

## **Chapter 2.98 INFORMATION TECHNOLOGY ADVISORY BOARD**

Sections:

### **2.98.010 Information technology advisory board created.**

Salt Lake County (county) hereby establishes an advisory board under the office of the mayor consisting of representatives from all elected offices and departments in the county to be known as the Information Technology Advisory Board (TAB).

(Ord. No. 1822, § II, 10-24-2017; Ord. No. 1820, § I, 9-26-2017)

### **2.98.020 Purpose of the TAB.**

The purpose of the TAB is to work collaboratively with county elected offices, departments and agencies to establish policies, standards, organizational structures and processes that ensure the effective and efficient use of information technology resources to maximize operational efficiency and enable each elected office, department and agency to achieve its information technology goals in the best interests of all county stakeholders.

(Ord. No. 1822, § II, 10-24-2017; Ord. No. 1820, § I, 9-26-2017)

### **2.98.030 Definitions.**

- A. "Chief information officer (CIO)" is the county executive responsible for the information technology management and computer systems that support county business and enterprise goals. The CIO is a cabinet level position that reports to the director of administrative services.
- B. "Information Technology (IT)" is the county division responsible for efficient and effective information technology governance operations and management.
- C. "Information technology governance" is a subset of county governance focused on processes that create value and ensure the effective and efficient use of information technology in enabling the county to achieve its goals.
- D. "Information technology project" is an individual business or collaborative enterprise effort to create a new information technology product or service. It implicates information technology resources with research or design that is carefully planned to achieve a particular objective.
- E. "Information technology resources" include staffing, computers, hardware, software, data, storage media, electronic communications (e.g., e-mail, fax, phones, phone systems and voice mail), networks, operational procedures and processes used in the collection, processing, storage, sharing or distribution of information within, or with any access beyond ordinary public access to, the county's shared computing and network infrastructure.

(Ord. No. 1822, § II, 10-24-2017; Ord. No. 1820, § I, 9-26-2017)

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## **2.98.040 Membership and chair.**

- A. The TAB shall be comprised of one voting representative from each of the county departments and each elected executive branch office, together with one non-voting representative from the county council and the CIO as a non-voting member. Representation from the council, each county department and elected executive branch office shall be reviewed by the TAB from time to time, but not less than every two years.
- B. The chair of the TAB shall be selected by majority vote annually.

(Ord. No. 1822, § II, 10-24-2017; Ord. No. 1820, § I, 9-26-2017)

## **2.98.050 Meetings.**

- A. The TAB shall meet regularly. The TAB may also meet upon request of the chair, or upon request by any member when a compelling need is established to conduct TAB business.
- B. A quorum shall consist of a simple majority of Board members. The TAB shall conduct business by majority vote of a quorum.
- C. The CIO shall provide administrative assistance, and technical advice and input on matters of information technology governance and information technology projects to the TAB as guided and directed by the TAB. The CIO shall enlist IT staff support as required and as determined appropriate by the CIO. The administrative staff shall be responsible for the preparation and dissemination of agendas, notices and meeting minutes under the supervision of the TAB chair.
- D. All meetings shall be held in compliance with Utah's Open and Public Meetings Act.

(Ord. No. 1822, § II, 10-24-2017; Ord. No. 1820, § I, 9-26-2017)

## **2.98.060 Powers and duties.**

The TAB shall:

- 1. Make recommendations to the council regarding information technology governance, including county-wide ordinances, policies and standards, policy and procedure manuals, and processes.
- 2. Review, assess and forward to the council recommended information technology changes to critical business processes resulting from legislative or technology changes.
- 3. Establish criteria and assess proposed information technology projects based on assessment of individual elected office, department and agency needs and impacts together with county enterprise needs and impacts, assessment of systematic and individual office, department and agency risk, assessment of short and long term direct and indirect costs, assessment of overall value creation consistent with the county's strategic goals and objectives, and such other criteria determined by the TAB consistent with its purposes.
- 4. Adopt, by majority vote of attending members, bylaws to govern the means and processes by which committee business is conducted, including but not limited to, the responsibilities of the chair; the preparation and dissemination of committee notices, agendas and minutes; voting procedures, including proxy or absentee voting; and such other procedures as may be necessary for the appropriate conducting of committee business consistent with principles of transparency and to further the purposes of the TAB.

(Ord. No. 1822, § II, 10-24-2017; Ord. No. 1820, § I, 9-26-2017)

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**2.98.070 Reserved.**

Editor's note(s)—Ord. No. 1822, § II, adopted October 24, 2017, repealed § 2.98.070, which pertained to advisory working groups, and derived from Ord. No. 1820, § I, adopted September 26, 2017.

APPROVED and ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

SALT LAKE COUNTY COUNCIL

By: \_\_\_\_\_  
\_\_\_\_\_, Chair

ATTEST:

\_\_\_\_\_  
Lannie Chapman  
Salt Lake County Clerk

**Reviewed as to Form  
and Legality**  
Salt Lake County  
District Attorney's Office

Council Member Bradshaw voting	_____
Council Member Harrison voting	_____
Council Member Moreno	_____
Council Member Pinkney	_____
Council Member Romero	_____
Council Member Stewart voting	_____
Council Member Stringham voting	_____
Council Member Theodore voting	_____
Council Member Winder Newton voting	_____