

IT Chartered Advisory Committee (ICAC) Bylaws

I. GENERAL

The Information Technology (IT) Chartered Advisory Committee (ICAC) was established in 2015 by the Surgeon General (SG) of the United States Public Health Service (USPHS) to provide advice and consultation to the Office of the Surgeon General (OSG) on issues related to Information Technology pertinent to officers in the USPHS. These Bylaws are intended to supplement the ICAC Charter by providing specific and detailed information on the duties and responsibilities of committee members and the operations and procedures employed by the ICAC.

A. Voting Membership

The ICAC Voting Membership (VM) is ideally comprised of a representative from each of the Professional Advisory Committees (PACs) and two to four representatives from the remaining Chartered Advisory Groups (CAGs). The VM has voting rights to approving/implementing activities and initiatives supported by the ICAC consistent with the ICAC Charter.

B. Governing Body

The Governing Body of the ICAC is a subset of the Voting Membership (VM) and consists of the following positions: Chair, Vice-Chair, one to two Liaisons to the Chief Professional Officers (CPOs) and PAC/CAG Chairs, and Executive Secretary. One senior officer may be selected to serve in a non-voting capacity to the Governing Body through the ICAC Senior Advisor role. A non-voting officer may also be selected to serve as the Executive Secretary.

C. Operating Year

The operational year of the ICAC shall commence on August 1st each year and conclude on July 31st of the following year.

II. MEMBERSHIP

- A. Size of the ICAC: A total of 7-30 officers will serve as ICAC Voting Members (VM). The distribution of VM shall include the ICAC Governing Body and ideally, at least, one representative from each PAC and two to four representatives from the CAGs. The size of the ICAC will represent level of support anticipated as required to support DSI.
- B. Each PAC/CAG shall establish their own process for identifying an officer(s) to represent their PAC/CAG on the ICAC. This officer(s) must be recommended to the ICAC

(preferably via an incumbent VM) by May 1st preceding the end of the incumbent ICAC voting member(s)' term. Mid-term replacements should be submitted directly to the ICAC Chair in order to facilitate transitional periods and continuity of operations. Final ICAC membership is approved by the Surgeon General.

Organizational representation, geographic considerations and professional discipline composition of the ICAC will be determined by the selection process of the PACs/CAGs. Each PAC/CAG is encouraged to make a concerted effort to ensure the broadest diversity when selecting ICAC voting members.

Each VM is responsible for identifying an alternate during his/her term in office. If a voting member is unable to attend, it is the voting member's responsibility to send his/her alternate. While acting on behalf of the voting member, the alternate has the full rights and privileges of the voting member.

- C. Basic Eligibility Requirements for VM: All voting members should meet Basic Readiness standards and have supervisory approval for participation in the ICAC.
- D. Experience: At least 50% of the ICAC VM must demonstrate experience with contracting of, developing, or designing, or pilot testing Information Technology systems. 75% of the VM should not also hold leadership positions (e.g., Chair) in any of the other PACs/CAGs. ICAC VM shall include junior and senior ranked officers.
- E. Ex-officio Members (non-voting): The immediate past ICAC Chair and Vice-Chair may serve one additional year as an ex-officio member in a non-voting member capacity to help ensure continuity of operations. The ICAC may identify other individuals as needed from the immediate past ICAC leadership to serve as ex-officio members for a period of one year. Ex-officio members require a majority vote among the incumbent ICAC VM. The ex-officio members are expected to conduct themselves according to ICAC bylaws.
- F. Ad hoc Members (non-voting): The ICAC may select other officers to serve its needs and operational priorities in a support (non-voting) capacity. These activities may include the provision of advice or technical assistance related to policies and procedures, assisting with ICAC activities, serving on subcommittees or other duties as assigned. An ad hoc member's term of appointment (typically one operational year) may vary with the type and amount of services requested by the ICAC. The ad hoc members are expected to conduct themselves according to ICAC bylaws.

