

Information Technology Advisory (Tech) Commission Charter

Adopted by the County Board on March 24, 2020

Introduction: The **Information Technology Advisory (Tech) Commission** is created as an advisory body by the County Board of Arlington County, Virginia (Board).

Background: The Tech Commission was originally established by the Board Resolution on August 12, 1980, as the Cable Television Advisory Committee. The charter was revised on December 15, 1987, to update its mission and decrease the membership by two members. On May 16, 1998, the Board expanded the Commission's size by adding two members. The charter was further revised by the Board on December 14, 1999, to reflect technological advances that have resulted in a convergence of previously separate information technologies - cable television and computerized information systems. It was then amended on May 5, 2007 to reflect the increased focus on information technology and to rename the Commission the Information Technology Advisory Commission. It was amended in March 17, 2015 to conform to the standard advisory commission charter format. This charter was revised in [Month] of [Year] to reflect the integral role information technology plays in the everyday operations of the County Government and its citizen's lives.

Mission: To provide policy advice to the Board on information technology in the following areas:

1. **Strategic planning process:** Arlington County's history and culture of long-range planning has served the community well. As information technologies become pervasive in how the community lives, works, and plays, this aspect of community life must be integrated into the county's strategic planning processes. The Tech Commission will support the Board's efforts to define Arlington's future by integrating information technology considerations into the County's strategic planning, capital budgeting, and operational control processes.
2. **Information technology capabilities:** The County provides a myriad of services to its citizens, businesses, and non-profit organizations. Its underlying information technology capabilities impact how these services are delivered and evaluated, and the community's expectations of how they should be able to interact with their government. The Tech Commission will support the Board's efforts to align these capabilities and their performance with its strategic objectives.
3. **Cybersecurity:** Ensuring the confidentiality, integrity, and availability of the County's data and systems has become essential as more County operations and areas of civic life come to rely on information technology. The Tech Commission will support the Board's efforts to ensure the County remains resilient to threats in the rapidly evolving cybersecurity landscape.
4. **Privacy:** Privacy is a fundamental civil right. The Tech Commission will support the Board's efforts to protect information about individuals from disclosures or breaches, to appropriately limit surveillance, and to constrain commercial uses of personally identifiable information to conform with county privacy principles.

5. **Digital economy:** Information technology is rapidly remaking the economy. The Tech Commission will support the Board's efforts to make the County a preferred location for information-centric and knowledge-based enterprises and a preferred residence for talented and engaged citizens.
6. **New and emerging technologies:** As existing and emerging information technology is adopted by society, it can create new areas of community life or affect the existing community life in new ways. The Tech Commission will support the Board's efforts to assess and address these policy gaps as they are identified.
7. **Digital equity:** Information technology and the services that are based on it have become necessities for engaging in modern life, however access to these services is not universal. The Tech Commission will support the Board's efforts to address barriers to historically marginalized populations' access to broadband internet connectivity and the educational, employment, cultural, and civic opportunities afforded by such connectivity.
8. **Open data access.** The County's data is a strategic asset. The Tech Commission, in conjunction with the Civic Federation and nonprofit organizations, will support the Board's efforts through the County Manager's Open Data Advisory Group (ODAG) to extend access to County data in a manner that enables informed decision making.
9. **Public Information and Education –** Citizens, non-profits, businesses, and civic groups look to the County for reliable and authoritative information. The Tech Commission will support the Board's efforts to identify topics and approaches to inform and to educate the public to ensure informed, safe, and effective participation in the Arlington digital community.
10. **Support for other commissions:** The Tech Commission will engage and support the work of other advisory commissions to inform their work with information technology expertise, as appropriate.
11. **Franchise agreements:** The Tech Commission will support the Board's efforts to administer cable franchise agreements issued under chapter 41.2 of the Arlington County Code.

The achievement of this mission will require, on occasion, interaction with State and Federal communications and IT regulatory bodies; the Emergency Preparedness Advisory Commission (EPAC), the Planning Commission, the Economic Development Commission, Arlington County Public Schools, and other advisory commissions; technology experts and entrepreneurs; and the Arlington citizenry-at-large in order to understand and prioritize issues and inform recommendations to the Board.

Governing Documents: The following board-adopted policy documents pertain to the Tech Commission's mission:

Arlington County Comprehensive Plan
County Code Chapter 26 Utilities;
County Code Chapter 41.2 Cable Television Communications;
County Code Chapter 58 Emergency Management; and
County Code Chapter 66 Technology Zones.

Function and Scope: The Tech Commission shall keep Arlington County, Arlington Public Schools, community leadership, and the public apprised of issues and actions regarding information technology in accordance with its duties as outlined above.

Membership: The Tech Commission shall be comprised of thirteen (13) members. These members are drawn from the community at large with an effort to recruit those with special expertise and knowledge of information technology. The Board will appoint and maintain a roster of members including: their names, addresses, telephone numbers, e-mail addresses and biographies that include any special competencies.

Members will be appointed for three-year terms, and with reappointment, shall be normally permitted to serve not more than six (6) consecutive years (unless term limits directed by the State). Considering the special technical competencies involved in serving on the (Tech), the Board, (at their discretion) may allow members to serve for additional terms. All members serve at the pleasure of the Board.

Tech Commission members are expected to serve a liaison function to interested parties in Arlington including any person who has formally submitted his/her name for membership. A member of the Commission who fails to attend three (3) Tech Commission meetings in a single year without providing advance notice to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the Board liaison, shall notify the member if such an action is warranted.

Chair, Vice Chair and Committees: The Board shall appoint a Chair (or the Tech Commission shall forward a nomination to the Board for its consideration) who shall lead the efforts of the Advisory Group. Also, one member of the group may be appointed by the Board or the Group to serve as Vice Chair when the Chair is unavailable.

Committee Membership: The Tech Commission may create ad hoc or standing committees, as necessary, to accomplish specific Tech Commission missions and the Chairman shall appoint committee leadership. With the concurrence of a majority of the Commission's members, the Commission Chair may ask the Board to establish ad hoc citizen subgroups or task forces or work with organizations in the County to conduct public forums related to information technology in order to assist the Commission in its work. Any such ad hoc group or task force or public forum shall include two Commission members selected by the Commission Chair. The Commission will also seek to coordinate relevant work with other Advisory Commissions and Arlington Public Schools (APS), under the guidance of the Board. Committee membership may include persons who are not on the Tech Commission.

Staff Liaison: The County Manager shall appoint a member of staff from the Department of Technology Services (DTS) to serve as liaison to the Tech Commission.

Meetings: The Tech Commission will meet as needed to adequately fulfill its role and responsibilities outlined in this charter and will normally meet once a month with a one-month

hiatus in the Summer months. The Tech Commission will also advertise and hold public hearings as may be required to meet its statutory obligations and requirements to provide informed advice to the Board. All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available to the public in a timely manner. The Tech Commission will adopt written procedures for remote participation pursuant to Virginia Code [§ 2.2-3708.2](#). The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: The Board has many policy objectives including, but not limited to, objectives in the areas of economic development; equity; public safety; governmental performance, transparency, and accountability; housing; mobility; environmental sustainability; cultural affairs; the general health and wellness of the community etc.; and support for shared policy objectives with the Arlington School Board and Arlington Public Schools. The Tech Commission may report to the Board on these objectives consistent with its mission. The Tech Commission will, at a minimum, submit an annual report to the Board after consultation with the Board Liaison for consideration during the County's budgeting process and development of the capital improvement plan. The Tech Commission may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. The Chair shall consult with the staff liaison and review the published public hearing schedules.

Update of this Charter: From time to time, the Tech Commission shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.