

Oregon Geographic Information Council Policy Advisory Committee

CHARTER

1. Purpose

This charter defines the mission, functions, and procedures of the Policy Advisory Committee (PAC) to the Oregon Geographic Information Council (OGIC) as authorized June 5, 2001.

2. Mission

The Policy Advisory Committee provides strategic planning, budgetary, and policy development for the Oregon Geographic Information Council.

3. Objectives

The objectives of the Policy Advisory Committee are:

- a) To provide policy advice to OGIC concerning geospatial data, technology, and issues.
- b) To provide think-tank capabilities for OGIC involving geospatial issues.
- c) To develop and recommend policies related to geospatial data, technology, and issues.
- d) To identify and collect policy issues related to geospatial technologies and data.
- e) To frame technology issues raised by the GIS Program Leaders, as appropriate, for consumption by OGIC.

4. Organization

a) *PAC Membership*

Membership in the PAC is by appointment of an OGIC member. Each OGIC member is entitled to appoint one member to the PAC. OGIC members are encouraged to appoint a policy level manager or equivalent.

b) *Chair*

The Statewide GIS Coordinator shall chair the PAC. The responsibilities of the Chair shall include:

- Preparation and distribution of an agenda, including location and time.
- Chair PAC meetings, and preside over decisions.
- Appoint sub-committees and monitor their activities.
- Report to OGIC Chair any PAC decisions and recommendations.
- Ensure PAC minutes are accurate and publicly available.

c) *Sub-Committees*

Sub-committees may be established and abolished at the consensus of the PAC or at the direction of the Chair. Examples of sub-committees are: Budget, Data Licensing.

d) Charter revisions

Charter revisions must be approved by two-thirds of the OGIC members. A minimum of one month's notice is required for any revisions to the charter.

e) PAC Meetings

The PAC meetings may be called by a consensus of the group or at the discretion of the Chair. A time shall be established for regularly scheduled meetings. The PAC meetings shall be guided by consensus rule of those attending the meeting. Decisions that do not have a consensus may be tabled until the next meeting. The Chair is the final arbiter if consensus cannot be reached in an appropriate amount of time. If consensus cannot be reached, a vote will be taken following Robert's Rules of Order.

f) Meeting Support

The Information Resources Management Division of the Department of Administrative Services shall provide administrative support to the PAC and archive minutes and documents on the Oregon Geospatial Data Clearinghouse web page at <http://www.gis.state.or.us>.