

MEMORANDUM

DATE: November 15, 2001
TO: Members of the California GIS Council
FROM: Sharon Huntsman, consultant to the California GIS Council
RE: GIS Council Charter Revisions

GIS Council staff held a series of conference calls to gather input on the draft Charter that will guide the Council's business and relationships. Approximately twenty Council members provided input through these conference calls.

The following is a brief summary of the substantive changes made to The Council's charter and the final draft charter is also attached. Please review and alert me to any concerns by the end of the day Monday, November 26. I can be reached at (916) 341-3329, huntsman@saclink.csus.edu. We will vote to adopt this charter during our upcoming meeting on November 28.

Charter Revisions

Section I - Findings and Declarations

Whereas:

The whereas section was greatly simplified to highlight the critical objectives of the GIS council.

Therefore:

This paragraph was changed to place the emphasis on the vision, to share data to serve the needs of all Californians.

Section II - Goals

The purpose and goals section was rewritten to clarify goals of the GIS Council: planning, collaborative policy development and funding.

Section III - Organization and Structure

Section A, Sub-Section 2 - A provision was added that reads "If a Council member's role within the agency or organization changes during his or her membership term, the agency or organization will designate a new representative to complete the term."

Section A, Sub-Section 4 - This is a new provision stating "Each agency and organization will be asked to nominate one representative to be a member of The Council, unless otherwise stipulated."

Section B, Sub-Section 2 - An additional member representing Local Government was added to the Council Steering Committee. An additional vice-chair was added to the Steering Committee (co-vice-chairs)

Section D, Sub-Section 1 - Regarding the creation of operational teams, a sentence was deleted that stated, "The Council will elect an executive sponsor from among its members to serve as the liaison between each implementation team and The Council."

Section E, Sub-Section 2 - Non-profit organizations was added to the list of stakeholders from which The Council would get feedback regarding council activities.

Section F, Sub-Section 2 - This section was omitted from the second draft. It had previously stated "Meeting hosts will cover the cost of the Council's meetings."

Section G - The title of the section was changed from "Voting" to "Decision-making" and additional language was added to define consensus, a voting majority and when voting would be necessary.

California Geographic Information Council Charter

November 15, 2001

Section I – Findings and Declarations

Whereas:

- A. Geographic Information Systems (GIS) are a critical tool for improving the quality, accuracy and responsiveness of government services provided to Californian's.
- B. California's local, state and federal jurisdictions, tribal governments and universities currently invest significant resources in creating and maintaining GIS data and systems that are independent of one another. Significant duplication of effort exists between Federal, State, local and private sectors in the creation and maintenance of California's geographic information.
- C. Leveraging resources and coordinating policy through a collaborative endeavor would increase the cost-effectiveness, accuracy and comprehensiveness of geographic information in California and will have beneficial effect throughout both public and private sectors.

Therefore:

The Statewide Geographic Information Council, hereinafter “The Council,” will enable governments to work together to develop, maintain and share accurate, consistent place-based information that is accessible to all Californians and the agencies and organizations that serve them.

Section II – Goals

- A. The primary goals of The Council are:
 - 1. **Planning:** To identify California's geographic information needs and priorities and to promote cooperation in meeting these needs.
 - 2. **Collaborative policy development :** To serve as the primary forum for members to seek consensus on policies that promote development and dissemination of a comprehensive GIS infrastructure in California.
 - 3. **Funding:** To leverage existing funding and develop new partnerships and resources to build and maintain California's geographic information infrastructure.

Section III – Organization & Structure

A. Membership

1. The Council membership will include 40 executive-level representatives of the following state, federal, local and tribal government agencies and universities:

- a. Federal Government representation from state-level offices (13 members):

1. Army Corps of Engineers
2. Bureau of the Census
3. Bureau of Land Management
4. Bureau of Reclamation
5. Department of Defense
6. Federal Emergency Management Agency
7. National Aeronautics & Space Administration
8. National Oceanic & Atmospheric Administration
9. Natural Resources Conservation Service
10. United States Environmental Protection Agency
11. United States Fish & Wildlife Service
12. United States Forest Service
13. United States Geological Survey

- b. State Agencies (11 members):

1. Business, Transportation and Housing Agency
2. Board of Equalization
3. California Health and Human Services Agency
4. California Environmental Protection Agency
5. California Resources Agency
6. California State and Consumer Services Agency
7. Department of Finance
8. Department of Food and Agriculture
9. Department of Information Technology
10. Governor's Office of Emergency Services
11. Governor's Office of Planning and Research

c. Local and Regional Government (12 members)

The Council will ask the following local government associations to nominate representatives to broadly represent California's geographic diversity and differing levels of GIS resources:

1. California State Association of Counties (4 representatives--rural, urban, health and human services and public works)
2. California League of Cities (3 representatives--rural, urban, and public works)
3. California Council of Governments (2 representatives--rural and urban)

Additional local and regional representation will come from representatives of the following statewide organizations representing local agency practitioners:

1. California Assessors Association
2. California Cadastral Mappers Association
3. California County Information Services Directors Association

d. Tribal Government

The California Native American Heritage Commission (NAHC) will be asked to select one of its appointed Board members to represent the NAHC on The Council.

e. College & Universities (3 members)

1. University of California
2. California State University
3. California Community College System

2. Each agency and organization will be asked to nominate one representative to be a member of The Council, unless otherwise stipulated.
3. The Council's members must be executive-level representatives who are authorized to make commitments on behalf of the agencies or organizations they represent. Council members may designate an alternate who is authorized to make executive-level commitments. If a Council member's role within the agency or organization changes during his or her membership term, the nominating agency or organization will designate a new representative.
4. The Steering Committee will have the authority to increase, and The Council will have authority to decrease, the size of the Council's membership.
5. To facilitate inclusive representation over time, Council members representing local government will serve for a two-year term. In its first two years, one-third of the terms may be extended at the discretion of The Steering Committee to ensure that there is continuity in Council activities.

