

**Bylaws of the Defense Technical Information Center
(DTIC®) User Group
Updated 3/27/2007**

Article 1 Scope

1.1 Name

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

1.2 Purpose

The User Group is formed for these purposes:

1.2.1 Reflect and articulate the interests of the membership.

1.2.2 Encourage and facilitate any DTIC operations, plans or cooperative efforts that benefit the membership.

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

1.2.4 Make recommendations to DTIC concerning:

1.2.4.1 DTIC products, services, and capabilities

1.2.4.2 Security

1.2.4.3 Document delivery

1.2.4.4 Other areas of interest

Article 2 Membership

2.1 Members Defined

Individuals registered with DTIC for scientific and technical information service in accordance with DoDI 3200.14, Encl 6, Principles and Operational Parameters of the DoD Scientific and Technical Information Program, are considered members of the User Group, except for employees of the Defense Technical Information Center (DTIC). Proof of registration is shown by listing in the Dissemination Authority List (DAL) or validation from DTIC.

2.2 Voting Privileges

Voting privileges are extended to individuals who are registered users with DTIC. Registered users may vote for and/or be nominated for User Council membership.

2.3 Duration of Membership

Only individuals currently registered with DTIC will be considered members.

Article 3 Meetings of Members

3.1 Annual Meeting

The User Group shall hold one meeting annually. This meeting shall be held in conjunction with the DTIC Conference. The president shall prepare an agenda at least thirty (30) days prior to the meeting.

3.2 Quorum

A quorum shall consist of one hundred (100) properly registered DTIC users or the number of DTIC users that attend the DTIC User Council meeting – whichever is less.

3.3 Motions

Motions to be brought before the membership at general meetings shall be submitted in writing to the secretary. Such motions shall be presented at least 12 hours prior to the meeting. Those motions that are properly submitted shall be posted in a public area for review by members. Amendments to these motions may be offered from the floor during the meeting. Amendments shall also be submitted in written form.

Article 4 User Council

4.1 General Powers

The User Council is the governing body of the User Group. The User Council shall carry out the purposes of the User Group as outlined in Article 1. The User Council is empowered to act on behalf of the User Group in communication with DTIC.

4.2 Number of Council Members

4.2.1 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 DoD contractors.

4.2.2 Contractors elected to the Council will represent the organization employing them, rather than the agency for which they are performing work.

4.3 Election of Council Members

User Council members shall be elected at the User Group meeting by vote of the general membership. Registered individuals may vote by absentee ballot either electronically or by mail providing their ballots are received by the time of the election. 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.

4.4 Non-incumbent candidates

The maximum number of non-incumbent candidates shall not exceed the number of User Council positions subject to election.

4.5 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 User Group.

4.6 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.

4.7 Duties of Council Members

4.7.1 Council members shall interact with DTIC User Group and bring user concerns to attention of the User Council and DTIC, especially DTIC User Council Liaison.

4.7.2 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.

4.7.3 User Council members shall attend DTIC Conference and User Council meetings.

4.7.4 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 4.6.

Article 5 Meetings of the Council

5.1 Meetings

The Council shall have one (1) meeting each year in conjunction with DTIC Conference. The Council can hold special meetings via electronic or telephonic means or any means of communication which results in a free exchange of information and ideas.

5.2 Quorum

A quorum for a 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 and/or the User Group the results of meetings and agreement or discussion in which the Council have conferred by any practical means.

5.3 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 6 - Officers

6.1 Elected Officers

The officers of the User Group shall be a president, vice-president, and secretary. These officers shall come from the User Council.

6.2 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.

6.3 Term of Office

Officers shall serve for one (1) year. Officers will assume their duties at the closing of the DTIC Conference. Officers may not hold more than one position. An officer may not serve more than three (3) consecutive years in the same position.

Article 7 Duties of Officers

7.1 President

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

7.2 Vice-President

7.2.1 The vice-president shall perform the duties of the president when the president is absent and perform such other duties as the president or Council may direct. 7.2.2 The vice-president shall become the president when the president's position is vacated for any reason.

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7.3 Secretary

The secretary shall record the proceedings of the User Group and User Council. The secretary shall act as parliamentarian.

Article 8 - Committees

8.1 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.

8.2 Standing Committees

8.2.1 Nominating Committee

The president shall appoint a Nominating Committee Chairperson. The remainder of the nominating committee shall consist of those Council members who are not nominees for election. The Committee shall present a list of candidates to the Chair four (4) weeks before the DTIC Conference, so that the nominees can be announced at the meeting.

8.2.2 Elections Committee

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

Article 9 Amendments

Amendments to these bylaws shall be made only at the DTIC Conference. Amendments shall be presented in a notice which has been announced to the membership at least thirty (30) days prior to that meeting. Approval of amendments requires a simple majority of members present to be adopted.

Article 10 Limitation of Liability

No persons shall be liable to the User Group for any loss or damage suffered by it on account of any actions taken or omitted by Council members or officers of the User Group, 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 Users Group..