

# California GIS Council Charter

October 19, 2005

## ***Section I – Findings and Declarations***

### ***Whereas:***

- A. Geographic Information Systems (GIS) are a critical tool for improving the quality, accuracy and responsiveness of government services provided to Californians.
- B. California's local, state and federal jurisdictions, tribal governments and universities currently invest significant resources in creating and maintaining GIS data and systems that are independent of one another. Significant duplication of effort exists between Federal, State, local and private sectors in the creation and maintenance of California's geographic information.
- C. Leveraging resources and coordinating policy through a collaborative endeavor would increase the cost-effectiveness, accuracy and comprehensiveness of geographic information in California and will have beneficial effect throughout both public and private sectors.

### ***Therefore:***

The California Geographic Information Council, hereinafter "The Council," will enable governments to work together to develop, maintain and share accurate, consistent place-based information that is accessible to all Californians and the agencies and organizations that serve them.

## ***Section II – Goals***

- A. The primary goals of The Council are:
  - 1. **Planning:** To identify California's geographic information needs and priorities and to promote cooperation in meeting these needs.
  - 2. **Collaborative policy development:** To serve as the primary forum for members to seek consensus on policies that promote development and dissemination of a comprehensive GIS infrastructure in California.
  - 3. **Funding:** To leverage existing funding and develop new partnerships and resources to build and maintain California's geographic information infrastructure and the Council.

## **Section III – Organization & Structure**

### **A. Membership**

1. The Council membership will include executive-level representatives of state, federal, and local government agencies. Government agencies known to be GIS stakeholders are as follows:

- a. Federal Government representation from state-level offices:

1. Department of the Interior
  - a. Bureau of Land Management
  - b. Bureau of Reclamation
  - c. US Fish and Wildlife Service
  - d. US Geological Survey
2. Department of Agriculture
  - a. US Forest Service
3. Department of Commerce
  - a. Economics and Statistics Administration
    - i. Bureau of the Census
  - b. National Oceanic and Atmospheric Administration
4. Department of Homeland Security
  - a. Emergency Preparedness and Response Directorate
    - i. Federal Emergency Management Agency

- b. State Agencies:

1. Business, Transportation and Housing Agency
  - a. Office of Military and Aerospace Support
2. California Health and Human Services Agency
3. California Environmental Protection Agency
4. California Resources Agency
5. California Chief Information Officer
6. Governor's Office of Emergency Services
7. Governor's Office of Planning and Research
8. Governor's Office of Homeland Security

- c. Local and Regional Government:

The Council will ask the following local government associations to nominate representatives to broadly represent California's geographic diversity and differing levels of GIS resources:

- 1) California Council of Governments (2 representatives--rural and urban)
- 2) County, city and tribal governments, resource conservation and other special districts, private and public utilities, local colleges and universities and whatever private sector organizations the local government agencies deem appropriate will be invited to form regional GIS councils or collaboratives. Seats will be made available as needed to achieve full participation for one (1) representative each from all Regional GIS Councils or collaboratives (RGCs) to sit on The Council. Upon invitation by the RGCs, state and federal government agencies with regional or district offices shall participate on their local RGC.
  - a) Regional GIS Councils shall be self forming and composed of representatives from county, city and tribal governments, resource conservation and other special districts, private and public utilities, local colleges and universities and whatever private sector organizations the RGCs deem appropriate.
  - b) RGC members are free to form partnerships and alliances with parties in other RGCs as they deem appropriate and desirable.
  - c) If gaps occur in statewide coverage by RGCs, The Council will temporarily assign unaffiliated counties to an established RGC until such a time as these counties decide which RGC to join.
  - d) As a general rule, RGCs would be made up of two or more counties.
  - e) A single county or any other region may petition the Council for consideration as an RGC based on unique, compelling or exceptional circumstances or considerations.
2. The Council shall form a Private Sector Technical Advisory Committee whose members will include representatives of commercial providers of GIS software, data and services. The PSTAC shall be self regulating with respect to membership and the election of their chair, but will not sit as a voting member to the Council; the PSTAC will serve in an advisory capacity.
3. Each agency and organization will be asked to nominate one representative to be a member of The Council, unless otherwise stipulated.