ICAC will invite the current Chairs of each PAC/CAG to participate in meetings as appropriate. Also, ICAC will solicit the participation of representatives from relevant PHS Commissioned Corps advisory groups and organizations such as the Division of Commissioned Corps Personnel and Readiness (DCCPR) and Junior Officer Advisory Group (JOAG). These groups and organizations may provide updates from their respective organizations/offices.

- G. Subcommittees: Most ICAC subcommittees are intended to be short-term (less than a

year) collective groups, chaired by an ICAC Voting Member. Participants can be any combination of ICAC voting and non-voting members. The Chair of the Subcommittee shall have the discretion to identify ICAC ad hoc members to assist with the work of the Subcommittee. The subcommittee Chairs shall be responsible for informing the ICAC Chair of the appointed ad hoc members. .

- H. ICAC Senior Advisor (non-voting): The ICAC Senior Advisor will serve as a resource, advisor and liaison to assist in the development and coordination of activities related to ICAC. The Senior Advisor is expected to be a consultant to the ICAC, advising on IT-related issues, concerns, policies, and procedures. The Senior Advisor must be an officer ranked T-06 or above, meet basic readiness standards and have supervisory approval. One Senior Advisor will be selected based on a majority vote by the ICAC VM to serve a three year term. The term of appointment will coincide with the calendar year, beginning on October 1st and concluding on September 30th two years later. The ICAC Senior Advisor should have previously served as an ICAC voting member or provided other demonstrable commitments to ICAC, another PAC/CAG, or an organization with directly related goals and objectives. Selection shall be consistent with Federal Equal Employment Opportunity Policy.

III. TERM OF APPOINTMENT

A. Initial Term

The term of appointment for an ICAC voting member shall be three years, unless re-elected or re-appointed. See ICAC Charter specifying the term length.

B. Alternates

Each voting member shall appoint a single individual to serve as his/her alternate. The alternate must be identified by the beginning of the operational year and their name should be forwarded to the ICAC Chair and Secretary. The alternate may be an active voting or non-voting member, who is a USPHS officer, of the voting member's respective PAC/CAG. The selected alternate should meet basic readiness standards and have supervisory approval.

C. Attendance & Absenteeism

ICAC Voting Members are expected to attend ICAC meetings and functions. Any voting member who misses two or more meetings in an operational year, without justified cause, may be asked to resign or may be requested to be removed.

1. Voting members who are absent and have arranged for an alternate to attend a meeting in their place shall have "absent with alternate", or AWA noted on their attendance record.

2. Members who do not make prior arrangements shall have an unexcused absence levied against their attendance record ("unapproved absence" or absent).
3. Officers who are unable to contact the Chair prior to an ICAC meeting due to unforeseen circumstances or emergencies may have their absence excused after discussion with the Chair/Co-Chair.

D. Request for removal

If an ICAC Voting Member is frequently absent from meetings without prior approval, the ICAC Chair upon consultation with the respective PAC/CAG Chair (if applicable), may exercise the option to initiate a request for removal from ICAC. Inactive voting members, those officers who would be asked to resign or be removed, are not eligible for awards or other acknowledgements typically issued for their service to the ICAC. PACs/CAGs should preferably select a replacement within two weeks according to their respective operating procedures.

E. Resignation

A voting member who intends to resign from his/her term will be required to:

1. Submit a formal letter to the ICAC Chair/Co-Chair, the designated PAC/CAG Chair/Co-Chair and the ICAC Senior Advisor.
2. Give a minimum of two weeks advance notice to the ICAC and PAC/CAG Chairs in order to allow the PAC/CAG to select a replacement based on their operating procedures.
3. The voting member initiating the resignation may or may not be eligible for awards or other acknowledgements typically issued for ICAC service. Acknowledgements will be at the discretion of the ICAC Chair.

