

Oregon Elevation Framework Implementation Team (E-FIT)

Draft Charter and Bylaws

8/28/2014

Adopted by OGIC, September 19, 2014

ARTICLE I. Name & Duration

This Team, established by the State Framework Implementation Team (S-FIT), shall be called the Elevation Framework Implementation Team (E-FIT). The E-FIT will be a permanent Team, unless otherwise directed by S-FIT.

ARTICLE II. Purpose

The purpose of the E-FIT is to support elevation needs of the State. Goals and objectives of the E-FIT shall include, but are not limited to the following:

1. S-FIT – Goal 1: Establish goals and objectives for the State’s geospatial community.
2. S-FIT – Goal 2: Establish Elevation Spatial Data Infrastructure (E-SDI) Standards
3. S-FIT – Goal 3: Establish and implement plan for statewide E-SDI that shall include, but not be limited to the following goals set by the E-FIT:

4. **E-FIT –Goal 1: Sustain Public Assets responsibly within the public domain.**
 - a. Pursue funding instruments that provide permanent financial support and well-defined authority to those charged with coordinating, acquiring, developing, refining, adding value to, warehousing and providing elevation services; provide steady funding streams to support the program.
 - b. Protect sensitive information such as select elements identified in tribal law, local ordinance, state statute and publicly-accessible national security documents, as well as those elements mutually agreed upon by the E-FIT that if not protected would result in tangible harm to people, cultural artifacts or the environment.
 - c. Pursue data sharing policy and program funding instruments that build local business and support the State of Oregon policy on MWESB (Minority, Women, and Emerging Small Business) and participating agency goals pertaining to diversity and inclusion.
5. **E-FIT –Goal 2: Provide professional and well-coordinated elevation services that support the diverse needs of Oregon.**
 - a. Provide access to all types of elevation information, including but not limited to, standard products, by-products, product source information and product metadata.

- b. Develop and maintain a current statewide catalog of best available E-SDI. Catalog shall include, but not be limited to, information such as product type, appropriate product use, product's geographic extent, product stewardship contacts and 'key metadata'.
 - c. Coordinate with other Framework Implementation Teams, professional organizations, data providers, service providers, technology providers of hardware and software, key users, businesses of all sizes, and other parties to build partnerships, strengthen relationships, leverage partnerships, inform process and advance service.
 - d. Promote interoperability and pursue services that comply with open standards endorsed by local, state, national and international consortia; this includes but is not limited to compliance with the Open Geospatial Consortium (OGC), International Organization for Standardization (ISO for Geographic Information), and standards set forth by other Oregon Framework Implementation Teams.
- 6. E-FIT –Goal 3: Develop a 'seamless' state-wide elevation model that meets local needs and blends into the 'national elevation fabric' with a phased approach:**
- a. Phase aa - Establish Oregon Elevation Stewardship Plan and Charter to accomplish E-FIT goals and objectives
 - b. Phase 1 - Identify best available (existing) elevation information, data storage requirements, data archive requirements, data access requirements and data acquisition (project coordination) requirements
 - c. Phase 2 - Develop working pilot around Phase 1 deliverables
 - d. Phase 3 - Develop sustainable storage, data archive and data access methods for seamless best available E-SDI for the entire state (complete prototype testing of Phase 2 deliverables, convert prototype to production and begin loading data)
 - e. Phase 4 - Develop sustainable, seamless, best available E-SDI for the entire state
 - f. Phase 5 - Develop sustainable seamless hi-resolution E-SDI for the entire state by 2023 that meets or exceeds USGS QL1 (quality level 1, 8 points per square meter) specification.

Please note: Specifications and related definitions, identified in Phases above, may be refined by the E-FIT prior to 2023 to provide a better solution for the State.

- 7. E-FIT –Goal 4: Elevation Spatial Data Infrastructure (E-SDI) technical expertise is exchanged and shared through open and commonly available mechanisms:**
- a. Provide forums to develop standards for using, processing, and working with the E-SDI; to exchange technical methodologies; to evaluate E-SDI acquisition; and to support the convergence/evolution of remote sensing technologies.

ARTICLE III. DEFINITIONS

1. 'Public Asset' – Herein refers to Elevation Spatial Data Infrastructure (E-SDI); that includes earth models, bathymetry models and elevation source information such as airborne, aquatic and terrestrial surveys; that establishes the depth and height of features within other framework layers, i.e., other spatial data infrastructure; and that which is acquired with public resource, e.g., public funds, public effort, public contract, etc.
2. 'Public Domain' - A domain pertaining to data that is open, from which data are available without copyright restriction; that is freely and responsibly accessible to all; and that leverages public hardware, OSS and open standards.
3. 'Seamless' - The appearance of a single model to the end user in terms of functionality and continuous coverage across the entire state. In terms of implementation, a composite (patchwork) may pull from multiple sources, blend along model edges, and leverage 'cloud computing' strategies.
4. 'Key Metadata' – Metadata defined by the E-FIT and other partners to support efficient and effective use of E-SDI.
5. 'Interoperability' - Property of a product or system, whose interfaces are completely understood to work with other products or systems, present or future, without any restricted access or implementation. (<http://en.wikipedia.org/wiki/Interoperability>)
6. 'Sustainable' – A state where adequate financial and human resources are dedicated to continue operations at a steady pace as well as adjust and meet increasing demands for service.

