

# Texas Integrated Justice Information Systems (TIJIS) Program Charter

## I. ORGANIZATION

The Texas Integrated Justice Information Systems (TIJIS) Steering Committee is a statewide advisory group structured to assist in the coordination of statewide integrated justice information system programs for information sharing by establishing a Steering Committee, Users Advisory Group and Users Advisory Group Sub-committees. The Steering Committee, Users Advisory Group and Users Advisory Group Sub-committee shall be organized as follows:

A. TIJIS Steering Committee<sup>1</sup> – Representatives of the following entities will comprise the Steering Committee. 1) Crime Records Division, Texas Department of Public Safety 2) The Texas Conference of Urban Counties (CUC) 3) Texas Association of Counties (TAC) 4) The Texas Municipal League 5) Texas Association of Regional Councils (TARC) 6) Department of Information Resources (DIR); 7) Texas Department of Criminal Justice (TDCJ); 8) Texas Sheriff's Association 9) Texas County and District Clerks Association; 10) Texas Justice of Peace and Constables Association; 11) The Texas District and County Attorney's Association; and 12) Texas Police Chiefs Association 13) Attorney General, 14) Juvenile Probation Commission, 15) Texas Youth Commission, 16) Governor's Homeland Security Office, 17) Judicial Committee on Information Technology, 18) State Bar of Texas 19) County Information Resource Agency (CIRA) 20) Office of Court Administration 21) and other state and local agencies that choose to participate and who are approved by a majority of the Steering Committee.

B. TIJIS Users Advisory Group (as required) – Representatives of the above agencies will comprise the TIJIS Users Advisory Group:

C. TIJIS Users Advisory Group Subcommittees (as required) – Representatives of the Users Advisory Group will establish subcommittees, as needed, to develop plans and recommendations on policy, operation, and technical needs. Membership in the subcommittees is not limited to the TIJIS Advisory Group members, but may include subject matter experts in related fields that are recruited to assist in the preparation of work products.

## II. RESPONSIBILITIES OF THE TIJIS STEERING COMMITTEE

The TIJIS Steering Committee is responsible for the following actions:

- (1) To serve as an advisory board in determining guiding principles, planning strategies, and resources to be made available to further the purposes of this program;
- (2) To assist in the facilitation and development of mutually agreed upon standards related to information sharing to be used by participating agencies.
- (3) The appointment of the TIJIS Users Advisory Group and the final adoption or disapproval of the Users Advisory Group's recommendations;

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<sup>1</sup> The original ad hoc TCJIUG-IJIS Steering Committee membership included Tom Cowan, Burleson P.D. Chief of Police; Shannon Porterfield DIR; Les Smith Tarrant County; David Gavin DPS; Mike Griffith OCA; Stan Reid CIRA; Mimzi Forman Galveston County; Kirk Green Galveston County; Joe Fierro, Collin County; Mike Shannon Harris County; Jimmy Ray Harris County; Clete McAlister Tarrant County; Tammy Cannon Texas Department of Criminal Justice; Joe Harlow Travis County.

(4) May add or delete entities and representatives to the Users Advisory Group, as it deems, in its discretion, necessary.

(5) Such other activities as the Steering Committee deems appropriate in support of statewide IJIS.

### **III. RESPONSIBILITIES OF THE USERS ADVISORY GROUP**

The Users Advisory Group is responsible for the following actions:

(1) Advising and making recommendations to the TIJIS Steering Committee on policy issues, technical issues, and any other issues necessary for improving the effectiveness and efficiency of information services available to state and local justice, law enforcement, homeland security, fire and emergency management services.

(2) Continually reviewing and recommending changes to the organizational structure created by this amendment and to achieve the goals of the TIJIS coordination effort.

### **IV. RESPONSIBILITIES OF THE USERS ADVISORY GROUP'S SUBCOMMITTEES**

#### **SUBCOMMITTEES**

The Users Advisory Group's subcommittees are responsible for issues related to policy, operations and technical needs as approved by the TIJIS Steering Committee and assigned by the Users Advisory Group.

### **V. SCHEDULE OF ACTIVITIES OF TIJIS STEERING COMMITTEE, USER ADVISORY GROUP AND SUB-COMMITTEES**

A TIJIS schedule of activities and related timelines are required by this section and shall be provided as an addendum to this document.

### **VI. BY-LAWS**

#### **Meetings**

##### **Section A: Regular Meetings**

TIJIS Regular Meetings: The Steering Committee should endeavor to hold quarterly meetings but is only required to hold one meeting a year. The date and time of meeting(s) are determined by the TIJIS Steering Committee during its Regular Meeting.

##### **Section B: Designees**

TIJIS Steering Committee members may designate one chief staff person to represent them and vote at TIJIS Regular Meetings. Any member wishing to appoint a designee is to identify the designee in written correspondence addressed to the Chair of the TIJIS committee. Designees can be changed only by notifying the Chair in writing.

##### **Section C: TIJIS Steering Committee - Core Member Agencies**

1. Department of Public Safety – Crime Records Division
2. Texas Association of Counties
3. Conference of Urban Counties
4. Governor's Homeland Security Office
5. County Information Resource Agency

6. Texas Department of Criminal Justice
7. Department of Information Resources
8. Office of Court Administration

**Section D. TIJIS Steering Committee - Non-Core Member Agencies**

All member agencies listed in Paragraph 1.A. (above) or which may be later added by the Steering Committee and which are not identified as the Core Member Agencies in Section C.

**Section E: Quorum**

All actions shall be decided by a simple majority vote of Core and Non-Core member agencies present at any Regular or Special meeting at which a quorum of not less than 6 of the 8 Core Member Agencies are present. Designees shall be counted when determining a quorum.

**Section F: Convening Special Meetings**

The Chair of the TIJIS Steering Committee may convene special meeting. However, written notice must be served at least 48 hours in advance.

**Section G: Chair**

The Chair of the TIJIS Steering Committee is the Presiding Officer and is elected by a majority of the Steering Committee. The Chair serves for a term of four years and may not serve more than two consecutive terms. In instances when the Chair cannot attend a meeting, the Assistant Chair presides over the meeting. The Assistant Chair is appointed by and serves at the pleasure of the Chair.

**Section H: Voting**

Each TIJIS Steering Committee (Core and Non-Core) member has one vote. Designees may vote on behalf of a member if they have been identified by the member in written correspondence addressed to the Chair.

**Section I: Parliamentary Authority**

*Robert's Rules of Order*, revised, governs all TIJIS Steering Committee meetings except in instances of conflict between the rules of order and the bylaws of the TIJIS Steering Committee or provision of law.

**Section J: Amendment of Bylaws**

Proposed amendments to the bylaws are to be included on the agenda of the Regular Meetings. Any action in response to the proposed change(s) in the bylaws is to be approved by the TIJIS Steering Committee. Amendments shall be effective after approval of the TIJIS Steering Committee and shall continue until such time as the Committee deems it necessary or proper to terminate such.

**VII. TIJIS STEERING COMMITTEE APPROVAL**

Refer to the minutes of the meeting for the official record of attendees and actions of the committee.