

OAGITM Bylaws

Revised January 25, 2008

[Old Versions of
Bylaws](#)

ARTICLE 1 – NAME OF THE ORGANIZATION

The name of this organization shall be the Oregon Association of Government Information Technology Management (OAGITM).

ARTICLE 2 – MISSION STATEMENT

The mission of the Association is to improve the management of information systems and other technologies supporting the services provided to citizens by Oregon governments through collaborative relationships between and amongst Oregon governments at multiple levels.

ARTICLE 3 – PURPOSE OF THE ORGANIZATION

Section A – Objectives

1. To establish, implement and promote means by which its membership may exchange information, concepts and experiences in all aspects of information technology implementation and management.
2. To assume a role of leadership in developing intergovernmental information systems, processes and strong collaborative relationships.
3. To represent the views and position of the membership in matters pertaining to state and local government information technology and services.
4. To provide opportunity for professional growth for its members as information technology managers and public administrators.
5. To make significant contributions toward improving the administration of government through the use of best practices in information technology.

Section B – Objectives shall be accomplished through:

1. Communication and collaboration among the membership, facilitated by maintaining a member contact list, an online discussion group (the listserv), an Association web site, and regularly scheduled conferences.
2. Establishing committees to study, review, report and act (as approved by the Executive Committee) in areas of mutual concern.
3. Sponsoring educational seminars to foster professional development.
4. Publishing, distributing, and sharing newsletters, technical papers, policies, procedures, and information on industry best practices.

5. Review and development of recommendations on legislation affecting government information technology.
6. Any other means approved by the membership not in conflict with the policies or bylaws of the Association.

Section C – Limitation

The Association shall have no power of authority over its members.

ARTICLE 4 – MEMBERSHIP

Section A – Qualifications/Categories

1. The Association shall consist of classifications having the rights and privileges as follows.
 - A. **Regular Member** – Any Oregon government organization that has paid current annual dues. Each organization has one vote in matters of the Association.
 - B. **Honorary Member** – An individual that has, by vote of the membership, provided a high level of service or significant contribution to the Association through a former affiliation, and wishes to continue to participate. Individuals may request consideration for honorary membership, or may be nominated by any voting member of the Association. Honorary members do not pay dues, may be excluded from Association business meetings and members-only information, cannot hold office, and do not vote in matters of the Association.
2. Each member organization, as defined in Article 4, Section A-1-A, shall be entitled to one vote on formal matters presented to the Association at or outside of regularly scheduled conferences. Member organizations must identify one voting delegate, per Article 4, and are encouraged to also name an alternate and other non-voting delegates.
3. For business matters conducted by e-mail, at least 14 days advance notice will be given to all voting members prior to the voting deadline.

Section B – Delegates

1. A delegate is an individual attending an Association conference or participating in online Association discussions, who is authorized to represent a particular member organization.
2. Delegates are divided into two categories: voting delegates and alternate voting delegates; .
3. A voting delegate is an individual authorized to cast the vote of a member organization, who has primary responsibility for information technology management at the organization. Voting delegates are specified on the annual dues form, and may be updated at any time by contacting the Second vice-President.
4. An alternate voting delegate is an individual authorized to vote during

the absence of a voting delegate. Alternative voting delegates are specified on the annual dues form, and may be updated at any time by contacting the Second vice-President.

Section C – Dues

The Executive Committee shall be empowered to recommend changing the dues. Changes to the dues will require a two-thirds (2/3) majority of all voting member organizations.

Section D – Registration Fees

The Executive Committee shall be empowered to establish conference registration fees for all categories of attendees.

Section E – Termination of Membership

Membership may be terminated for conduct deemed to be not in the best interests of the Association. Termination shall be determined by majority vote of the Executive Committee.

ARTICLE 5 – OFFICERS

Section A – Titles

- 1) The elected officers of the Association shall consist of the following:
 - a) President
 - b) First Vice President
 - c) Second Vice President
 - d) Secretary/Treasurer
 - e) Non-elected officers shall be Past President

Section B – Nominations and Elections

1. At the first conference of each even numbered calendar year, a Nominating Committee shall present a slate of candidates for each office.
2. Additional nominations may be made from the floor at the voting session by any voting delegate, or from petition submitted to the Nominating Committee, subject to the following restrictions:
 - a. Only one delegate can be nominated for an office by any one voting delegate.
 - b. All candidates must conform to the Eligibility for Elected Office, Article 5, Section C.
 - c. Only one delegate from each member organization may hold

office during the same term of office.

3. Elections are to be held during the first conference of every even numbered calendar year.
4. Elections are to be conducted by secret written ballot, cast by voting delegates, with a majority of votes cast needed to elect.
5. All those elected shall take office at the close of the conference in which the votes are counted.

Section C – Eligibility for Elected Office

1. Anyone who is currently a delegate from a Regular Member organization, and has primary responsibility for information technology management at the organization, shall be eligible for election to an office in the Association. ***Second in command of large organizations (greater than 75 IT staff) are also eligible.***
2. A candidate for an elected office shall be nominated only if he/she has given assurance of service if elected.

Section D – Terms of Office

1. All elected officers shall serve a term of two years, provided that eligibility as defined in Section C above is maintained.
2. If an individual's eligibility for office ceases during his/her term, the effect is as though the person holding that office has resigned the office.
3. The immediate past President shall serve for a period of two years as a member of the Executive Committee. If his/her eligibility should cease during that period, the most recent past President who is eligible, shall serve on the Executive Committee.

