



Department of Technology and Innovation
Technical Review Committee Membership

TITLE: Technical Review Committee (TRC) Membership
TYPE: Standard
RELATED POLICY: Technical Review Committee - Revised
CATEGROY: General
EFFECTIVE DATE: Feb. 11, 2004
REVISED DATE: Jan. 14, 2022

1. SCOPE:

Applies to the "evaluation of information technology within the City government" as defined by City of Albuquerque (COA) ordinance ("Information Services Committee," § 2-6-3-1 through 2-6-3-3 ROA 1994).

2. STANDARD:

- a. The Technical Review Committee (TRC) shall consist of the following members.
 - i. Chair, Director of Technology and Innovation (DTI)
 - ii. Managers from the DTI Information Technology Services Division
 1. Deputy Director for Infrastructure and Communications
 2. Deputy Director for Applications and Data
 3. Cybersecurity Officer
 - iii. Seven Department Representatives from COA departments. Department Representative positions shall be the purview of the chair.
 1. No single COA department may have multiple Department Representatives.
 2. COA Department Representatives shall serve for no more than two consecutive years (coincident with fiscal year).
 3. COA Department Representative positions shall expire and be filled alternating annually by 3 and 4 members.
- b. Attendance at all meetings by TRC representatives is expected. Determination of an excused absence shall be the purview of the chair.
 - i. On a meeting-by-meeting basis, a member may be excused.
 - ii. On a meeting-by-meeting basis, a member may appoint a colleague from their same department to attend.
 - iii. Three consecutive, or 4 of 7 consecutive, unexcused absences shall constitute permanent vacancy of the position.
 1. The remaining members shall select another department to fill the vacated position.
- c. A quorum shall consist of one-half of non-vacated positions.



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- i. Input and participation, including attendance, is encouraged from all attendees including member and non-member, voting and non-voting department representatives and liaisons. Voting members shall consider such input in their decisions.
3. EXEPTIONS:
Limited exceptions to the standard may be granted by the Director of the Department of Technology and Innovation on a case-by-case basis.
4. RESOURCES:
Resources may be modified by TRC. Standards will be developed in accordance with the resources below. The City of Albuquerque shall endeavor to maintain compliance with the following resources:
 - a. City of Albuquerque DTI Policy – “Technical Review Committee – Revised”