IV. DUTIES AND RESPONSIBILITIES

The Governing Body manages the daily operations of ICAC. The Governing Body and VM may be expected to devote extra time and effort in addition to attending to the minimum core duties and responsibilities stated below.

A. Chair

The Chair shall:

1. Carry out and implement the mission, goals, objectives, and functions according to the ICAC Charter and Bylaws
2. Work closely with the Immediate Past Chair, ex-officio members and any prior

ICAC Chairs to ensure a smooth transition and continuity of ICAC operation

3. Lead ICAC general meetings and coordinate all ICAC activities
4. Identify Subcommittee Chairs
5. Initiate the removal process for VM that are in violation of any OMB, HHS, or PHS policies or are unable to fully participate on the ICAC as defined in these Bylaws.
6. Attend monthly PAC meetings
7. Relay appropriate inquiries from governmental agencies, non-governmental entities and media to OSG
8. Submit PHS award nominations and coordinate acknowledgement letters for voting and non-voting members (e.g. volunteers who assist with ICAC activities). PHS awards may be submitted for significant activities and may be submitted on a rolling basis. PHS Special Assignment Award shall be submitted for qualified PAC/CAG voting members (those who complete 36 months of consecutive service) and should be submitted for approval by September 15th of each year. Acknowledgement letters may otherwise be given to supporting voting or non-voting members.
9. Finalize, in coordination with the Vice-Chair and Executive Secretary, the ICAC annual report by August 15th following the conclusion of each operational year. The ICAC annual report will include the significant activities during the operational year and may be prepared from summaries of activities provided by Voting Members and subcommittee Chairs.
10. Ensure distribution of the annual report to the incoming ICAC VM as an addendum to the meeting minutes no later than the second meeting following the conclusion of his/her term; the annual report should be retained for historical purposes

B. Vice-Chair

The Vice-Chair shall:

1. Act in the position of Command with the responsibilities and authorities of the Chair in the absence of the Chair; assist with said responsibilities at other times
2. Assist the Chair in the implementation of action items, activities and other deliverables of all subcommittees
3. Advise and support the COF Symposium Planning Subcommittee with their planning of ICAC activities during the USPHS COF Symposium
4. Work with the ICAC Chair and Executive Secretary in the preparation of the ICAC

annual report, PHS award nominations and acknowledgement letters

5. Exercise all the rights and responsibilities granted to the Chair by the ICAC Charter and Bylaws in the absence of the Chair

C. Executive Secretary

The Secretary shall:

1. Assist the Chair in preparing the meeting agenda
2. Record all meeting discussions and prepare the meeting minutes
3. Facilitate ICAC meetings through adherence of Roberts Rules of Order protocols
4. Keep attendance of all meetings and notify the Chair/Co-Chair if a voting member has missed two or more ICAC meetings without a valid excuse due to unapproved absences or representation by an alternate
5. Monitor the attendance of voting membership throughout each meeting to ensure proper organizational representation
6. Determine if a quorum of voting members is present at the beginning of each meeting in order to conduct ICAC business; a quorum is defined as having at least 50 percent of the voting membership present. An alternate attending in lieu of the member shall be counted in determining the quorum requirement.
7. Hold and maintain files containing the ICAC minutes, reports and all other ICAC correspondence; all files will be maintained on the ICAC website
8. Maintain copies of the current ICAC Charter and Bylaws on the ICAC website
9. Hold and maintain copies of any ICAC Standard Operating Procedures (SOP); post on the ICAC Website as needed
10. Draft the ICAC annual report and submit to the ICAC Chair and Vice Chair by July 31st of each year. Work with the ICAC Chair and Vice Chair to complete the annual report by August 15th following the operational year.
11. Work with the ICAC Chair and Vice Chair in the preparation of PHS award nominations and acknowledgement letters for voting and non-voting members; assist with facilitating the process, such as award write-up to submission for PHS awards and obtaining signatures for acknowledgement letters.
12. Exercise all the rights and responsibilities granted to the Chair by the ICAC Charter and Bylaws in the absence of the Chair and Vice-Chair

