



Change Advisory Board Bylaws

Scope: SO, CSCU, CCC, COSC, CSU	Revision Date: 3/26/2021
Approved by: Joe Tolisano, CIO	Approved on date: 3/26/2021

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Article I. Name

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

Article II. Mission

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

Article III. Authority of Committee

Chief Information Officer (CIO) for the CSCU

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 CSCU institutions.

Article V. Leadership

The Change Manager will serve as the Chair of the CAB and is appointed by the CSCU CIO.

Article VI. Membership

CSCU CAB: There are nine (9) members of the CSCU CAB, one from each of the CSCU institutions/system office, each carrying a single vote.

Connecticut State Community College Capital-East (Region 1)
Connecticut State Community College North-West (Region 2)
Connecticut State Community College Shoreline-West (Region 3)
Charter Oak State College
Central Connecticut State University
Eastern Connecticut State University
Southern Connecticut State University
Western Connecticut State University
CSCU System Office

CSCU CAB member and delegate(s) are appointed by the Senior Manager / IT Leader at each institution.

Emergency CAB: CSCU CIO or designee, carrying a single vote.

Article VII. Member Responsibilities

It is expected that each CAB member will be an active participant and fulfill these responsibilities:

- Attend scheduled CAB meetings on a regular basis
- Review and vote on every change request
- Convey any upcoming changes to their institution.

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

Article VIII. Voting

Voting will be as follows:

Change Request Voting

- Normal Change: These requests will be submitted to the CSCU CAB members from the affected CSCU institutions/system office for voting.
- Standard Change Template: These requests will be submitted to the entire CSCU CAB for voting to be approved as a Standard Change.
- Emergency Change: These requests will be submitted to the Emergency CAB for voting.

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. 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, video, Web conference).

A quorum is defined to be a majority of the members eligible to vote (defined in Article VI: Membership). 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 CSCU CIO.