

CHARTER OF THE ALABAMA TECHNOLOGY QUALITY ASSURANCE BOARD

As adopted February 17, 2026.

Pursuant to the mandate set out in Ala. Code § 41-28-4(27), there is hereby established a Technology Quality Assurance Board (“the Board”) for the State of Alabama to promote the responsible and transparent procurement, development, and use of novel technologies by state agencies.

ARTICLE I: PURPOSE

The purpose of the Board is to address the advent of novel technologies by identifying such technologies and proactively working with state agencies prior to their acquisition and use to ensure appropriate oversight, transparency, security, and accountability in deploying them across state systems, where they can impact both data and responsibilities entrusted to state agencies by Alabama citizens. The Board has authority to review, approve, or deny a proposed use of novel technologies by state agencies (as that term is defined in Ala. Code § 41-28-2). All approvals and denials are subject to ratification by the Chair of the Board.

ARTICLE II: COMPOSITION

The Board shall be composed of representatives from a variety of state agencies and shall be chaired by the Secretary of Information Technology.

The Board shall include permanent voting members from each of the following state agencies:

- (1) Alabama Department of Finance
- (2) Alabama Law Enforcement Agency
- (3) Alabama Medicaid Agency
- (4) Alabama Office of Information Technology
- (5) Alabama Department of Education
- (6) Alabama Department of Revenue
- (7) Alabama Department of Transportation

The Board’s composition may further include rotating, non-permanent members as deemed appropriate from other state agencies, nominated by the Chair and confirmed by the permanent members of the Board. Non-permanent members or member agencies are non-voting. Any non-permanent member or member agency may be removed at the pleasure of the Chair.

ARTICLE III: RESPONSIBILITIES

The Board shall perform the following tasks and make authoritative recommendations to the applicable governing agency or officer charged with enforcement in respect to the procurement, development, and deployment of novel technologies by State agencies:

- (1) Adopt and set out applicable guidelines and frameworks.
- (2) Adopt and set out applicable security and privacy controls.
- (3) Adopt and set out procedures establishing ongoing compliance measures to be taken by each agency using the novel technology.

The Board shall create and adopt such processes as are necessary for implementing, in concert with OIT, the above responsibilities.

ARTICLE IV: OPERATIONS

Rules of Operation: Board meetings shall be procedurally governed by *Robert's Rules of Order* except where inconsistent with this Charter or rules that the Board may formally adopt.

Meetings and Minutes: The Board shall meet no less regularly than once per quarter to conduct business, and minutes shall be kept. Additional meetings may be called more frequently as the Board deems necessary.

Quorum: A quorum shall consist of a majority of voting members of the Board. Attendance to establish a quorum may be in person or virtual.

Support:

Administrative Support: OIT shall provide administrative staff support for the Board, and shall maintain responsibility for scheduling and hosting meetings, recording and issuing meeting minutes to Board members, and performing other such administrative tasks as are deemed necessary for the Board's usual administrative functions.

Operational Support: The Board may appoint, as necessary, standing subcommittees or working groups comprised of members from participating agencies to carry out the specific tasks associated with vetting and approving usage of a specific novel technology.

Exemption from the Open Meetings Act: Because the Board's business is primarily concerned with potential alterations to critical state infrastructure, and because the Board neither expends nor appropriates public funds, Board meetings shall be exempt from the requirements of the Open Meetings Act (Ala. Code § 36-25A-1 *et seq.*).

Confidentiality: Records presented to the Board as part of an agency's proposal for evaluation and review are presumed non-final and confidential. The Board may require the signing of a non-disclosure agreement (NDA) by any member, organization, or individual

presenting or reviewing sensitive information before the Board that is related to cybersecurity or the State's critical infrastructure.

REPORTING

The Board shall issue a report annually to the Permanent Legislative Oversight Committee for Information Technology. A copy of the report shall also be submitted to the Governor.

AMENDMENTS

This Charter may be amended on motion of the Chair by a two-thirds majority vote of any voting members present, at a regular or special meeting of the Board, provided that a quorum has been reached.