



Oregon Geographic Information Council

Charter Document

Adopted July xx, 2018

OGIC Mission

The Oregon Geographic Information Council (OGIC) provides statewide governance for sharing, coordinating and managing geospatial Framework data among public bodies and the citizens of Oregon.

Goals

- Enhance coordination among public bodies with respect to geospatial Framework information
- Oversee and enable statewide development of geospatial Framework data to support consistent government services across the state
- Motivate and improve geospatial Framework data sharing among public bodies to eliminate redundant effort and expense

Stakeholders & Customers

- Governor and Legislative Assembly
- Oregonians
- Public bodies in Oregon at federal, tribal, state, regional, local and special district levels, as well as academic institutions and public utilities
- OGIC Membership and Committees
- Private corporations and non-profit entities, regardless of physical location, that provide support with geospatial Framework data development or management to public bodies, academic institutions and public utilities

Communication Plan Elements

- OGIC meetings are open to the public and subject to the Public Meetings laws
- Regular reports will be made to stakeholders on progress
- Periodic solicitation of stakeholder input will be made

- Reports made to State Chief Information Officer, Governor and Legislature
- All information about OGIC activities is updated regularly on the OGIC website

Duties of the Council

The Oregon Geographic Information Council (authorized by [ORS 276A.500-515](#)) shall:

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- Lead and coordinate efforts to accumulate, disseminate, analyze and manage geographic information, including efforts that:
 - Provide a statewide forum for discussing and resolving issues related to geographic information management;
 - Develop and maintain partnerships for managing geographic information among public bodies; and
 - Identify best practices for managing geographic information and geographic information systems and determine whether and how to apply the best practices within this state.
- Recommend laws, rules, policies and strategies for improving geographic information collection, dissemination, analysis and management to the Legislative Assembly, the United States Congress, public bodies and other individuals and entities.
- Develop and submit each biennium to the State Chief Information Officer for approval a plan and a budget for managing geospatial Framework data throughout the data lifecycle and for maintaining a geospatial data library within the office of the State Chief Information Officer.
- Work with public bodies to:
 - Coordinate the activities of public bodies that relate to collecting, using, managing, sharing and maintaining geospatial Framework data;
 - Develop strategies to improve geospatial Framework data sharing, to reduce duplication of effort and to improve the coordination related to collecting, using, managing, sharing and maintaining such data;
 - Identify the types, categories, forms and other classifications of geospatial Framework data that public bodies, private entities and the public need;
 - Disseminate information about projects that various public bodies are undertaking with respect to geospatial Framework data and other geographic information;
 - Invite participation in developing, reviewing and updating the strategic plan for geospatial Framework data management and sharing;

- o Recommend legislation to enhance geospatial Framework data management and sharing among public bodies; and
- o Recommend to the Legislative Assembly strategies for eliminating the fees that public bodies charge to other public bodies for geospatial Framework data under ORS 190.050 or 192.440.
- Review periodically plans, grant proposals and budget requests that public bodies make for the purpose of digital mapping and identify opportunities for collaboration and shared investment that reduce unnecessary duplication of effort.
- Report on the strategic plan for geospatial Framework management and sharing, and the council's other activities, to the State Chief Information Officer, the Governor and the Joint Legislative Committee on Information Management and Technology on or before March 1 of each odd-numbered year.

A more complete list of Council duties and responsibilities can be found in ORS 276A.500-515, attached to this Charter.

Procedures and Meeting Frequency

The Council shall meet in accordance with Oregon Public Meeting Laws (ORS 192.610).

The Council shall meet at times and places that the Chair or a majority of the voting members of the Council specifies.

Meeting notices will be sent to Council members and posted on the OGIC website.

Agenda and minutes will be forwarded in advance.

Meetings will be conducted using Roberts Rules of Order as a guideline.

Meeting attendance will be logged.

Support services will be provided to the Council by the Office of the State CIO.

Upon request, teleconference and/or web conference capabilities will be established for regular meetings.

The Vice Chair will be elected every other year from the Council membership by majority vote, and will serve as Vice Chair for a term of two years, then

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transitioning to the Chair position for a term of two years. The position of Past Chair is hereby created and will be occupied for a period of two years by the person who most recently matriculated from the position of Chair.