4. The Council's members must be executive-level representatives who are authorized to make commitments on behalf of the agencies or organizations they represent. Council members may designate an alternate who is authorized to make executive-level commitments. If a Council member's role within the agency or organization changes during his or her membership term, the nominating agency or organization will designate a new representative.
5. The Steering Committee will have the authority to increase, and The Council will have authority to decrease, the size of The Council's membership.
6. To facilitate inclusive representation over time, Council members representing local government will serve for a two-year term. In its first two years, one-third of the terms may be extended at the discretion of The Steering Committee to ensure that there is continuity in Council activities.
7. Groups interested in joining the Council as Regional GIS Council or Collaboratives shall complete a Regional GIS Council Profile as part of their application process. The Council will formally recognize and acknowledge the completion of said profile and acceptance of a regional group as a Council member.
8. Rules for at large members are to be determined.
9. Rules for dropping members are to be determined.

**B. *Council Leadership***

1. The Council will elect a Chair and one Vice-Chair from a different constituency or sector not represented by the Chair for a two-year term. The Chair will be responsible for presiding over Council and representing the Council in public meetings. The Vice-Chair will be responsible for fulfilling the Chair's duties, when the Chair is unavailable.
2. The Chair, Vice-Chair and elected members from the other "core" sectors or constituencies (e.g., federal, state or regional government, private academic sectors) not represented by the Chair and Vice Chair and the State GIO will form an Executive Steering Committee to manage the affairs of the Council and develop agendas for Council meetings.
3. The Executive Steering Committee, or The Council, will establish Council sub-committees and working groups as necessary to accomplish the purposes of The Council and will appoint chairs for each sub-committee and working group. The Executive Steering Committee will have the authority to fill vacancies in, increase or decrease the membership of such committees and working groups.

4. The Executive Steering Committee shall meet or otherwise communicate as a group as often as it deems necessary, but at least once monthly. The Chair may call special meetings of the Executive Steering Committee or of The Council.
5. Council members are expected to recuse themselves on matters where there is a clear conflict of interest.

**C. *Committees and Regional Councils***

1. The Technical Sub-Committee comprised of the state agency GIS directors and their local and federal peers, will review sub-committee reports and provide recommendations to the Council on technical and operational issues of statewide GIS coordination and integration.
2. Regional GIS Councils will review The Council's reports, provide recommendations on policy alignment with local and regional GIS needs and be a focal point for partnerships to build California's geographic information infrastructure. The Council will determine the number, geographic breakdown and resources needed to support these meetings.

**D. *Operational Teams***

1. Implementation Teams staffed by participating organizations will tackle important GIS infrastructure goals, such as completion of statewide framework layers of data.
2. The Program Partners Team, comprised of program managers of GIS projects programs in state, federal and local/regional agencies, will help the Council assess GIS needs and requirements.

**E. *Advisory Committees***

1. The Council may establish advisory councils as needed.

**F. *Meetings***

1. Member agencies will host the Council's meetings. The Council will meet at least four (4) times per year or more often as deemed appropriate by The Council. Locations will rotate throughout California to maximize stakeholder involvement. Every effort will be made to use phone bridges, video conferencing and similar communication technologies to facilitate participation by Council members and interested parties that may not otherwise be able to attend.

**G. *Decision-making***

1. The Council will be primarily an informational and coordinating body and will seek consensus recommendations. Consensus will be determined by a poll of the members present by the meeting Chair (The Council Chair or Vice Chair).

Decisions on commitment of funding and other resources ultimately rest with individual local, tribal, state and federal agencies. The Council will also develop a policy for taking advisory positions on legislation related to California's geographic information infrastructure.

2. The Council will take formal votes on internal business matters, such as the adoption of its annual budget and amendments to this charter. Each organization will have one vote, cast by their representative or his or her designated alternate. Voting will require a quorum of 51% of council members present for the vote, and two-thirds super majority will be needed for a vote to be affirmed.

#### **H. Staffing and Organization**

*There is no State "GIO" at this time. The Council will need to decide how it is to be staffed and funded.*

#### **I. Council Operations Funding**

1. *The Council will need to evaluate the issue of funding and dues.*
2. Member agencies will rotate responsibility for hosting Council meetings, assuming the convening costs of each meeting.

### **Section IV – Duties**

- The Council will recommend policies, institutions and implementation strategies needed to develop and maintain California's geographic information infrastructure.
- Member agencies agree to be actively involved in Council discussions, study of issues and policy implementation through their agencies.
- The Council will prepare an implementation plan that identifies quarterly and annual objectives for implementing the California Geographic Information Infrastructure in California.
- The Council shall meet regularly to review progress in accomplishing its purpose and to revise the implementation plan as needed. The Council shall meet annually to review progress and to discuss proposals for accomplishing future goals and objectives.
- The Council will produce and distribute information pertaining to Council activities on a regular basis.

### **Section V. - Modifications**

This agreement is to remain in effect until modified in writing by vote of The Council.