13. Assume the responsibilities of the Vice-Chair in the event that the Vice-Chair is unavailable

D. Liaison/Co-Liaison

The Liaison shall:

1. Conduct outreach and educate PACs/CAGs on issues or activities associated with ICAC
2. Coordinate with the liaisons from other USPHS advisory groups and organizations (e.g., JOAG) designated to serve as liaisons on ICAC
3. Coordinate with DCCPR to obtain Readiness Updates
4. Coordinate with Commissioned Officers Association and serve as an ad-hoc member of the COA Board of Directors
5. Update and maintain the USPHS ICAC website and its contents including posting files necessary for the voting membership's operational use
6. Submit an annual report of ICAC activities conducted during his/her term to the ICAC Chair by July 15th of each operational year
7. Serve as a Chair on a ICAC Subcommittee on an as needed basis

E. General Voting Members

Non-Governing Body general voting members shall:

1. Support the ICAC Chair/co-chair in implementing and completing committee obligations or activities
2. Attend regular ICAC meetings/functions as stipulated in Section III.C
3. Assume leadership roles in subcommittees, as Chair or Co-chair
4. Maintain a roster of all sub-committee members and activities
5. Coordinate awards that originate out of Award worthy work out of the subcommittee and submit the award nominations to the Chair through the Exec Secretary

F. Senior Advisor (non-voting member)

The duties and responsibilities of the non-voting Senior Advisor are:

1. Serve as a resource, advocate, advisor and liaison to assist in the development and coordination of activities related to IT related issues identified by the ICAC
2. Consult with ICAC and advise on ICAC-related issues, concerns policies and procedures
3. Provide guidance and advice on an as needed basis
4. Issue acknowledgement letters to voting or non-voting members supporting ICAC activities which do not reach the level of a PHS award
5. Attend at a minimum, half of all ICAC meetings
6. Encouraged to attend ICAC related functions

G. Ex-officio members and ad-hoc members (non-voting members)

Ex-officio and ad-hoc members are non-voting members and support the ICAC as follows:

1. Assist in the development and implementation of functions or activities related to ICAC
2. Consult with ICAC and advise on IT-related issues, concerns policies and procedures
3. Assist with ICAC subcommittee activities
4. Provide guidance and advice on an as needed basis

V. SUBCOMMITTEES

ICAC subcommittees are created to better serve the mission of ICAC. A subcommittee may either be a standing one, in response to on-going assignments or an *ad hoc* subcommittee (working group), in response to specific (or short term) assignments. ICAC subcommittees must be chaired by an ICAC voting member and participants can be comprised of any combination of ICAC voting members and non-voting members. The Chair of the subcommittee may identify ICAC ad hoc members to assist with the work of the committee. The Chair of the subcommittee may also identify other PAC/CAG volunteers. The ICAC Chair should be informed of all ad hoc members appointed by the Subcommittee Chair. Ad hoc (ICAC non-voting) members may be assigned specific tasks by the subcommittee chair.

Standing Subcommittees

- i. Jarmanator CMS Change Control Board (CCB)
- ii. 508 Compliance and Review Subcommittee
- iii. Direct Access Technical Assistance (DATA) Subcommittee
- iv. COF Symposium Planning Subcommittee

Ad-Hoc Subcommittee(s)

- i. Charter and Bylaws Subcommittee
- ii. PHS Server Migration Subcommittee (SMS)

A. Duties and Responsibilities

The following are descriptions of subcommittees within the ICAC. Subcommittee Chairs provide leadership and direction to committee members in order to meet specific goals and objectives (see below). Subcommittee Chairs are responsible for keeping records of resources and accomplishments and providing necessary information for the ICAC Chair's End-of-Term Summary Report. Although *Ad hoc* subcommittees/working groups created in response to specific (or short-term) assignments may not be listed in these bylaws, their function and accomplishments will be described in the End-of-Term Summary Report of ICAC activities and accomplishments. The descriptions of ad hoc subcommittees listed in these bylaws are examples of subcommittees that may be convened to meet the needs of ICAC.