ARTICLE IV. Membership

Section 1. Composition of E-FIT

There are three levels of E-FIT membership:

1. E-FIT Core membership (voting member)
2. E-FIT Non-voting, ex officio membership
3. E-FIT General membership (non-voting member)

E-FIT Core Membership shall consist of 10-12 participants, with a goal of including representation from each of the various levels of public service, e.g., tribal, local agencies, regional agencies, state agencies, national agencies, etc..

E-FIT Core membership shall reflect the broad diversity of direct and indirect consumers of E-SDI services across the state (minor stakeholders) and continuously represent those committing significant internal resource to E-SDI stewardship such as USGS, DOGAMI and DAS-Geo (major stakeholders). Major stakeholders shall maintain a permanent position on the E-FIT and minor stakeholders shall occupy positions as described below in Section 3: Tenure and shall apply through the process described below in Section 2: Appointment Process.

All E-FIT Core membership shall be posted to the DAS-Geo web site. This list shall identify E-FIT voting members.

E-FIT Non-voting, ex officio member(s) should include one representative from the Professional Land Surveyors of Oregon (PLSO), the American Society of Photogrammetry and Remote Sensing (ASPRS), the Urban and Regional Information Systems Association (URISA), League of Oregon Cities (LOC), and American Society of Civil Engineers (ASCE). The non-voting, ex officio member(s) are in addition to the 10-12 voting members, encouraged to attend E-FIT meetings, and eligible to apply through the process described below in Section 2, appointment process.

E-FIT General membership should include anyone with an interest in E-SDI. General member(s) are in addition to the 10-12 voting members and the ex officio members, do not have voting rights, and may attend E-FIT meetings as they choose. No application process is required.

Section 2. Appointment Process

All applicants shall be nominated (either self-nominated or by others) and submit a statement of interest briefly describing their experience with geospatial elevation data and outlining how they would contribute to the E-FIT Core Team. This statement shall be sent to the E-FIT lead and the DAS-Geo E-FIT member.

For selection, the notice of nomination and nominee statement of interest (nomination packet) shall be sent to E-FIT Core members with a solicitation for comment. At a minimum, the E-FIT Lead, two minor stakeholders, and two major stakeholders will evaluate the nomination packet, evaluate the composition of existing E-FIT Core members, process feedback, make recommendations to E-FIT Core members, and facilitate completion of the appointment process. To sustain continuity, no more than two (2) E-FIT Core members should be replaced at a time.

In addition to the appointment process above, OGIC approves the E-FIT Lead.

In lieu of the appointment process above, the E-FIT Lead or a Major Stakeholder E-FIT Core team member may appoint an E-FIT Non-voting, ex officio member.

Section 3. Tenure

Membership tenure for the E-FIT Core shall be four-years. If a member resigns or is removed, the replacement shall serve for the remainder of the term. Members may serve one term and

may reapply for consecutive terms. Any vacant committee positions will be filled once two or more positions are vacant.

Section 4. Resignation / Removal from Office

Any member of the committee who, without cause or excuse, fails to attend three (3) consecutive meetings of this committee shall forfeit membership. The E-FIT may also remove a member(s) if cause is found.

ARTICLE V. Officers

Section 1. There shall be an E-FIT Lead. Each office shall serve for three years. The Lead position shall be elected by E-FIT Core members and approved by OGIC. The Team shall also appoint an administrative assistant/note recorder at each meeting.

ARTICLE VI. Duties of Officers

Section 1. Lead: Shall preside at all meetings and notify members of dates and times of these meetings. The Lead shall be responsible for the preparation of the agenda and shall solicit other E-FIT Core members for agenda ideas. Meeting agenda shall be coordinated with extended Teams.

Section 2. Alternate Lead: Shall perform the duties of the Lead, at his/her request or in his/her absence.

Section 3. Administrative Assistant/Note Recorder (Note Taker): Shall be identified at each meeting and be responsible for taking notes or recording audio (and transcribing notes) and producing a brief meeting summary following the meeting. The summary shall include meeting notes, decisions made and next steps. Note Taker shall send summary to the E-FIT lead for review and dissemination to the E-FIT Core members.

- * Upon receipt of the meeting summary from the E-FIT Lead, the DAS-Geo E-FIT Core member shall post the summary to the E-FIT web site and may send notice to other E-FIT members and the larger GIS community.

ARTICLE VII. Meetings

Section 1. Regular Meeting

Regular meetings shall be held quarterly at various locations across the state, unless otherwise agreed upon. Time and duration of the meetings shall be determined by the Lead with input from Core Team members and extended teams.

Section 2. Special Meetings

Special meetings may be called by the Lead or by resolution of the Core Team. Notice of a special meeting shall include the agenda for the meeting.

Section 3. Conduct of Meetings

Meetings may be conducted in accordance with Robert's Rules of Order for decision making, to address of import when deemed appropriate by the Lead or by request of a Core Team member.

Most meetings shall be advertised and open to all. All open meetings shall include an open comment period for guests.

Section 4. Subcommittees (sub-team and task force)

Subcommittees may be created for special topics or issues with a majority vote of the Committee.

Subcommittee meetings shall be held in the same manner as regular meetings.

ARTICLE VIII. Amendments to Bylaws

1. Any proposed amendments to these bylaws may be introduced by any member of the Core E-FIT at any regular or special meeting called for that purpose.
2. Action must be taken on any proposed amendment and shall be placed on the agenda for the next regular meeting of the team.
3. A two-thirds (2/3) vote of members is required to effect an amendment of these bylaws.
4. All amendments to these bylaws shall be submitted to the OGIC for approval.