

Oregon Geographic Information Council  
Framework Implementation Team

**CHARTER**

OGIC Endorsed

3/21/2012

**1. Purpose**

This charter defines the mission, functions, and procedures of the Framework Implementation Team (FIT) to the Oregon Geographic Information Council (OGIC) as authorized March 21<sup>st</sup> 2012.

**2. Mission**

The Mission of the FIT is the development and stewardship of both the National and Oregon defined GIS framework themes.

**3. Objectives**

The objectives of the FIT are:

- a) To advise OGIC on issues related to GIS framework theme development and stewardship
- b) To coordinate, develop, revise and promulgate GIS framework data standards
- c) To develop, implement and revise stewardship guidance and procedures for GIS framework themes

**4. Organization**

a) Framework Implementation Teams

FITs are organized thematically around like groupings of spatial data. The 15 FITs are Administrative Boundaries, Bioscience, Cadastral, Climate, Elevation, Geoscience, Geodetic Control, Preparedness, Hazards, Land Use / Land Cover, Hydrography, Imagery, Reference, Transportation and, Utilities.

b) FIT membership

Membership in any particular FIT is voluntary and is open to all levels of government, utilities, academia and the private sector. OGIC members are encouraged to promote FIT involvement from within their organization.

c) FIT Chair

The Framework Coordinator shall chair the FIT. The responsibilities of the Chair shall include:

- Preparation and distribution of an agenda, including location and time (in cooperation with FIT Lead)
- Chair FIT Leaders meetings (as defined below) and preside over decisions
- Provide executive oversight and leadership for individual FIT Groups
- Appoint workgroups and monitor their activities (in cooperation with FIT Lead)
- Report to the OGIC Chair any FIT decisions and recommendations
- Ensure that minutes are accurate and publicly available (in cooperation with FIT Lead)

d) FIT Lead

Each FIT shall have a Lead. The FIT Lead shall be proposed by consensus of the group and/or the FIT chair and subsequently endorsed by OGIC for a three year term. Prior to the end of this term a FIT Group shall review the Lead position and propose either renewal or change to OGIC.

FIT Lead responsibilities include:

- Preparation and distribution of an agenda, including location and time (in cooperation with FIT Chair)
- Chair FIT meetings and preside over decisions
- Appoint workgroups and monitor their activities (in cooperation with FIT Chair)
- Ensure that minutes are accurate and publicly available (in cooperation with FIT Chair)

e) FIT Leaders

Membership is composed of the Leads of the individual FIT Groups. An individual may be the Lead for more than one Group although, related to voting, said individual would have single, not multiple, votes.

FIT Leaders 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.

e) FIT Workgroups

Workgroups may be established and abolished at the consensus of any individual FIT group or at the direction of the Lead or Chair.

**5. 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.

**6. FIT Leaders Meetings**

A minimum of two FIT Leaders meetings shall be convened each calendar year. The occurrence of these meetings shall be coordinated with the Standards Forums such that one or the other event occurs approximately every three months.

Additional FIT Leaders meetings may be called by a consensus of the FIT Leads or at the discretion of the Chair.

FIT Leaders 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.

**7. Meeting Support**

Individual FIT and FIT Leaders Meeting minutes shall be recorded by a volunteer selected prior to the beginning of each meeting. These minutes and all other documents related to FIT shall be archived and available at the GEO web page (<http://gis.oregon.gov>).