All Subcommittee projects should be related to the mission and goals commonly agreed on by the Subcommittee and ICAC governing body. Each Subcommittee should follow the steps outlined below for each project as a guide and make sure to keep ICAC leadership apprised of the current status of each project through the Subcommittee monthly report.

1. Identify specific projects through collective Subcommittee member brainstorming, conferring with other PHS officers and ICAC leadership
2. Gather additional information as needed
3. Review the Subcommittee's need for outside assistance, from ICAC or other officers, including whether other Subcommittees or *ad hoc* members may be of assistance
4. Create an action plan with a project management timeline, including identifying sub-project leads as needed, scheduling interim project evaluations/status updates and discussion opportunities.
5. Keep appropriate ICAC leadership apprised of project status
6. Ensure acknowledgement of project completion and project team members to ICAC leadership and other authorities as appropriate

B. Standing Subcommittee(s)

i. Jarmanator CMS Change Control Board

The purpose of the Jarmanator CMS Change Control Board (CCB) is to collect, review, and present recommended changes to the Jarmanator CMS system to the ICAC VM.

The Jarmanator CMS CCB shall:

1. Determine a method of collection, review, and presentation to the ICAC VM
2. Review changes for impact to HHS and OSG policies when applicable
3. Estimate the priority, impact, and level of effort needed to make the recommended changes
4. Work with the Executive Secretary to post approved content to the ICAC website (as appropriate) as long as content does not pose a security concern
5. Search out, document, and be familiar with relevant HHS and OSG policies regarding changes to the Jarmanator CMS application

ii. 508 Compliance and Review Subcommittee

The purpose of the 508 Compliance and Review Subcommittee is to ensure adherence for all PAC/CAG websites to Section 508 of the Rehabilitation Act. Under Section 508, all federal agencies must give disabled employees and members of the public access to information that is comparable to access available to others.

The 508 Compliance and Review Subcommittee shall:

1. Perform periodic review of PAC/CAG websites for Section 508 compliance
2. Serve as the ICAC Point of Contact (POC) for Jarmanator Content Managers
3. Assist PACs/CAGs with adherence to Section 508
4. Provide training to Jarmanator CMS Content Managers on 508 compliance

iii. Direct Access Technical Assistance (DATA) Subcommittee

The purpose of the DATA Subcommittee is to have a team of individuals with various levels of experience on the Direct Access system. This group of individuals will serve as support for the PACs/CAGs related to ongoing maintenance of websites before, during, and after migration.

The DATA Subcommittee shall:

1. Coordinate user acceptability, performance, and pilot testing assistance to DSI
2. Collect officer feedback on IT services
3. Develop updates that will be provided (via ICAC liaison) to PACs/CAGs regarding IT services

iv. COF Symposium Planning Subcommittee

The purpose of the annual ICAC Outreach Event is to have an opportunity to meet

as a group, meet with PAC/CAG leadership, and collect user feedback from other officers.

The COF Symposium Planning Subcommittee shall:

1. Coordinate/planning the ICAC events (committee meetings, awards ceremony, IT forums, exhibit booth) at the annual symposium, to include: securing facilities, identifying speakers, recruiting volunteers, preparing an agenda, distributing information regarding the symposium, inviting PHS dignitaries, coordinating the presentation of awards and other tasks deemed necessary in order to ensure production of the event.

