

Change Advisory Board Bylaws

Last Revision Date: October 28, 2014

Article I: Name

The committee functioning under these bylaws is officially named the Change Advisory Board of the Connecticut State Colleges & Universities (ConnSCU), hereinafter referred to as simply, the CAB. The CAB is composed of, the Change Manager, an Internal CAB, an External CAB and an Emergency CAB.

Article II: Mission

The Mission of the CAB is to help guide the implementation of changes made to ConnSCU information technology services in support of the educational mission of the ConnSCU.

Article III: Authority of Committee

Chief Information Officer (CIO) for the ConnSCU Board of Regents (BOR)

Article IV: Purpose

The CAB ensures that standardized methods and procedures are used for efficient and prompt handling of all changes associated with Information Technology (IT) services offered to the ConnSCU institutions.

Article V: Leadership

The Change Manager will serve as the Chair of the CAB.

Article VI: Membership

Change Manager (voting member): A ConnSCU BOR System Office IT staff member, appointed by the BOR CIO having a single vote.

Internal CAB (non-voting members): There are three (3) members of the Internal CAB, one from each of the IT Divisions within the ConnSCU BOR System Office:

- Information Systems
- Information Security Program Office
- Infrastructure Services

Internal CAB primary and backup representatives are appointed by the BOR CIO.

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External CAB (voting members): There are seventeen (17) members of the External CAB, one from each of the ConnSCU institutions, each carrying a single vote.

- Asnuntuck Community College
- Capital Community College
- Charter Oak State College
- Central Connecticut State University
- Eastern Connecticut State University
- Gateway Community College
- Housatonic Community College
- Manchester Community College
- Middlesex Community College
- Naugatuck Valley Community College
- Northwestern Community College
- Norwalk Community College
- Quinebug Valley Community College
- Southern Connecticut State University
- Three Rivers Community College
- Tunxis Community College
- Western Connecticut State University

External CAB primary and backup representatives are appointed by the Senior Manager / IT Leader at each institution.

Emergency CAB (non-voting member): BOR CIO or designee.

Article VII: Member Responsibilities

It is expected that each CAB member's representatives will be active participants and fulfill these responsibilities:

- Attend scheduled meetings on a regular basis
- Review and vote on every RFC, within the voting period
- Convey any upcoming changes to their respective IT Division or Institution.

If a representative fails to carry out these responsibilities, the Chair may request a new representative be appointed.

Article VIII: Voting

Voting will be as follows:

Request for Change (RFC) Voting

Votes will follow the process outlined in the [Change Management Procedure](#) section V1: Request for Change Types.

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Bylaw Amendment Voting

Bylaw amendments will be decided by two-thirds of the membership eligible to vote (defined in Article VI: Membership).

All other CAB Voting

Any other voting will be decided by a simple majority of the members eligible to vote (defined in Article VI: Membership) who are present.

Article IX: Meetings

The CAB will meet once per week. The Chair may call other meetings as needed. The Chair may also elect to conduct some business via electronic communications (e.g., email, audio, or Web conference). Any CAB member may request of the Chair that a special meeting be called. Such a decision will be made at the discretion of the Chair.

Attendance at any meeting of the CAB may be in person or by other means using any two-way interactive communications (e.g., audio or Web conference), upon prior approval of the Chair.

A quorum is defined to be a majority of the members eligible to vote (defined in Article VI: Members). In the absence of a quorum at a meeting, the Chair may conduct the meeting for information purposes only, or may adjourn the meeting.

CAB members may submit agenda items to the Chair for consideration.

Minutes will be kept for all regular and special meetings. These minutes shall be distributed to the members as soon as practicable after the respective meetings, and posted on the CAB's web site after approval.

The rules contained in the most recent version of Robert's Rules of Order shall govern meetings where they are not in conflict with these bylaws, rules of order or other rules.

Article X: Amendments to the Bylaws

These bylaws can be amended at any regular or special meeting called for this purpose. Voting criteria is outlined in Article VIII: Voting.

Proposals for amendments must be submitted in writing to all members at least one week prior to the date of the meeting at which the amendment(s) will be considered. The amendment proposal must include the proposed amendment, the current bylaw and the bylaw as it will read if the amendment is adopted.

Amendments are made subject to the approval of the BOR CIO.