



# Oregon Geographic Information Council Charter Document

Adopted January 30, 2019

Revised Month XX, 2026

## **OGIC Mission**

The Oregon Geographic Information Council (OGIC) oversees Oregon's Framework Program in providing a consistent and reliable network of geospatial resources and data for all Oregonians.

## **OGIC Purpose**

OGIC serves as the statewide governing body for sharing and managing geospatial framework data. OGIC promotes data governance, standardization and sharing of geospatial framework data among public bodies. OGIC establishes strategic priorities for the Framework Program and works to improve the quality and accessibility of Oregon's framework data.

OGIC's purpose and powers are established in legislation ([ORS 276a.500-512](#)).

## **Council Membership**

Council membership and voting privileges are established in ORS 276A.503.

## **Officer Roles and Responsibilities**

**Vice Chair** – The Vice Chair collaborates with the Chair to learn the role of the Chair to develop and facilitate officer transition. The Vice Chair supports the Chair as needed and plans for their year as Chair. The Vice Chair fills in for the Chair for Council meetings if the Chair is unavailable.

**Chair** – The Chair serves as the head of the Council. The Chair ensures that the Council fulfills its responsibilities, as defined in ORS 276A.500-515. The Chair works in partnership with the Geographic Information Officer within Enterprise Information Services.

**Immediate Past Chair** – The Immediate Past Chair provides advice and leadership to the Council regarding past practices, decisions and other matters to assist with continuity on the council. The Immediate Past Chair may fill in for the Chair for Council meetings if both the Chair and Vice Chair are unavailable.

## **Officer Succession**

The Vice-Chair, Chair and Immediate Past Chair roles are one-year terms. OGIC will vote in a new Vice Chair in the last quarterly council meeting of each calendar year.

Officers automatically transition roles on January 1st of each calendar year. The Vice chair shall automatically succeed to the Chair; the Chair will automatically succeed to the Immediate Past Chair; and the Immediate Past Chair will roll off each year.



## Expectations for council members

As a member of OGIC, you are expected to represent your constituents and contribute to the body's work with integrity.

**Prepare thoroughly:** Review all meeting materials - including the agenda, minutes from previous meetings, meeting packets, and background information on policies and issues to be discussed. This allows you to participate meaningfully and make informed decisions.

**Attend regularly:** Council members are expected to attend all scheduled meetings to ensure the council functions effectively and maintains quorum. If a member is unable to attend a meeting, they must notify the chair in advance.

**Consider multiple perspectives:** Each member represents a specific sector of the GIS community.

**Engage in respectful debate:** Contribute your viewpoints clearly and concisely. Listen to other members with an open mind, even when you disagree. All discussions should remain professional and focused on the issues.

**Community Engagement and Outreach:** Council members are expected to actively engage with their respective communities to foster communication and collaboration. Members shall gather input, perspectives, and relevant information from their respective communities as necessary to inform council discussions and decisions - particularly regarding issues with potential community impact.

**Complete training:** Complete all required training for the Oregon Boards and Commissions as assigned.

## Removing an Officer

Any officer may be removed from their designated position by the Executive Committee, if, after due and proper consideration, the officer is determined by the Council to have been neglectful of duty or otherwise performed in a manner which was unethical or seriously detrimental to the Council's purpose or activities.

## Meeting Procedures and Meeting Frequency

- The council shall meet quarterly in accordance with [Oregon Public Meeting Laws](#) (ORS

192.610 – 192.705 and OAR 199).

- 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 and the [Oregon Transparency Public Meeting Calendar](#).
- Agendas, supplemental meeting information, and draft meeting minutes will be posted to OGIC’s website approximately one week in advance of scheduled council meetings.
- Meetings will be conducted using Roberts Rules of Order as a guideline. Meeting attendance will be recorded in meeting minutes.
- When appropriate, the Council may go into [executive session](#) per [ORS 192.660](#).

### **Decision Making Process**

Quorum, or the minimum number of members present at a meeting to transact business, will consist of fifty percent plus one of the total voting members. Quorum will be reached with a minimum of 11 voting members present.

Quorum must be present at a meeting to approve the Council’s official actions through vote. Votes can be cast only by appointed voting members. 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. Council decisions will be in meeting minutes and communicated in accordance with [OGIC's Communication Plan](#).

### **Committees**

The Council may establish committees, 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. Except for the Executive Committee, 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.

### **Advisory Committees of Council**

The Council establishes the following advisory committees in perpetuity, and will approve the charters for each, and revisions as needed:

#### **Executive Committee**

The Council will 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.

The Executive Committee will meet at least one time between OGIC Quarterly meetings for agenda setting and may meet more often if urgent issues need to be addressed. The Executive Committee is made up of the following positions:

- Chair;

- Vice Chair;
- Immediate Past Chair;
- State of Oregon Chief Data Officer;
- State Geographic Information Officer;
- Framework Program Coordinator.

**Policy Advisory Committee (PAC)** Provide strategic planning, budgetary recommendations, policy advice and development for OGIC. Each OGIC member selects a person to participate on OGIC PAC.

**Technical Advisory Committee (TAC)** Provide technical advice and recommendations related to GIS technology; GIS coordination; and geospatial data management, use, and governance for OGIC. Each OGIC member selects a person to participate in OGIC TAC.

**Framework Implementation Team (FIT) Leaders** Guide the development and maintenance of authoritative geospatial framework data, data standards, and stewardship plans for Oregon’s framework data to ensure data is available, and accessible for repeated and varied use by a broad user base.

### Charter Review and Revision Process

This Charter shall be reviewed (and revised as appropriate) by the OGIC Executive Committee by January 31st of each odd numbered year.

Revisions to the Charter shall be affirmed via the decision-making process outlined above.

#### List of Revisions

Date	Action	Description
Jan. 30, 2019	Adopted	Initial OGIC charter
Mon. XX, 2025	Revised	Updated mission, expectation of service, defined quorum, defined standing advisory committees, removed language that was duplicated in legislation.