

# Oregon Geographic Information Council Technical Advisory Committee

## CHARTER

### 1. Purpose

This charter defines the mission, functions, and procedures of the Technical Advisory Committee (TAC) to the Oregon Geographic Information Council (OGIC) as authorized October 25, 2019.

### 2. Mission

The Technical Advisory Committee provides technical advice related to GIS technology, GIS coordination, and geospatial data management, use, and governance for the Oregon Geographic Information Council.

### 3. Goals and Objectives

The goals and objectives of the Technical Advisory Committee are:

*Goal #1 Provide OGIC with geospatial technical advice*

1. Objective: Advise OGIC on technical issues concerning the use of geospatial technologies and the management and application of geospatial data.
2. Objective: Support and enable the creation and implementation of standards for accurate and authoritative geospatial data by providing technical assistance where possible.

*Goal #2 Provide a forum for public bodies in Oregon to coordinate the development of GIS*

1. Objective: Support and coordinate activities between public bodies utilizing geospatial technologies.
2. Objective: Advise the Oregon Geospatial Enterprise Office (GEO) on funding prioritization.
3. Objective: Support statewide and regional projects by coordinating and integrating geospatial technologies and data.
4. Objective: Identify gaps in geospatial data required for effective decision-making.
5. Objective: Support the exchange of technical ideas and knowledge related to geospatial technologies

### 4. Deliverables

- 1) Status reports/memos to OGIC as requested.
- 2) Input on FIT funding proposals.
- 3) Regular meetings with OGIC, FIT, PAC, and GPL
- 4) Organization of appropriate geospatial workshops, webinars, and presentations.

## 5. Organization

### a) *TAC Membership*

Membership in the TAC is by nomination of an OGIC member. Each OGIC member is entitled to nominate one or more members to the TAC. OGIC members are encouraged to nominate those with geospatial technical expertise that can represent the portion of the geospatial community represented by the nominating OGIC member.

### b) *TAC Leadership*

The TAC will establish by unanimous consent a sequence of leadership succession. Each sector of the geospatial community represented on OGIC will be placed in the leadership sequence in the order established by the TAC. The sector that is next in the succession will nominate a TAC member from an organization that represents that sector, to be the Vice Chair. Nominations will be submitted to the TAC membership at the quarterly TAC meeting prior to the beginning of the calendar year.

The sequence will be arranged so that the State government, local government, and other sector representatives will alternate in the leadership position, such that there will not be a Chair and Vice Chair from the same sector in direct succession.

If an organization that is next in succession chooses not to make a nomination, that organization will withdraw from the sequence and the next organization from in the succession, but not from the same sector as the current Vice Chair, will make a nomination. If an organization withdraws from the sequence, they may re-enter the sequence at a later time of their choosing, and in keeping with logic of the sequence noted above, by notifying the TAC membership of their desire to do so within 90 days of the next nomination process.

### c) *Chair*

The Chair will serve a one year term, beginning January 1 of each year. The responsibilities of the Chair shall include:

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

The Chair may be removed from that position by the TAC if, after due and proper consideration at a regular meeting, the Chair is determined by the TAC to have been neglectful of duty or otherwise performed in a manner which was unethical or seriously detrimental to the TAC's purpose or activities.

### d) *Vice Chair*

The TAC will select a Vice Chair following the leadership sequence noted above to serve a one year term beginning January 1 of each year, after which the Vice Chair will become the Chair. The Vice Chair will assist the Chair and step in when the Chair is unavailable or unable to perform the ascribed duties and responsibilities.

*e) Sub-Committees*

Sub-committees may be established and abolished at the consensus of the TAC or at the direction of the Chair. These may be permanent or *ad hoc* formations. Subcommittees will develop a charter to ensure clarity of purpose, scope, and accountability.

*f) Charter revisions*

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

*g) TAC Meetings*

The TAC will meet at least quarterly. The quarterly TAC meetings may be in concert with the state GIS Program Leaders group, at the discretion of the Chair or as desired by a majority of the TAC members. A time shall be established for regularly scheduled meetings. The TAC 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.

*h) Meeting Support*

The Geospatial Enterprise Office shall provide administrative support to the TAC and archive minutes and documents on the Geospatial Enterprise Office web page at <http://gis.oregon.gov>.

## **6. Coordination**

### *GIS Program Leaders (GPL)*

To better coordinate geospatial technical matters across the Oregon geospatial community, the TAC will work in alignment with the state GPL group as much as possible. OGIC has been encouraged to nominate some members of GPL to the TAC. In addition, this coordination may take the form of joint meetings.

### *Oregon Framework Implementation Teams (FITs)*

To further the mission of comprehensive geospatial Framework data development in the state of Oregon, the TAC will coordinate with all FITs on a regular basis.

### *Oregon GIS Policy Advisory Committee (PAC)*

The Policy Advisory Committee supports the Oregon Geographic Information Council through efforts in strategic planning, budgeting and policy development.

### *Federal Geographic Data Committee (FGDC)*

Theme standards for which TAC provides advice and review to FITs shall align with federal and national standards to the greatest extent possible.

## 7. Communication

Communication is a key strategy for ensuring alignment, coordination, and collaboration among team members and stakeholders. To facilitate communication efforts and increase efficiency, engagement levels for team members and other stakeholders may be defined by the TAC.

## 8. Charter Revisions

The Oregon Geographic Information Council must approve charters and charter revisions. Proposed charter revisions must be submitted to the Oregon Geographic Information Council at least one month before a regularly scheduled Oregon Geographic Information Council meeting. Such revisions will become official when approved by the Oregon Geographic Information Council.

## 9. Document History

<b>Date</b>	<b>Revision</b>	<b>Version</b>	<b>Action</b>
3/10/20	First version	1.0	Review by TAC at first meeting
4/16/20	Second revision	2.0	Revised by C. Smith & P. Smith
4/29/20	Third revision	3.0	Revised by C. Smith & P. Smith
	Fourth revision	4.0	