



Mission Statement

The Technical Information and Methods (TI&M) Subcommittee supports the writing and updating of all BICSI design and installation technical manuals and other assigned publications. In this role, the subcommittee is composed of sitting subject matter expert (SME) voting members, and other non-voting subcommittee SME contributors, from all portions of the global information and communications technology (ICT) community, who assist in writing, performing reviews, making suggestions for applicable revisions and updates, and agreeing on changes through a consensus-based process.

Policies and Procedures

The BICSI TI&M Subcommittee follows the BICSI Bylaws, BICSI Board of Directors Policies and Procedures, BICSI Committee Standard Operating Procedures (SOP), BICSI Action Request Forms (ARF) Policy and Procedures, and other applicable BICSI policies and procedures. Additional policies and procedures unique to this volunteer group are defined within this charter.

Authority

The BICSI Board of Directors, under the authority of the BICSI Bylaws, established the BICSI TI&M Subcommittee and authorizes the subcommittee to conduct its chartered mission within the BICSI policies and procedures, structure, membership, and additional policies and procedures prescribed herein.

Structure

The BICSI TI&M Subcommittee is a subcommittee of the Program Coordination Committee (PCC) and may form workgroups and task forces within the requirements of the Committee SOP and other applicable policies and procedures for the purpose of meeting its defined mission.

TI&M Subcommittee Composition:

- Chair
- Vice-Chair
- Secretary
- Voting Subject Matter Expert (SME) members
- Invited non-voting SME contributors
- Board Liaison
- BICSI Staff Liaison

Membership

The TI&M Subcommittee will be limited to 28 voting members, including geographically diverse representation per the Committee SOP. No more than one (1) representative from a company will be allowed to sit as a voting member of the TI&M Subcommittee.



Voting SME Subcommittee Members

To become a voting member, a vacant position must be available, and a request must be made to the TI&M Chair via the TI&M Subcommittee online membership application available on the BICSI website. All TI&M voting member applicants must be BICSI members in good standing and must maintain their membership while serving as a voting member of the subcommittee.

Once the completed application is received and reviewed by the subcommittee officers and the BICSI Staff Liaison, the candidate will then be notified by the subcommittee Chair to submit a personal resume or Curriculum Vitae (CV), personal commitment letter, a letter of two-year participation support from their employer, or if self-employed on company letterhead. This documentation will be reviewed by the subcommittee officers and the candidate will be notified by the subcommittee Chair if the application is accepted.

If a TI&M Subcommittee member with voting privileges is absent for three (3) consecutive TI&M meetings, voting and membership status may be terminated by the Chair; however, the former member may reapply after they have attended at least two TI&M Subcommittee meetings as a TI&M guest within a two-year timeframe. They may seek subcommittee member (voting) status when there is an open position available. Former voting members may continue to contribute technical information to TI&M manuals, but must be invited by the Chair to participate as a guest contributor without voting privileges.

Non-Voting SME Subcommittee Contributors

The TI&M Subcommittee values and encourages participation by SME non-voting members as contributors to manuals and other publications that are within the responsibility of the subcommittee. These contributors may request consideration as a non-voting member SME to the TI&M Chair via the TI&M Subcommittee online membership application available on the BICSI website. Non-voting SME Subcommittee contributors are not required to be BICSI members.

This application will be reviewed by the subcommittee officers and the BICSI Staff Liaison. The application shall include a date, the applicant's name and address, company name and information, the publication grouping they are requesting to support and a brief description of their expertise in the technical area of the publication group. This group will discuss and vote on the member's application as a non-voting SME contributor. If accepted, the member will be placed in the pool of SME individuals available for each specific publication as it enters its designated review cycle.

NOTE: The decision on whether a particular non-voting SME contributor will participate in a specific publication review cycle will be at the sole discretion of the designated Publication Subject Matter Expert Team Leader (PSMETL). Additionally, the designated PSMETL is responsible for providing feedback to the subcommittee officers regarding satisfactory or unsatisfactory performance by an SME contributor to determine if the member should remain in the pool of SME contributors or be removed.



Charter Revisions

Revision Date	Revision No.	Purpose	By	Board of Directors Approval Date	Board President
	001	Drafted	TI&M Committee	14 January 2021	Todd Taylor