Section E – Vacated Offices

1. If any office other than the President becomes vacant before official expiration of the term, the President shall appoint a successor who meets the qualifications of Article 5, Section C, and who shall immediately assume the duties of that office. This appointment shall be affirmed by a majority vote from the floor at the first conference held after the appointment. If denied, a special election shall be held immediately by the members present, subject to the restrictions of Article 5, Section B.
2. Should the office of President be vacated, the President's duties shall be assumed immediately by the First Vice President, and a new First Vice President shall be appointed in the manner described in Article 5, Section E-1. First President's duties shall be assumed by the Second Vice-President; Second Vice-President's duties shall be assumed by the Secretary- Treasurer and the new President shall appoint a new Secretary-Treasurer.

Section F – Duties of Officers

1. The President shall:
 - a. Preside at all meetings and conferences of the Association.
 - b. Appoint all committees and serve as ex-officio member of all committees, including the Nominating Committee.
 - c. Make provision for the delegation of necessary duties of absent members.
 - d. Ensure that the Bylaws of the Association are observed.
 - e. Appoint a Nominating Committee during the second conference of the Association during odd-numbered calendar years, which whenever possible shall be comprised of past presidents of the Association.
 - f. Be authorized to sign any notes, contracts, or other agreements approved by the Executive Committee on behalf of the Association.
 - g. Provide a President's Report at the first conference of each year of the significant issues, efforts, and accomplishments made by the Association during the previous year.

2. The First Vice President shall:
 - a. Be an aid to the President and in case of absence or disability of the President shall perform, temporarily, the duties of the President.
 - b. Coordinate planning for the biannual conferences and develop the conference program in cooperation with the Executive Committee.
 - c. Issue notices of meetings/conferences and agenda as directed by the President and Executive Committee.
 - d. Prior to each conference, a conference budget with income and expenses will be prepared.

3. The Second Vice President shall:
 - a. Be an aid to the President and First Vice President. In case of absence or disability of the President and the First Vice President shall perform, temporarily, the duties of the President.
 - b. Be responsible for membership development and recruitment, including processing applications for membership from prospective Affiliate, Associate, and Honorary Members, and ensuring notification of membership acceptance or denial to applicants.
 - c. Be responsible for maintaining an updated membership and mailing list from which all notices will be directed.

4. The Secretary/Treasurer shall:
 - a. Keep a record of the proceedings of all meetings/conferences and be responsible for the distribution of such proceedings to all official contacts as soon as possible.
 - b. The outgoing Secretary/Treasurer shall be responsible for the proceedings of the conference at which a new Secretary/Treasurer is elected.
 - c. Be responsible for the correspondence of the Association.

- d. Prepare a budget of estimated income and expenditures for each administrative year as determined by the Executive Committee.
- e. Render a financial statement at each conference.
- f. Have custody of all funds, valuable papers and other assets of the Association and shall sign all checks, drafts and other orders for the disbursements of its funds as directed by the Executive Committee. In the absence of the Secretary/Treasurer, the President will sign all checks, drafts and other orders.

Section G – Executive Committee

1. The Executive Committee of the Association shall consist of the following:
 - a. President
 - b. First Vice President
 - c. Second Vice President
 - d. Secretary/Treasurer
 - e. Immediate Past President
2. The Executive Committee shall be responsible for the general direction and control of all business affairs of the Association. In addition to the duties customarily performed by executive boards, the Executive Committee shall be empowered:
 - a. To approve and adopt the conference budget of estimated income and expenditures for each conference.
 - b. To control the actual expenditure of budget funds.
 - c. To set the dues to be paid by all categories of membership.
 - d. To establish conference registration fees for all categories of attendees.

ARTICLE 6 – CONFERENCES

Section A – Regular Conferences

1. Unless otherwise ordered by a two-thirds (2/3) majority of all voting member organizations, at least two conferences shall be held during a calendar year.
2. The place and date of the conferences shall be selected by the Executive Committee.
3. A conference may be held whenever a formal notice of such meeting has been given by the Executive Committee to all member organizations.
4. A formal notice is defined as a written communication, including e-mail.
5. A quorum at any conference of the Association shall be made up of the voting delegates present representing not less than one-third (1/3) of the Regular Member organizations given a formal notice.

Section B – Conduct of the Conferences

1. The official program approved by the Executive Committee shall be the order of the day for all sessions. Changes in the program may be made from time to time if the presiding officer sees fit.
2. At each duly called conference, or prior thereto, the President may appoint a Sergeant-At-Arms for the conference.

Section C – Attendance at Conferences

1. Conferences of the Association may be attended by one or more delegates from Regular and Honorary Members and their guests, who pay the required registration fees.
2. A stipend and/or reimbursement for travel expenses may be provided to guest speakers at the discretion of the Executive Committee.

ARTICLE 7 – WORKING COMMITTEES

Working committees consisting of individuals from member organizations shall be appointed by the President, with the approval of the Executive Committee, to carry out the objectives of the Association.

ARTICLE 8 – PARLIAMENTARY AUTHORITY

Section A – Rules of Order

The rules contained in "*Robert's Rules of Order Revised*" shall govern the procedure in all cases to which they are applicable, and to which they are not inconsistent with the Bylaws or the special rules of order of this Association.

Section B – Amending the Bylaws

1. The Bylaws may be amended at any session of any regular conference of the Association in which a quorum is present, by a two-thirds (2/3) vote of the Regular Member organizations present, providing that a written notice of the proposed amendment has been sent to all official contacts at least 30 days in advance.
 2. The Bylaws may be amended outside of any regular conference of the Association, by a two-thirds (2/3) vote of Regular Member organizations cast by electronic mail, providing that a written notice of the proposed amendment has been sent to all official contacts at least 14 days in advance of the date responses are due.
 3. Amendments to the Bylaws may also be made at any conference business meeting without prior notice by an affirmative vote for consideration of the amendment by a majority of all members present, provided a quorum is present, and acceptance of the amendment by a two-thirds (2/3) majority of the Regular Members present.
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