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| **ARTICLE I**  |
| **PURPOSE**  |
| Section 1.  | The primary purpose of the SACC IT Subcommittee is to serve as subject matter experts and advisors for SACC regarding automation and technology legislation, issues, and topics with cross-agency implications and impacts. The group also offers an open forum for mutually beneficial knowledge sharing and collaboration, among agencies and an opportunity for agencies to identify common problems and work together on defining potential solutions.   |
| **ARTICLE II**  |
| **MEMBERSHIP**  |
| Section 1.  | Membership is open to all IT leadership from state agencies.  |
| **ARTICLE III**  |
| **OFFICERS**  |
| Section 1.  | A Subcommittee Chair will be elected by Subcommittee members for a two-year term to begin on September 1 of even-numbered years. The Subcommittee Chair will be responsible for setting meeting times, making arrangements for the meeting place, distributing an agenda for each meeting to Subcommittee members, and preparing Notes to be shared with Subcommittee members and the SACC Liaison on a timely basis.   |
| Section 2.  | A Subcommittee Vice Chair will be elected by Subcommittee members. The Vice Chair will preside during the Chair's absence. If the Chair becomes vacant, the Vice Chair will automatically become the Subcommittee Chair. The Subcommittee members will then elect a new Vice Chair to complete the term.   |
| **ARTICLE IV**  |
| **MEETINGS**  |
| Section 1.  | Meetings will be held quarterly unless the Subcommittee votes to meet less frequently.   |
| Section 2.  | The Chair may call special meetings as necessary.   |
| Section 3.  | A majority of the Subcommittee members shall be considered a quorum.   |
| **ARTICLE V**  |
| **WORK GROUPS**  |
| Section 1.  | The Chair may set up work groups as needed. Group membership will be on a voluntary basis.   |
| **ARTICLE VI**  |
| **BYLAW AMENDMENTS**  |
| Section 1.  | Any proposed amendments to these bylaws shall be distributed and discussed at least one meeting before they are presented for a vote.   |
| Section 2.  | Two-thirds of the voting members present at a meeting must vote to accept an amendment to these bylaws.   |
| Section 3.  | Amendments become effective immediately upon an affirmative vote unless the Subcommittee votes on another effective date.   |
| **ARTICLE VII**  |
| **GENERAL PROVISIONS**  |
| Section 1.  | By April 1 of each year, the Subcommittee will submit a proposed plan for SACC for the upcoming state fiscal year.   |
| Section 2.  | The Subcommittee's official documents shall be these Bylaws, the annual Subcommittee plans, the meeting agendas, Notes, speaker handouts, and any correspondence related to Subcommittee business. At the end of a Subcommittee Chair's term of office, the Subcommittee's official documents will be provided to the new Chair.  |