

# **Bylaws of the Kentucky Information Resources Management Commission**

## **Article I. Name**

The name of the Commission shall be the Kentucky Information Resources Management Commission (“KIRM” or “Commission”).

## **Article II. Mission**

The mission of the Commission is to provide leadership for the advancement, management, and application of information resources to ensure accessible, cost effective, high quality, and timely information and services for the citizens of the Commonwealth of Kentucky, in accordance with Chapter 61 of the Kentucky Revised Statutes and these bylaws.

## **Article III. Members**

Section 1. The membership of KIRM shall be as set forth in KRS 61.945.

Section 2. The term and obligations of Commission members shall be as set forth in KRS 61.945. Cabinet Secretaries appointed pursuant to KRS 61.945 shall serve for terms of two years and shall be eligible for reappointment.

Section 3. A member shall be subject to removal from the Commission pursuant to KRS 61.945(4).

Section 4. Vacancies in membership shall be filled in accordance with KRS 61.945.

## **Article IV. Officers**

Section 1. Officers shall be a Chair and a Vice Chair, who shall perform the duties prescribed by these bylaws and as assigned by the Commission.

Section 2. In June of even-numbered years, the Chair shall appoint a Nominating Committee of three persons, consisting of the KIRM Chair, the Communications Advisory Council Chair, the Geographic Information Advisory Council Chair, and the Executive Director for the Office for the KIRM Commission as a non-voting representative. The Nominating Committee shall meet to discuss potential nominees for Chair and Vice Chair. At the August special meeting of KIRM, the Nominating Committee shall present nominees for Chair and Vice Chair. Nominations may also be made from the floor. At its September meeting, the Commission shall elect by majority vote from the nominees a Chair and Vice Chair, who shall begin their official term of office at the conclusion of that meeting.

Section 3. The officers shall serve for two years or until their successors are chosen.

Section 4. In the event of a vacancy in the office of Chair, the Vice Chair shall call a special meeting at which time the vacancy shall be filled by election, with nominations from the floor. In the event of a vacancy in the office of Vice Chair, the vacancy shall be filled at the next regular meeting by election, with nominations from the floor.

#### **Article V. Duties of Officers**

Section 1. Duties of the Chair include:

- Preside at all regular and special meetings of KIRM;
- Sign any documents as designated by KIRM;
- Represent KIRM to the state agency information technology community;
- Appoint members and chairs of standing committees, ad hoc committees, and work groups;
- Assign duties as may be required to KIRM members and staff;
- Represent KIRM before the Capital Planning Advisory Board in briefing the Board of information technology capital items, as defined in 14 KAR 1:010, for executive agencies and universities;
- Review plan amendments and recommend for approval or refer to Workgroup for review;
- Perform other duties as assigned by the Commission.

Section 2. Duties of the Vice Chair include:

- Perform duties of the Chair in the temporary absence or disability of the Chair, except as otherwise provided by these bylaws;
- Perform such other duties as the Chair or the Commission may designate.

#### **Article VI. Meetings**

Section 1. In accordance with KRS 61.950, the Commission shall hold four regular meetings, with one meeting being held in each calendar quarter. The regular meetings shall be scheduled on the second Thursday of the months of March, June, ~~August,~~ September, and December, at 1:30 p.m., Eastern Time.

Section 2. In addition to regular meetings, the Chair may call special meetings. Each member shall receive at least three days notification of such special meetings. Such notification will advise members of the date, time, place, and purpose of the meeting and include copies of proposed resolutions and binding actions to be presented at the meeting. In the event information concerning proposed resolutions and other binding actions is not provided to

Commission members as set forth herein, the Chair may, with concurrence of the Commission, delay action on such matters until the next regular or special meeting of the Commission.

Section 3. Emergency meetings may be called by the Chair, provided each member receives at least a forty-eight-hour notice with date, time, place, and purpose of the meeting provided, as well as copies of proposed resolutions and binding actions to be presented at the meeting. In the event information concerning proposed resolutions and other binding actions is not provided to Commission members as set forth herein, the Chair may, with concurrence of the Commission, delay action on such matters until the next regular or special meeting of the Commission.

Section 4. The chairs of the Communications Advisory Council and the Geographic Information Advisory Council, as designated by KRS 61.945 (2) (k), shall be voting members.

Section 5. Except as otherwise provided by these bylaws, voting shall be by voice unless the Chair orders, or any member demands, that voting be by ballot.

Section 6. Each voting member, including elected officers, shall have only one vote.

Section 7. A member may designate a proxy so long as the designation is made in writing and submitted to the Chair prior to each individual meeting.

Section 8. A majority of the members shall constitute a quorum.

Section 9. Members shall be required to attend meetings as stipulated in KRS 61.945(4)(a).

Section 10. Members shall abstain from voting on issues directly relating to the agency or organization at which they are employed.

## **Article VII. Committees and Work Groups**

Section 1. Standing Committees shall include Enterprise Architecture and Standards, Imaging and Electronic Document Management, and Information Policy. Members and Chairs of Standing Committees shall be appointed by the Commission Chair to serve until their successors are chosen.

Section 2. The Commission Chair as deemed necessary to carry out the work of the Commission shall designate ad hoc committees. Ad hoc committee members and the Chairs shall be appointed by the Commission Chair and shall serve until their specific task is completed or until their successors are chosen.

Section 3. Work Groups shall be established as necessary to carry out the work of the Commission. Such Work Groups shall include Education and Cultural Affairs, Fiscal Management, Growth Management, Health and Human Services, Justice, and Licensing and Regulation.

Work Groups shall be responsible for reviewing and recommending action on agency/university plans. A work group member may participate in the presentation and discussion of the plan for the agency or organization at which the work group member is employed; however, the work

group member shall not remain in the meeting room during work group deliberation, recommendation or vote pertaining to that particular plan.

### **Article VIII. Parliamentary Authority**

The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules the Commission may adopt, and Kentucky Revised Statutes.

### **Article IX. Amendment of Bylaws**

These bylaws shall take effect immediately upon approval by a majority vote of the Commission members. These bylaws may be amended at any regular or special meeting of the Commission by a two-thirds vote, provided that the amendment has been submitted in writing at least three days in advance of the meeting at which it is to be considered.

**Revised Bylaws adopted: August 27, 1998**

**Authorized by:**

\_\_\_\_\_  
James Nelson, Chairman  
Kentucky Information Resources Management Commission