

Joint Information Technology Oversight Committee

Rules of Procedure

The Joint Information Technology Oversight Committee adopts the following rules of procedure under the authority of 2 V.S.A. § 614(e)(1).

§ 1. ORGANIZATION AND MEETINGS

(a) All decisions of the Committee shall be by a majority vote of the members present with a quorum having been obtained.

(b) Meetings shall be called by the Chair or, in the Chair's absence, by the Vice Chair. If the Committee has not yet selected a Chair or Vice Chair, a meeting shall be called by a majority of the members of the Committee.

(c) The Chair and Vice Chair shall develop an agenda for each meeting after consulting with Committee members and legislative staff.

(d) The Committee may request that members of an organization designate a spokesperson for the purpose of testifying.

(e) These procedural rules of the Committee may be suspended by an affirmative vote of a majority of the members present and voting.

(f) These procedural rules of the Committee may be amended by a majority vote of the members.

§ 2. EXECUTIVE SESSIONS

(a) A motion that the Committee go into executive session shall require a two-thirds vote of the members of the Committee present and voting in open session. The motion shall indicate the matters to be considered in executive session and shall take precedence

over all motions except the motion to adjourn. Action shall not be taken while in executive session.

(b) For all procedures related to executive session not provided for in these procedural rules, the Committee shall follow the procedures for executive sessions as set forth in the Joint Rules of the Senate and House of Representatives. If there are no procedures for executive sessions provided in the Joint Rules, the Committee shall follow the procedures for executive sessions as provided in the Senate Rules.

(c) If there is any conflict between the rules set forth in these procedural rules and rules followed pursuant to subsection (b) of this section, these rules shall control.

(d) Committee members shall not make public any **confidential** information provided to the Committee during an executive session. All notes or other documentation made by attendees during executive session shall be kept strictly confidential.

(e) Only witnesses deemed necessary by the Chair shall be permitted to attend an executive session, including witnesses attending virtually.

(f) A majority vote shall be required to exit executive session.