C. Ad-Hoc Subcommittees

i. Charter and Bylaws Subcommittee

The Charter and Bylaws Subcommittee when convened shall:

1. Review and revise the Charter and Bylaws every three years, and SOPs every year, or as determined necessary by the ICAC voting membership
2. Ensure approval of all changes to the existing ICAC Charter, Bylaws and Standard Operating Procedures by the Voting Members
3. Prepare all member-approved changes in ICAC Charter/Bylaws and submit to the ICAC Chair/Co-Chair. ICAC Chair to forward to the Surgeon General for final approval

ii. PHS Server Migration Subcommittee

The purpose of the PHS Server Migration Subcommittee (SMS) is to facilitate migration of PAC/CAG sites from fee-for-service sites to the PHS server Jarmanator CMS.

The PHS SMS shall:

1. Work with the ICAC Chair to determine a schedule and priority to migrate content to the PHS servers
2. Coordinate resources that may be needed to transition PAC websites to the PHS server
3. Offer ICAC assistance to PACs in the following levels of assistance:
 - a. Level 1: Coordinate access to the PAC site and assist the existing PAC content manager in migrating content
 - b. Level 2: Work with the Content Manager to create the site layout based on best practices of other sites, then start the migration process turning over the remaining migration to the PAC Content Managers
 - c. Level 3: Identify resources, obtain access to the PAC site on the fee-for-service server, then migrate the content per the specification of the PAC
4. The role of the PHS SMS is to facilitate migration NOT take over web content management responsibilities from the PAC
5. The PHS SMS will turn over responsibilities (if assumed temporarily) to the PAC Content Managers as designated by the PAC (e.g., existing Content Managers)

6. The SMS is expected to disband once all PHS related websites managed by active Commissioned Corps Officers websites migrate to the PHS server

VI. ICAC OPERATIONS

A. Chain of Command

1. The Chair shall convey any information or idea to the Voting Membership (VM).
2. The Chair shall seek input from the VM and relevant Subcommittee Chairs as needed.
3. Voting members shall vote and the majority rules (51% or above) during a meeting with quorum met. Voting will be performed only after complete and meaningful discussions have taken place. If a quorum cannot be met, the ICAC chair may opt to collect votes by electronic means through the ICAC Exec Sec, who will collect and tally the responses. Results of electronic voting will be communicated back to the ICAC electronically and reviewed at the beginning of the next ICAC meeting.
4. The Chair shall announce the decision to the voting members, regardless of the outcome of the vote. If a majority of all voting members agree that further discussions of the decision are necessary, then such discussions will take place.

B. Transitioning

New Member Orientation

1. All new ICAC voting members are strongly encouraged to participate in the last calendar year ICAC meeting prior to beginning their term. Each incumbent voting member should conduct an orientation for new incoming voting members. This orientation should include the roles and responsibilities as outlined above and the minimum criteria for maintenance of good standing as an ICAC Voting Member (VM). The following areas should be emphasized during the orientation:
 - a. All duties and responsibilities of the voting member
 - b. Mission and objectives of the VM position
 - c. The bounds of Subcommittee activity and authority
 - d. ICAC Bylaws, policy, practices, and procedures
 - e. Past accomplishments and current work of the ICAC
 - f. Assignments of Voting Members

2. Outgoing ICAC voting members and Subcommittee chairs shall provide a written description of all duties; functions performed and related resource/tools to the incoming members that are replacing him/her. This is to be done prior to the first meeting of the new incoming member's term.

VII. STANDARD OPERATING PROCEDURES

Standard Operating Procedures (SOP) will be developed as needed to provide detailed instruction to support the operation of the ICAC. These SOPs provide guidance on matters not specifically addressed in the ICAC Charter or Bylaws. All SOPs should be reviewed annually by the respective Subcommittee Chair or the ICAC Voting Membership.

VIII. BYLAWS REVISION

ICAC Bylaws should be reviewed at least once every three years. Revised Bylaws will be submitted by the ICAC Charter and Bylaws Subcommittee, approved by a majority vote of the ICAC Voting Membership, signed by the Chair/Co-Chair and forward to the OSG for approval.

IX. Version Control

Version: 2016.03.14

X. APPROVAL

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