

# County IT Advisory Committee Charter

Advisory Input, Transparency, and Cross-Department Coordination

## 1. Purpose

The County IT Advisory Committee is established to provide structured input, transparency, and collaboration on County-wide information technology matters. The Committee supports informed decision-making, risk management, audit readiness, and alignment of technology initiatives with County operations.

## 2. Authority

The Committee is advisory only. It does not manage IT staff, direct daily operations, approve or veto IT decisions, override technical standards, or replace Commissioners Court, County Auditor, or IT Director authority.

| Final Authority                               | Rests With   |
|---|--|
| Budget approval and major funding decisions   | Commissioners Court  |
| Administrative supervision of the IT Director | County Auditor   |
| Technical and operational IT decisions        | IT Director  |
| Departmental records and business processes   | Department or elected office with statutory responsibility |

## 3. Scope

- Review proposed IT standards, major initiatives, and significant County-wide technology changes.
- Provide feedback on technology priorities, operational impacts, risks, and dependencies.
- Support cross-department coordination for cybersecurity, CJIS compliance, election security, courts, public safety, finance, and public services.
- Promote transparency and communication between departments and IT.
- Review major implementation plans involving identity management, endpoint security, network modernization, backup resilience, ticketing, asset management, and disaster recovery.

## 4. Membership

- County Auditor or designee.
- Sheriff or designee.
- One Commissioner appointed or rotated by Commissioners Court.
- County Judge or Chief of Staff.
- One elected official or designee, rotated or appointed as appropriate.
- One non-elected department head or designee, rotated or appointed as appropriate.
- IT Director, serving as Chair.
- Additional subject-matter participants may be invited for specific topics, including Elections, Courts, EMS, Indigent Health, Auditor systems, or public safety systems.

## 5. Roles and Responsibilities

| Role                 | Responsibilities  |
|----------------------|---|
| IT Director / Chair  | Sets agendas, presents standards and initiatives, facilitates discussion, documents recommendations, and coordinates follow-up. |
| County Auditor       | Supports administrative oversight, internal control alignment, risk management, documentation, and escalation.                  |
| Committee Members    | Provide operational perspective, identify impacts and dependencies, communicate concerns, and assist with coordination.         |
| Invited Participants | Provide subject-specific input for limited topics without becoming standing committee members.                                  |

## 6. Meetings and Documentation

- Meetings shall be held quarterly or as needed.
- Special meetings may be called for urgent issues, audit matters, major outages, cybersecurity incidents, or major implementation planning.

- Meeting summaries, recommendations, and action items shall be documented and retained.
- Summaries may be provided to Commissioners Court when appropriate.

## **7. Decision-Making Process**

The Committee should operate by consensus where possible. Formal votes are not required. Recommendations are advisory and non-binding. When disagreement exists, the IT Director shall document the concern, technical recommendation, risk assessment, and any escalation path.

## **8. Amendments**

This Charter may be amended by the IT Director with input from the IT Advisory Committee and approval or acknowledgment by the County Auditor. Material changes may be shared with Commissioners Court as appropriate.

## **Effective Date**

This Charter becomes effective upon establishment of the County IT Advisory Committee by Commissioners Court or upon administrative implementation consistent with the County IT Governance Policy.