ITANA Procedures

The ITANA Procedures support the ITANA Charter with additional details of ITANA operations.

Meetings

General Meetings

The Chair, or a person designated by the Chair, will convene regular meetings of the General Membership. Guidelines for these meetings include:

- Meetings will normally take place every two weeks.
- Meetings will be announced in advance to the ITANA mailing list.
- Meetings will take place online.
- A person designated by the Chair will produce minutes and distribute them to the ITANA mailing list.

Steering Committee Meetings

The Chair (or Vice-Chair when necessary) will convene regular meetings of the Steering Committee. Guidelines for these meetings include:

- Meetings will normally take place once per month.
- Meetings will be announced in advance to the Steering Committee members.
- Meetings will take place online.
- A person designated by the Chair will produce minutes and distribute them to the General Membership.
- The Steering Committee may hold closed sessions on sensitive or confidential topics without published minutes. Minutes from these sessions may be made available upon request at the discretion of the Steering Committee.

Face2Face Meetings

The Steering Committee will ensure that there is a Face2Face Working Group in place for each year's Face2Face meeting. The Working Group is responsible for planning, promoting, and implementing the meeting. Guidelines for these meetings include:

- Meetings will normally take place in conjunction with the annual EDUCAUSE conference.
- Meetings will be announced in advance to the ITANA mailing list and advertised through other means as appropriate..
- The Working Group will produce a web site (normally part of the ITANA wiki) that includes the meeting program, materials presented at the meeting, attendees, and followup notes.

Working Groups and Peer Groups

Working Groups and Peer Groups will have regular meetings. Guidelines for these meetings include:

- Meeting frequency is at the discretion of the Working Group, but should be no less than six times a year for the group to be considered active.
- Meetings should be posted to the ITANA mailing list.

Operations

Operations Working Group

The Steering Committee will ensure that there is an Operational Working Group in place to coordinate the day-to-day operations of ITANA. Members will be appointed to the Operational Working Group to cover the following tasks:

- Write and publish minutes for the General Meetings and Steering Committee meetings.
- Administer the ITANA.org web site.
- Administer the ITANA wiki.
- Oversee content published by the Working Groups within the ITANA wiki.
- Update the ITANA calendar.

Appointments

Initial Appointments

This section governs only the initial appointments made in January 2014 to "bootstrap" the new ITANA governance process.

1. The current ITANA Chair will appoint the initial members of the Steering Committee, and present them to the General Membership.
2. The new Steering Committee will review and approve the proposed governance changes to the ITANA Charter, and present the changes to the General Membership.
3. The new Steering Committee will select an initial Chair, Vice-Chair, and Secretary, and present their choices to the General Membership.
4. The initial Chair will be appointed for a term of two years, and the initial Vice-Chair will be appointed for a term of one year, in order to maintain overlap in these offices.
5. The new Steering Committee will review and approve the proposed ITANA Procedures, and share these with the General Membership.

Steering Committee Appointments

The current Steering Committee will conduct appointments to the Steering Committee. Guidelines for these appointments include:

- The General Membership will be informed of the opportunity to submit nominations. Members may nominate themselves.
- The Steering Committee will review and discuss the nominations in a regular Steering Committee meeting.
- The Steering Committee may set aside any nomination by general consensus.
- If there are more nominees than Steering Committee slots (based on the ITANA Charter), the Steering Committee will vote to select a new Steering Committee from the nominees.

In the event that the Steering Committee has no members, the Chair will appoint the minimum number of Steering Committee members (based on the ITANA Charter). The newly formed Steering Committee will then continue the appointment process.

Officer Appointments

The current Steering Committee will conduct appointments of officers. No officers will be appointed unless a Steering Committee has been appointed. Guidelines for these appointments include:

- The Steering Committee will be informed of the opportunity to submit nominations. Members may nominate themselves.
- The Steering Committee will review and discuss the nominations in a regular Steering Committee meeting.
- If there are multiple nominees for a position, the Steering Committee will vote to select a new officer for the position.

Working Group Appointments

Working Groups are governed by the Steering Committee as set forth in the ITANA Charter. These groups will also follow the Charge to Working Groups: h ttps://spaces.at.internet2.edu/display/itana/Charge+to+Working+Groups

Changes to Charter and Procedures

The Steering Committee may make periodic changes to the ITANA Charter and ITANA Procedures as needed for the governance and operations of ITANA.

- Any General Member may submit possible changes for consideration by the Steering Committee.
- Changes will be reviewed and drafted by the Steering Committee.
- The General Membership will be informed of proposed changes through the ITANA mailing list.
- Proposed changes will be presented by the Steering Committee in a meeting of the General Membership for comment.
- Final changes will be published on the web by the Operations Working Group.

Outreach and Content

ITANA produces a variety of outreach materials and other content, including but not limited to:

- The ITANA.org web site and ITANA wiki
- The ITANA email list
- Minutes of meetings (as described under Meetings above)
- Working group work products, whether stored in the ITANA wiki, Google Docs, or other locations
- Presentations and other content produces for ITANA meetings, including Face2Face meetings
- The ITANA Charter and Procedures
- ITANA branded publications and outreach materials

The ITANA Steering Committee retains authority over all materials produced as part of ITANA initiatives. In particular:

- The Steering Committee has the discretion to modify, remove, or re-organize any materials in the ITANA.org web site or ITANA wiki.
- Official ITANA branded publications must be approved by the Steering Committee.

Online Resources

The Steering Committee, through the Operations Working Group, will:

- Ensure the publication of an outreach web site for ITANA, currently at ITANA.org.
- Ensure the availability of an online collaboration space (currently a wiki sponsored by Internet2) for ITANA participants.
- Ensure that Working Groups have a dedicated space within this collaboration site.
- Ensure the availability of an email list for communication amongst the General Membership.