A majority of the voting members of the Council constitutes a quorum for transacting business.

A majority of the voting members of the Council present at a meeting must approve the Council's official actions, assuming a quorum is in place.

The term of office for each voting member of the Council is four years, but the member serves at the pleasure of the Governor, and is eligible for reappointment. No member of the Council shall serve more than three consecutive terms.

The term of office for each non-voting member of the Council is two years, and is eligible for reappointment.

When appropriate, the Council may go into executive session per ORS 192.660.

The Council may establish subcommittees, work groups and other bodies or methods of organization as deemed necessary, including establishment and appointment of members to advisory committees for the purposes described in [ORS 276A.500-515](#), OGIC committees and advisory bodies do not have decision-making authority, but will instead provide advice and guidance to OGIC, where decision-making authority rests.

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Decision Making Process

Votes can be cast only by appointed voting members.

OGIC quorum will consist of fifty percent plus one of the total appointed voting members.

Motions will be carried by majority vote of the voting members of the Council present, assuming a quorum is in place.

The Council may make decisions by electronic means between regularly scheduled meetings to deal with time sensitive issues, pursuant to existing Oregon statutes regarding public meetings.

The Council may decide to establish an Executive Committee to take actions between meetings on behalf of the Council. Any decision made by the Executive Committee must be ratified by the Council at the next full Council meeting.

Decisions will be communicated through meeting minutes, the OGIC listserv, and the OGIC website, and by formal resolutions and recommendations. Meeting agendas will be distributed in advance of full Council meetings.

Council Membership

Council membership and voting privileges are established by statute. Attendance at Council meetings is open to anyone, but only official Council members may vote. In accordance with [ORS 276A.500-515](#), membership shall consist of:

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- (a) Two members of the Legislative Assembly appointed as follows:
 - (A) The President of the Senate shall appoint one member from the Senate who has an interest in geographic information systems and in enhancing geospatial Framework data sharing among public bodies; and
 - (B) The Speaker of the House of Representatives shall appoint one member from the House of Representatives who has an interest in geographic information systems and in enhancing geospatial Framework data sharing among public bodies.
- (b) The following members appointed by the Governor:
 - (A) One member who represents Indian tribes, as defined in ORS 97.740;
 - (B) One member who represents the Association of Oregon Counties;
 - (C) One member who represents the League of Oregon Cities;
 - (D) One member who represents the Special Districts Association of Oregon;
 - (E) One member who represents regional governments or councils of government within this state;
 - (F) One member who represents the Oregon State Association of County Assessors;
 - (G) One member who represents a public safety answering point, as defined in ORS 403.105, within this state;
 - (H) One member who represents the public universities listed in ORS 352.002;
 - (I) One member who represents a federal agency that is concerned with collecting, managing or disseminating geospatial Framework data;
 - (J) One member who represents a public utility within this state;

- (K) One member who is a geographic information systems manager for a county or city in this state;
- (L) One member who represents the public and who has an interest in geographic information systems and in enhancing geospatial Framework data sharing among public bodies;
- (M) The state geographic information officer that the State Chief Information Officer appoints under [ORS 276A.515](#);
- (N) One member who represents a nonprofit professional organization with an interest in geographic information systems and in enhancing geospatial data sharing among public bodies;
- (O) Three members from state agencies with responsibility for water, land, air quality, natural resources or infrastructure;
- (P) Two members from state agencies with responsibilities for public health, human services, education or economic or community development; and
- (Q) Two members from state agencies with responsibility for public safety or emergency management.

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Standing Committees of Council

The Council establishes the following standing committees in perpetuity, and will approve the charters for each, and revisions as needed from time to time:

- Policy Advisory Committee (PAC)
- Technical Advisory Committee (GPL – GIS Program Leaders)
- Framework Implementation Team (FIT)

Charter Review/Revision Process

This Charter shall be reviewed (and revised as appropriate) by the Oregon Geographic Information Council by January 31st of each odd numbered year.

Revisions to the Charter shall be affirmed via the Decision Making Process outlined within the Charter.

Attachments -

- [Oregon Revised Statutes](#) Chapter 276A. [500-515](#)
- OGIC Membership Roster

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