

Bylaws of the Defense Technical Information Center (DTIC) User Council

(Updated July 14, 2021)

Article 1 Scope

1.1 Name

The name of the organization herein described shall be the DTIC User Council (hereafter called the User Council).

1.2 Purpose

The User Council is formed for these purposes:

1.2.1 Reflect and articulate the interests on behalf of DTIC users in the Department of Defense (DoD), other Federal government agencies, and other authorized users to provide DTIC with valuable perspective on the enhancement and initiatives that needs to be implemented to maximize the value of DTIC products and services to all users.

1.2.2 Encourage and facilitate any DTIC operations, plans or cooperative efforts that benefit all DTIC users.

1.2.3 Expedite the flow of information between DTIC users and DTIC.

1.2.4 Promote DTIC use across the user community

1.2.5 Make recommendations to DTIC concerning:

1.2.5.1 DTIC products, services, and capabilities

1.2.5.2 Security

1.2.5.3 Document delivery

1.2.5.4 Other areas of interest

Article 2 Users and Voting

2.1 Users Defined

Eligibility is based on users who have an active DTIC user ID (i.e., LDAP ID) and have used their DoD-issued CAC or PIV/ECA credential to sign in to DTIC's access-controlled websites at least once during the current calendar year to retrieve scientific and technical information in accordance with DoD 3200.14, Encl 6, Principles and Operational Parameters of the DoD

Scientific and Technical Information Program. Users can be considered for the User Council, except for contractors and employees of the Defense Technical Information Center (DTIC).

2.2 Voting Privileges

Voting privileges are extended to individual users who are current U.S. military personnel or civilians in the DoD or other Federal agencies, with an active DTIC User ID (e.g., LDAP ID) and have accessed DTIC's access-controlled websites at least once during the current calendar year. Current DTIC users may vote for and or be nominated for the User Council.

Article 3 User Council

3.1 General Powers

The User Council is a representative body of DTIC Users. The User Council shall carry out its purposes as outlined in Article 1. The User Council is empowered to act on behalf of DTIC Users in communication with the DTIC Administrator and DTIC managers.

3.2 Number of Council Members

3.2.1 The User Council shall consist of nine members. It shall strive to have representation from the following: Army, Navy/Marine Corps, Air Force, other DoD and Federal agencies, and strive to have representation for the following classes of DTIC users:

- Authors
- Data Consumers
- Librarians
- IAC Customers
- Defense Communities
- Others as deemed by the User Council

3.3 Election of Council Members

User Council members shall be elected by electronic vote of registered DTIC Users. Registered individuals may vote by absentee ballot either electronically or by mail provided their ballots are received by the election date. Absentee ballots shall be returned to a Council member, designated by the president, who is a member of the Nominating Committee. That person shall ensure those ballots are transmitted to the Elections Committee when it convenes. Absentee ballots received after the elections are invalid.

3.4 Election by acclamation

If the number of candidates is less than or equal to the number of positions subject to election, those candidates may be elected by a simple vote of acclamation by the outgoing User Council.

3.5 Term of Office

The term of office is two (2) years. Four (4) members shall be elected in even numbered years, five (5) shall be elected in odd-numbered years. Replacements to vacancies shall be made by the President of the User Council with the majority concurrence of the User Council. Elected members can serve not more than two consecutive terms.

3.6 Duties of Council Members

3.6.1 Council members shall interact with DTIC users and bring their concerns to the attention of the User Council and DTIC, especially DTIC User Council Liaison.

3.6.2 User Council members should be familiar with one or more products, services, or capabilities of DTIC and should be expert in one or more of DTIC products, services, or capabilities. Council members use their expertise to aid DTIC registered users.

3.6.3 Any Council member who fails to perform their duties and/or attend the DTIC Conference and User Council meeting(s) may be removed by a majority vote of the User Council and be replaced in accordance with Article 3.5.

Article 4 Meetings of the Council

4.1 Meetings

The User Council may have at least one Annual Meeting each year at the DTIC headquarters (i.e., User Council Meeting). The Council shall hold Quarterly Meetings either in person or virtually, which results in a simultaneous free exchange of information and ideas.

4.2 Quorum

A quorum for a User Council meeting shall be five members.

The president or secretary may certify that at least five members have contributed to discussion of an agenda item by other means if they are not physically present. The president or secretary may present to the DTIC User Council Liaison the results of meetings and agreement or discussion in which the Council have conferred by any practical means.

4.3 Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the User Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the User Council may adopt.

Article 5 Officers

5.1 Elected Officers

The User Council shall elect their President, Vice President, and Secretary.

5.2 Election of Officers

The User Council shall elect these officers during the Council meeting held following the election of Council members. A simple majority is necessary for election.

5.3 Term of Office

Officers shall serve for one (1) year. Officers may not hold more than one position. An officer may not serve more than three (3) consecutive years in the same position.

Article 6 Duties of Officers

6.1 President

The president shall preside at all meetings of the User Council. The president shall appoint all committees, as needed, and perform such other duties as the Council directs.

6.2 Vice-President

5.2.1 The vice-president shall act as parliamentarian, perform the duties of the president when the president is absent, and perform such other duties as the president or Council may direct.

5.2.2 The vice-president shall become the president when the president's position is vacated for any reason.

6.3 Secretary

The secretary shall record the proceedings of the User Council.

Article 7 Committees

7.1 Creation and Appointment

Committees are created and appointed by the president and serve at the pleasure of the Council. The president is an ex-officio member of all committees.

7.2 Elections Committee

The president shall appoint an elections committee of up to three (3) members who are not nominees for election to coordinate the User Council election and validate results.

Article 8 Amendments

Amendments to these Bylaws shall be coordinated with DTIC Administrator or the designated DTIC representative.

Article 9 Limitation of Liability

No persons shall be liable to the User Council for any loss or damage suffered by it on account of any actions taken or omitted by Council members or officers of the User Council, if such persons perform their duties, including duties as a member of a committee of the User Council on which they may serve, in good faith and in a manner they reasonably believe to be in the best interests of the User Council.