B. Council Leadership

1. The Council will elect a Chair and two Vice-Chairs for a two-year term. The Chair will be responsible for presiding over Council and Steering committee meetings and representing the Council in public meetings. The Co-Vice-Chairs will alternate responsibility for fulfilling the Chair's duties, when the Chair is unavailable.
2. The Steering Committee will manage the affairs of the Council and develop agendas for Council meetings. The Steering Committee will consist of ten members, six elected by the full membership of The Council and four appointed by the elected steering committee members:
 - Council Chair (elected)
 - Two Council Vice-Chairs (elected)
 - One Council member from Local government (elected)
 - One Council member from State government (elected)
 - One Council member from Federal government (elected)
 - Technical Committee Chair (appointed)
 - Regional Committee Chair (appointed)
 - Funding Subcommittee Chair (appointed)
 - Communications Subcommittee Chair (appointed)
3. The Steering Committee, or The Council, will establish Council sub-committees and working groups as necessary to accomplish the purposes of The Council and will appoint chairs for each sub-committee and working group. The Steering Committee will have the authority to fill vacancies in, increase or decrease the membership of such committees and working groups.
4. The Steering Committee members will serve for a two-year term, with the option, if reelected or reappointed, to serve an additional term for a maximum of four years.
5. The Steering Committee shall meet as often as it deems necessary, but at least once annually. The Chair may call special meetings of the Steering Committee or of The Council.

C. Committees and Regional Councils

1. The Technical Sub-Committee, comprised of the state agency GIS directors and their local and federal peers, will review sub-committee reports and provide recommendations to the Council on technical and operational issues of statewide GIS coordination and integration.
2. Regional GIS Councils will review The Council's reports, provide recommendations on policy alignment with local and regional GIS needs and be a focal point for partnerships to build California's geographic information infrastructure. The number, geographic breakdown and resources needed to support these meetings will be determined by The Council.

3. The Regional Standing Committee, comprised of liaisons from California's Regional GIS Councils, will advise The Council, The Steering Committee and/or the Geographic Information Officer on the appropriateness and alignment of its proposals with regional priorities.

D. Operational Teams

1. Implementation Teams staffed by participating organizations will tackle important GIS infrastructure goals, such as completion of statewide framework layers of data.
2. The Program Partners Team, comprised of program managers of GIS projects programs in state, federal and local/regional agencies, will help the Council assess GIS needs and requirements.

E. Advisory Committees

1. The Private Sector Advisory Committee, comprised of GIS providers and vendors, will review and advise the Council on business implications of Council proposals.
2. The Council will be proactive in soliciting feedback from non-profit organizations, professional organizations of GIS users and from public and private utilities, either through these groups' existing meetings or through Council initiated meetings.
3. The Council may establish additional advisory councils as needed.

F. Meetings

1. Member agencies will host the Council's quarterly meetings. Locations will rotate throughout California to maximize stakeholder involvement.

G. Decision-making

1. The Council will be primarily an informational and coordinating body and will seek consensus recommendations. Consensus will be determined by a poll of the members present by the meeting Chair (The Council Chair or Vice Chair). Decisions on commitment of funding and other resources ultimately rest with individual local, state and federal agencies. The Council will also develop a policy for taking advisory positions on legislation related to California's geographic information infrastructure.
2. The Council will take formal votes on internal business matters, such as the adoption of its annual budget and amendments to this charter. Each agency will have one vote, cast by their representative or his or her designated alternate. Voting will require a quorum of 51% of council members present for the vote, and two-thirds super majority will be needed for a vote to be affirmed.

H. Staffing and Organization

1. The state Geographic Information Officer (GIO) will serve as the Executive Director of the Council and will be accountable to the Council's state agency sponsors.
2. A coordinator reporting to the GIO will provide administrative coordination and management for the Council and its activities.

I. Council Operations Funding

1. An administrative membership fee, currently estimated at \$4,000 per each State and Federal agency will be assessed to cover the operational costs related to The Council's functions.
2. Member agencies will rotate responsibility for hosting Council meetings, assuming the convening costs of each meeting.

Section IV – Duties

- The Council will recommend policies, institutions and implementation strategies needed to develop and maintain California's geographic information infrastructure.
- Member agencies agree to be actively involved in Council discussions, study of issues and policy implementation through their agencies.
- The Council will prepare an implementation plan that identifies quarterly and annual objectives for implementing the Statewide Geographic Information Infrastructure in California.
- The Council shall meet quarterly to review progress in accomplishing its purpose and to revise the implementation plan as needed. The Council shall meet annually to review progress and to discuss proposals for accomplishing future goals and objectives.
- The Council will produce and distribute information pertaining to Council activities on a regular basis.

Section V. - Modifications

This agreement is to remain in effect until modified in writing by vote of The Council.