

**City of Alexandria, Virginia**  
**Commission on Information Technology**

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**MINUTES**

November 14, 2011 Meeting

**Meeting called to order at 7:15 PM.**

**Roll Call**

*Members present*, Marjorie Conner (Secretary), Margaret Leary, Kostas Liopiros (Chairman), Phillip Acosta, Nina Baliga, Daniel Brooks, Debra Roepke (for Councilman Del Pepper), Lynda Rudd

*Excused*: Steven Cooper, Marie Schuler

*Absent*: Councilman Alicia Hughes, Page Moon (Vice-Chairman), Helen Morris

*City Staff Present*: Tom Trobridge

**Approval of Minutes**

Minutes of the July 25, 2011, September 12, 2011, and October 11, 2011 meetings were approved. Motion by Commissioner Daniel Brooks. Second by Commissioner Nina Baliga.

**Leadership Plan**

The revised Leadership Plan was approved on motion of Commissioner Margaret Leary and seconded by Commissioner Phil Acosta.

**Recruitment Committee**

Because of the absence of Page Moon, a Recruitment Committee was not formed. Secretary Marjorie Conner volunteered to serve on the Committee and to obtain copies of the applications filed with the Clerk of the City Council's office. A Special Meeting of the Commission to convene an Executive Session to evaluate the applications was scheduled for Friday, November 18, 2011 at 5:30 PM.

**IT Vision and Strategic Goals**

Because of the absence of Steve Cooper, the leader of this effort, this item was tabled without action.

**Broadband Infrastructure**

Because of the absence of Page Moon, the leader of this effort, this item was tabled without action.

**Meeting adjourned at 8:00 PM on the motion of Commissioner Conner. Commissioner Leary seconded.**

**Adopted November 14, 2011**

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**LEADERSHIP PLAN**

The Leadership of the IT Commission shall reside in a Chairman, a Vice Chairman, and a Secretary. The Leadership Team shall serve a one-year term starting at the beginning of the City's fiscal year (July 1 to June 30). The roles and responsibilities of the Leadership Team and the process for electing them and ensuring a turnover in leadership are set out below.

**1. Roles and Responsibilities**

**1.1 Chairman**

The Chairman shall be responsible for:

- Providing effective leadership of the Commission, including representing the Commission to the public and other stakeholders;
- Presiding over meetings of the Commission and ensuring the efficient and effective conduct of its business;
- Setting the Commission agenda, taking into account the issues and concerns of all Commission members;
- Establishing committees and making assignments to carry out actions and business of the Commission;
- Ensuring that all issues before the Commission are debated fully and that all members have the opportunity to contribute;
- Reviewing draft minutes prior to distribution to Commission members and providing for timely distribution of minutes to members;
- Monitoring the process, procedures and work of working groups to help achieve a responsive, timely and useful work product;
- Maintaining attendance records in accordance with applicable City Code;
- Preparing the Commission's annual report to City Council; and
- Coordinating on a regular basis with the Vice Chairman and Secretary to ensure continuity of opinions and advice.

**1.2 Vice Chairman**

The Vice Chairman shall be responsible for:

- Serving in the absence or incapacity of the chairman, or if a vacancy in that post exists;
- Leading the Commission's recruitment efforts;
- Ensuring that the Commission's web site reflects the work of the Commission and supports the Commission's recruitment efforts; and
- Assisting the Chairman in the conduct of the Commission's business.

### **1.3 Secretary**

The Secretary shall be responsible for:

- Conducting a roll call of members at the beginning of each meeting;
- Maintaining a record of those present, absent and excused for each meeting;
- Drafting the minutes of Commission meetings to include an accurate description of its decisions and any presentations made during the meeting;
- Maintaining a record of term start and end dates for each member and notifying members of expiring terms;
- Maintaining the official records of the Commission including:
  - The approved minutes of each meeting;
  - Memoranda, reports and other products of the Commission; and
  - Commission rules and procedures.
- Ensuring that the official records are available when required for reports, elections, referenda, other votes, etc.; and
- Assisting the Chairman in the conduct of the Commission's business.

## **2. Election of Officers**

Election of officers shall be held during the last Commission meeting of the City's fiscal year (ending June 30).

### **2.1 Nominating Committee**

The Chairman shall establish an ad-hoc nominating committee prior to the last Commission meeting of the City's fiscal year (ending June 30). The committee shall comprise a chairman and at least one other member that represent the best interests of the Commission. The committee shall be dissolved upon the election of officers.

## **2.2 Nominations**

The nominating committee shall issue a call for nominations for Chairman, Vice Chairman and Secretary. Only Commission members may submit nominations. Members may also nominate themselves. In order to assure a full slate, the nominating committee may also solicit members to be on the slate.

## **2.3 Evaluation of candidates**

The nominating committee shall meet to identify the candidates with the best qualifications for each position and recommend a slate containing a single nominee for each position.

- Only members who commit to serve for a full year's term if elected shall be considered;
- Nominees for Chairman, Vice Chairman or Secretary should have been a member of the Commission for at least a year; and
- For the nominee for Chairman, preference should be given to candidates that have served at least one term as Vice Chairman.

## **2.4 Election**

The nominating committee shall submit its recommended slate to the Commission during the last Commission meeting prior to the end of the City's fiscal year (ending June 30).

The Commission may also request additional nominations from the floor as desired.

Officers shall be elected by a majority vote of the members present.

## **2.4 Assumption of Duties**

The newly elected officers shall assume their roles at the first meeting of the new fiscal year (starting July 1).