Navajo Nation Integrated Justice Information Sharing Project (NNIJISP)

Charter

This Charter was Adopted by the Technology Oversight Committee on March 4, 2008 By 8 – 0 Vote.

1. PURPOSE

The Navajo Nation judicial and criminal justice system is a complex network of programs, departments and divisions representing sometimes competing interests. However, the establishment and implementation of an integrated data input and sharing system serves the combined interest of all. No one component acting alone can have much impact on implementation of a shareable data management system. By working together, NNIJISP has the potential to implement an integrated information sharing system once and for all and, thereby, improve the quality and timeliness of justice in the Navajo Nation.

A successful, committed, energetic NNIJISP will provide a forum for, and be the primary force behind the exchange of data, information, expertise, and ideas on current and future problems and projects that impact justice information sharing.

2. MEMBERSHIP

NNIJISP includes all judicial, criminal justice, and agency components who have a stake in accessing justice data in order to perform law enforcement, judicial, and other public service functions on behalf of the Navajo Nation public.

3. TECHNOLOGY OVERSIGHT COMMITTEE

The Technology Oversight Committee of NNIJISP includes an executive level representative from each of the NNIJISP stakeholder components and a departmental IT Manager to speak on behalf of their program/department/division concerning their business and technical requirements in terms of sharing justice related information.

The Technology Oversight Committee may form sub-committees (either business or technical oriented) as appropriate to address a specific topic or issue. Furthermore, the Technology Oversight Committee may be supported by Planning and Support personnel who will form a Planning & Support Team.

The members of the Technology Oversight Committee collaborate to work on establishing and implementing integrated RMS/CMS and sharing justice related information pursuant to the attached Memorandum of Understanding of Goals &
Guidelines signed on October 31, 2007, and pursuant to an established Governance Structure.

4. **REGULAR ALTERNATES**

A regular alternate on the Technology Oversight Committee may be designated to act on behalf of the program/department/division when the primary representative is absent. The assignment of an alternate must be in writing to the Chair.

5. **VACANCIES**

A vacancy on the Technology Oversight Committee shall exist when a member a) has three consecutive unexcused absences; b) attends fewer than 50% of the meetings held in a year; c) resigns or is no longer an employee of the program/department/division AND a successor is not designated for three consecutive meetings after the program is contacted by the Project Manager.

The program/department/division in which the vacancy exists shall not be represented on the Technology Oversight Committee for the remainder of the Fiscal year.

The vacancy may be filled at the discretion of the program/department/division at the commencement of the next Fiscal Year.

6. **CHAIR**

Throughout the development and implementation phase of NNIJISP, the Chair shall be the Chief Justice of the Navajo Nation.

Upon the implementation of a justice information sharing system the Chair shall serve by election by members of the Technology Oversight Committee on an annual basis.

The Chair shall decide all questions of order at the meetings of the Technology Oversight Committee and is responsible to work with the Project Manager in developing the start-up Strategic Plan.

7. **PROJECT MANAGER**

The Project Manager serves under general direction of the Chief Justice and the Technology Oversight Committee (TOC), and is officially an employee of the Navajo Nation Judicial Branch.

The Project Manager coordinates NNIJISP, including arranging meeting locations and dates; with the Chair, develops a Strategic Plan and assists the Technology
Oversight Committee in updating the Plan; develops and sets procedures for software development and standardized business practices within the confinement of established policies; and does related work as assigned.

The Project Manager works closely with the software development consultant and with component administrative, IT and support personnel in NNIJISP-related tasks.

8. JUSTICE ASSISTANCE CONSULTANT

A Justice Assistance Consultant may be generally supervised by the Technology Oversight Committee. Such a Consultant would serve as an employee of the Judicial Branch and would work closely with the Project Manager in developing and implementing a unified data input and sharing system for NNIJISP.

The Consultant may serve from a remote location.

9. SUB-COMMITTEES

The Technology Oversight Committee may form sub-committees (either business or technical oriented) as appropriate to address a specific topic or issue.

10. PLANNING & SUPPORT TEAM

The Technology Oversight Committee shall have the support of planning and support personnel.

Such personnel may come from NNIJISP programs/departments/divisions, or may be separately funded position(s) as the need requires.

11. MEETINGS

Meetings of NNIJISP Technology Oversight Committee shall be held every other month throughout the year. The meeting may be canceled if there is no business as determined by the Chair. The location, date and time of the meetings shall be determined at the previous meeting.

Any meeting other than the regularly scheduled meeting shall be considered a special or extraordinary meeting.

A special meeting may be called by the Project Manager and any member of the Technology Oversight Committee. This meeting shall be coordinated and scheduled by the Project Manager with the assistance, if needed, of the Planning and Support Team.
12. **VOTING RIGHTS**

Each Technology Oversight Committee member has one vote. The preferred methods of voting shall be by voice or show of hands.

The Chair may call for an e-mail vote as a matter requires.

Votes may be cast by a member or alternate when the primary member is absent.

13. **QUORUM**

A quorum shall consist of five (5) members of the Technology Oversight Committee. If a quorum is not present for any meeting and at least three (3) members are present, they may meet as a subcommittee. Upon the arrival of a quorum or at the next regular meeting, the subcommittee may then submit their recommendations.

14. **MEETING NOTES**

All official actions or decisions of the Technology Oversight Committee shall be entered in the meeting notes.

15. **AMENDMENTS TO THIS CHARTER**

This charter may be amended at any time by majority vote of the Technology Oversight Committee.