



Oregon Geographic Information Council Charter Document

Adopted January 30, 2019

Revised October 29, 2020

OGIC Mission

The Oregon Geographic Information Council (OGIC) provides statewide governance for sharing, coordinating and managing geospatial Framework data among public bodies and the citizens of Oregon.

Goals

- Enhance coordination among public bodies with respect to geospatial Framework information
- Oversee and enable statewide development of geospatial Framework data to support consistent government services across the state
- Motivate and improve geospatial Framework data sharing among public bodies to eliminate redundant effort and expense

Stakeholders & Customers

- Governor and Legislative Assembly
- Oregonians
- Public bodies in Oregon at federal, tribal, state, regional, local and special district levels, as well as academic institutions and public utilities
- OGIC Membership and Committees
- Private corporations and non-profit entities, regardless of physical location, that provide support with geospatial Framework data development or management to public bodies, academic institutions and public utilities

Communication Plan Elements

- OGIC meetings are open to the public and subject to the Public Meetings laws
- Regular reports will be made to stakeholders on progress
- Periodic solicitation of stakeholder input will be made

- Reports made to State Chief Information Officer, Governor and Legislature
- All information about OGIC activities is updated regularly on the OGIC website

Duties of the Council

The Oregon Geographic Information Council (authorized by ORS 276A.500-515) shall:

- Lead and coordinate efforts to accumulate, disseminate, analyze and manage geographic information, including efforts that:
 - Provide a statewide forum for discussing and resolving issues related to geographic information management;
 - Develop and maintain partnerships for managing geographic information among public bodies; and
 - Identify best practices for managing geographic information and geographic information systems and determine whether and how to apply the best practices within this state.
- Recommend laws, rules, policies and strategies for improving geographic information collection, dissemination, analysis and management to the Legislative Assembly, the United States Congress, public bodies and other individuals and entities.
- Develop and submit each biennium to the State Chief Information Officer for approval a plan and a budget for managing geospatial Framework data throughout the data lifecycle and for maintaining a geospatial data library within the office of the State Chief Information Officer.
- Work with public bodies to:
 - Coordinate the activities of public bodies that relate to collecting, using, managing, sharing and maintaining geospatial Framework data;
 - Develop strategies to improve geospatial Framework data sharing, to reduce duplication of effort and to improve the coordination related to collecting, using, managing, sharing and maintaining such data;
 - Identify the types, categories, forms and other classifications of geospatial Framework data that public bodies, private entities and the public need;
 - Disseminate information about projects that various public bodies are undertaking with respect to geospatial Framework data and other geographic information;
 - Invite participation in developing, reviewing and updating the strategic plan for geospatial Framework data management and sharing;

- Recommend legislation to enhance geospatial Framework data management and sharing among public bodies; and
- Recommend to the Legislative Assembly strategies for eliminating the fees that public bodies charge to other public bodies for geospatial Framework data under ORS 190.050 or 192.440.
- Review periodically plans, grant proposals and budget requests that public bodies make for the purpose of digital mapping and identify opportunities for collaboration and shared investment that reduce unnecessary duplication of effort.
- Report on the strategic plan for geospatial Framework management and sharing, and the council's other activities, to the State Chief Information Officer, the Governor and the Joint Legislative Committee on Information Management and Technology on or before March 1 of each odd-numbered year.

A more complete list of Council duties and responsibilities can be found in ORS 276A.500-515, attached to this Charter.

Procedures and Meeting Frequency

The Council shall meet in accordance with Oregon Public Meeting Laws (ORS 192.610).

The Council shall meet at times and places that the Chair or a majority of the voting members of the Council specifies.

Meeting notices will be sent to Council members and posted on the OGIC website.

Agenda and minutes will be forwarded in advance.

Meetings will be conducted using Roberts Rules of Order as a guideline.

Meeting attendance will be logged.

Committee support will be provided to the Council by the Office of the State CIO.

Upon request, teleconference and/or web conference capabilities will be established for regular meetings.

The Chair, Chair- Elect, and Immediate Past Chair will each serve one year in their respective offices; the Chair-Elect shall automatically succeed to the Chair

in the following year, and the Chair shall automatically succeed to the office of Immediate Past Chair.

Description of Office

Chair-Elect – The Chair-Elect collaborates with the Chair to learn the role of the Chair, to become familiar with the programs, governance, and to develop and facilitate officer transition. The Chair-Elect assists and supports the Chair as needed and plans for their year as Chair. The Chair-Elect fills in for the Chair for Council meetings if the Chair is unavailable.

Chair – The Chair serves as the head of the Council. The Chair ensures that the Council fulfills its responsibilities, as defined in ORS 276A.500-515. The Chair works in partnership with the State CIO's Office to achieve the mission of the Council.

Immediate Past Chair – The Immediate Past Chair provides advice and leadership to the Council regarding past practices, decisions and other matters to assist with continuity on the council.

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

Decision Making Process

OGIC quorum will consist of fifty percent plus one of the total appointed voting members.

A majority of the voting members of the Council present at a meeting must approve the Council's official actions, assuming a quorum is in place.

The term of office for each voting member of the Council is four years, but the member serves at the pleasure of the Governor and is eligible for reappointment. No member of the Council shall serve more than three consecutive terms.

The term of office for each non-voting member of the Council is two years and is eligible for reappointment.

When appropriate, the Council may go into executive session per ORS 192.660.

The Council may establish subcommittees, work groups and other bodies or methods of organization as deemed necessary, including establishment and appointment of members to advisory committees for the purposes described in ORS 276A.500-515. OGIC committees and advisory bodies do not have decision-making authority, but will instead provide advice and guidance to OGIC, where decision-making authority rests.

Votes can be cast only by appointed voting members.

The Council may make decisions by electronic means between regularly scheduled meetings to deal with time sensitive issues, pursuant to existing Oregon statutes regarding public meetings.

The Council will establish an Executive Committee to take actions between meetings on behalf of the Council. Any decision made by the Executive Committee must be ratified by the Council at the next full Council meeting. The Executive Committee will meet at least one time between OGIC Quarterly meetings for agenda setting and may meet more often if urgent issues need to be addressed. The Executive Committee is made up of the following positions:

- (A) Chair;
- (B) Chair – Elect;
- (C) Immediate Past Chair;
- (D) The State Geographic Information Officer that the State Chief Information Officer appoints under ORS 276A.515;
- (E) State of Oregon Chief Data Officer;
- (F) One member of the Oregon Geospatial Enterprise Office

Decisions will be communicated through meeting minutes, the OGIC listserv, and the OGIC website, and by formal resolutions and recommendations. Meeting agendas will be distributed in advance of full Council meetings.

Council Membership

Council membership and voting privileges are established in ORS 276A.500-515.

Attendance at Council meetings is open to anyone, but only official Council members may vote.

Standing Committees of Council

The Council establishes the following standing committees in perpetuity, and will approve the charters for each, and revisions as needed from time to time:

- Executive Committee
- Policy Advisory Committee (PAC)
- Technical Advisory Committee (TAC)
- Framework Implementation Team (FIT)

Charter Review/Revision Process

This Charter shall be reviewed (and revised as appropriate) by the Oregon Geographic Information Council by January 31st of each odd numbered year.

Revisions to the Charter shall be affirmed via the Decision-Making Process outlined within the Charter.

Attachments -

- [Oregon Revised Statutes Chapter 276A.500-515](#)
- [HB2906 Enrolled \(Laws of 2017\)](#)
- [OGIC Membership Roster](#)