membership meeting to establish special interest committees for the following year. Each Special Interest Committee shall include a deliverable (e.g., technical experience bulletin, webinar, presentation) that can be completed by the next annual meeting.

Each Special Interest Committee shall self-select a committee chair. The committee chair is responsible for organizing committee meetings at least quarterly. Each Special Interest Committee shall include at least one member of the Executive Committee. The Executive Committee member is responsible for reporting status and deliverables to the Executive Committee at the Executive Committee meetings.

Special Interest Committees can be dissolved at the discretion of the Executive Committee if insufficient progress is being made towards the deliverable of the committee.

## **8. Vendor Relationships**

All vendor relationships must be coordinated through vendor/industry associations such as the Integrated Justice Information Systems Institute (IJIS).

## **9. Secretariat**

The National Center for State Courts shall serve as Secretariat as defined by the Memorandum of Understanding between CITOC and the National Center for State Courts.

## **10. Parliamentary Procedures**

All meetings shall be conducted in accordance with Roberts Rules of Order.