



Oregon Geographic Information Council  
Oregon Framework Implementation Team

**CHARTER**

OGIC Endorsed  
October 25, 2019

## **1 PURPOSE**

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The purpose of the Oregon Framework Implementation Team (FIT) is to guide the development and maintenance of authoritative Framework geospatial data in Oregon, and ensure these data are available, suitable, and accessible for repeated and varied use by a wide user base, especially for providing consistent government services across the state.

## **2 MISSION**

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Work to develop and steward national and Oregon Framework geospatial data themes for the Framework Implementation Team, Framework community, Framework partners from all levels of government and sectors, and Oregonians.

## **3 VISION**

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Current authoritative geospatial data are available and accessible to all when and where needed.

## **4 OBJECTIVES**

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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 the creation and maintenance of GIS Framework themes

## **5 ORGANIZATION**

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### **5.1 FRAMEWORK IMPLEMENTATION TEAMS**

FIT themes are organized thematically around like groupings of spatial data. The 16 FITs are Address Points, Administrative Boundaries, Bioscience, Cadastral, Climate, Coastal and

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Marine, Elevation, Geoscience, Geodetic Control, Hazards, Hydrography, Imagery, Land Use/Land Cover, Preparedness, Transportation, and Utilities.

### **5.2 FIT MEMBERSHIP**

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

#### **5.2.1 FIT Chair**

The Framework Coordinator shall chair the FIT. The responsibilities of the FIT 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 themes
- Appoint cross-theme workgroups and monitor their activities (in cooperation with FIT Theme Leads)
- Report to the OGIC Chair any FIT decisions and recommendations
- Ensure that minutes are accurate and publicly available (in cooperation with FIT Theme Lead)

#### **5.2.2 FIT Theme Lead**

Each FIT theme shall have a Lead. The FIT Theme Lead shall be selected according to the FIT Theme Lead Selection Procedure<sup>1</sup> and subsequently endorsed by OGIC. Prior to the end of any FIT Theme Lead's term, a FIT theme shall review the Lead position and propose either renewal or leadership change to OGIC.

FIT Theme Lead responsibilities include:

- a) Preparation and distribution of theme meeting agendas, including location and time (in cooperation with FIT Chair)
- b) Chair FIT theme meetings and preside over decisions
- c) Appoint workgroups and monitor their activities (in cooperation with FIT Chair)
- d) Ensure that minutes are accurate and publicly available (in cooperation with FIT Chair)
- e) Use available communication channels to distribute and communicate information to FIT theme members, FIT Theme Leads, Framework community members, and Framework partners including but not limited to new and/or undocumented coordination needs and theme activities (in cooperation with FIT Chair)
- f) Work with FIT theme members and the FIT Chair to update the FIT theme charter as needed

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<https://www.oregon.gov/geo/FIT%20Documents/Framework%20Theme%20Leads%20Selection%20Procedure%20v1.0.pdf>

Selection of new FIT lead:

FIT Theme Leads are selected using the FIT Theme Lead Selection Procedure. In the event that removal of a current lead is necessary due to non-performance issues including but not limited to conflict of interest or other ethics violations prior to the FIT Theme Lead's term conclusion, the replacement will be selected using the above selection procedure to complete the term duration. If members of a FIT Theme feel that multiple leads will benefit the FIT, a co-lead can be selected. Co-leads will be subject to the same terms as other FIT leads and documented in the FIT theme charter. OGIC will provide final endorsement of any new FIT Theme Lead or co-lead.

### **5.2.3 FIT Leaders Standing Committee**

Membership is composed of the Leads of the individual FIT themes. An individual may be the Lead for more than one theme 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 and a decision is needed.

### **5.2.4 FIT Workgroups**

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

## **6 COORDINATION**

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Cross-theme coordination is fundamental to the success of Oregon's GIS Framework and the FIT themes. To support the mission of the Oregon FIT, FIT themes shall coordinate with other themes, bodies, and organizations as described in each FIT theme charter.

## **7 CHARTER REVISIONS**

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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.

## **8 FIT LEADERS MEETINGS**

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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 and a

decision is needed. Decisions made without consensus are subject to review at a meeting within 12 months.

## 9 MEETING SUPPORT

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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>).

## 10 CHARTER REVISIONS

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Charters and charter revisions must be approved by Oregon Geographic Information Council. Proposed charter revisions must be submitted to the OGIC chair and approved by consensus of OGIC members.

## 11 CHARTER APPROVAL

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Those named and dated below acknowledge and approve of the Oregon Framework Implementation Team Charter.

Theresa Burcsu

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FIT Chair

Thomas Elder

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Address Points FIT Lead

Robert Mansolillo

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Administrative Boundaries FIT Lead

Jimmy Kagan

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Bioscience FIT Lead

Phillip McClellan

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Cadastral FIT Lead

Christopher Daly

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Climate FIT Lead

Tanya Haddad

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Coastal and Marine FIT Lead

Jacob Edwards

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Elevation FIT Lead

Randy Oberg

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Geodetic Control FIT Lead

David Percy

---

Geoscience FIT Lead

Nancy Calhoun

---

Hazards FIT Lead

Robert Harmon

---

Hydrography FIT Lead

Brady Callahan

---

Imagery FIT Lead

Jimmy Kagan

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Land Use/Land Cover FIT Lead

Don Pettit

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Preparedness FIT Lead

Chad Brady

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Transportation FIT Lead

Emmor Nile

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Utilities FIT Lead

## 12 DOCUMENT HISTORY

Date	Version	Action	Who
03/21/2012	1.0	Endorsement by OGIC	
7/17/2019	1.1	Modifications recommended to OGIC to align with FIT theme charters in following sections: purpose, mission, vision	TBurcsu
9/9/2019	1.2	1.1 updated with modifications recommended to OGIC	TBurcsu
10/10/2019	1.3	Updated with modifications from FIT Leads and distributed for review	TBurcsu
10/25/2019	2.0	Endorsed by OGIC	