



**County of Los Angeles
Enterprise GIS Steering Committee Charter**

April 17, 2007

Section 1: Finding and Declarations

Whereas:

- A. Geographic Information Systems (GIS) are a critical tool for improving the quality, accuracy and responsiveness of government services provided to County of Los Angeles citizens and employees; and
- B. County departments have different levels of GIS expertise; and
- C. County departments currently invest significant resources in creating and maintaining GIS data and systems that are independent of one another; and
- D. It is mutually beneficial that GIS data be managed using accepted standards, uniform policies, and standard business practices; and
- E. A countywide enterprise GIS system designed to optimize the efficiency and effectiveness in the use, acquisition, and dissemination of GIS resources is required; and
- F. Leveraging resources and coordinating policy through a collaborative endeavor would increase the cost-effectiveness, accuracy, and comprehensiveness of geographic information in Los Angeles County and will have beneficial effects throughout the County.
- G. The departments of the County of Los Angeles have recognized the benefit of coordinating and collaborating on existing and future GIS endeavors so as to amplify the return on GIS related investments;

Therefore:

The County of Los Angeles has moved to establish the County of Los Angeles Enterprise GIS Steering Committee (hereafter referred to as the “EGIS Steering Committee”), enabling county departments to work together in the development of a countywide enterprise GIS. In doing so the EGIS Steering Committee will provide a venue for county departments to work together in the creation, testing, deployment, and administration of the County of Los Angeles enterprise GIS and all requirements associated with it.

Section 2: Purpose

A. Mission

The purpose of the EGIS Steering Committee is to facilitate cooperation among agencies in the County of Los Angeles in promoting the development, acquisition and dissemination of GIS infrastructure, data, and services.

COUNTY OF LOS ANGELES ENTERPRISE GIS STEERING COMMITTEE CHARTER

B. Goals

1. Goals and Objectives: To identify and prioritize countywide GIS goals and objectives; and to create opportunities for departments to cooperate in meeting those goals and objectives.
2. Strategic Plan: To develop an Enterprise GIS Strategic Plan to guide the implementation and completion of the goals and associated objectives expressed in this Charter.
3. GIS Advocacy: To promote greater understanding and use of the benefits of GIS.
4. GIS Governance: To serve as the primary forum for members to discuss and define a sustainable and comprehensive infrastructure and business practices required to achieve a successful enterprise GIS.
5. Funding: To leverage existing and generate new funding for cooperative GIS efforts and to create and sustain the countywide enterprise GIS.
6. Subcommittee Management: To establish and manage subcommittees as required to address specific Enterprise GIS priorities.
7. Collaboration: To pursue partnerships with outside agencies for joint GIS projects and endeavors.

Section 3: Membership

- A. County of Los Angeles EGIS Steering Committee membership is voluntary, but should include one representative and one alternate from each County of Los Angeles Department or Agency that is an enterprise GIS stakeholder.
- B. The GIS Steering Committee members must be representatives or their alternates who are authorized to make decisions and commitments on behalf of the departments or agencies they represent. Should a member's role within the department or organization change the nominating department or organization will designate a new representative.
- C. The Steering Committee may include non-voting representation from local agencies as deemed necessary and appropriate by Committee members.
- D. When required, subcommittee membership shall be assigned by the subcommittee chair under the discretion of the GIS Steering Committee. Subcommittee members may include GIS Steering Committee members.
- E. The GIS Steering Committee will have the authority to increase or decrease the size of the GIS Steering Committee's membership.
- F. When Funding issues are allocation of resources are discussed, additional higher-level executive management of the particular departments or agencies should attend.

Section 4: Committees

A. Enterprise GIS Steering Committee

1. The County of Los Angeles Geographic Information Officer (GIO) or designee shall be responsible for presiding as Chair over the EGIS Steering Committee and representing the committee in public meetings.
2. The EGIS Steering Committee shall elect the following Executive Committee officers at the first regular meeting of each Calendar Year:
 - a. Vice Chair – responsible for carrying the Chair’s duties when the chair is unavailable.
 - b. Secretary – responsible for meeting minutes and other notes.
 - c. Web Content Manager – responsible for maintaining internet data regarding the EGIS Steering Committee.
 - d. Treasurer – responsible for financial reporting regarding EGIS projects and budgets.
3. The EGIS Steering Committee will establish sub-Committees as necessary to accomplish specific objectives required to realize the GIS Steering Committee’s goals. The GIS Steering Committee members will have the authority to appoint Chairs for the subcommittees. The Sub Committee chair will, in turn, have the authority to fill vacancies and increase or decrease the membership of the sub committees under the GIS Steering Committee’s discretion.
4. Steering Committee members are to recuse themselves on matters where there is a clear conflict of interest.

Section 5: Operations

A. Meetings

1. The GIS Steering Committee meeting time and location, unless otherwise specified, will be:

3rd Tuesday of every month
1:30 – 3:30 pm
Conference Room A
Department of Public Works
900 South Fremont
Alhambra, CA 91803
2. Special meetings or project specific sub-group meetings may be held at the discretion of the Chair or leader of specific projects.
3. The agenda for GIS Steering Committee meetings will be created by the Chair or Vice chair and distributed to the Committee members at least one week prior to the scheduled meeting date for review and comment. Changes and modifications will be made by the Chair or Vice chair accordingly prior to publication.

COUNTY OF LOS ANGELES ENTERPRISE GIS STEERING COMMITTEE CHARTER

4. Subcommittees will meet as required by the EGIS Steering Committee and or Sub Committee Chair.

B. Decision Making

1. The EGIS Steering Committee will serve as the primary decision making body regarding County of Los Angeles Enterprise GIS requirements.
2. The EGIS Steering Committee will strive to reach consensus regarding general decisions. Consensus is defined as a simple majority of EGIS Committee representatives with no organization objecting.
3. If objections are presented, the Steering Committee Chair will table the issue until the next scheduled meeting, and will work to ensure that all objections are addressed to ensure EGIS Committee consensus.
4. Decisions regarding resource allocation outside of the EGIS Steering Committee's auspices ultimately reside with the individual member's department or organization.
5. The EGIS Steering Committee will take formal votes on internal business matters such as charter amendments and establishing subcommittees. Each department representative will have one vote to cast. A member may specify a designated alternate to cast a vote on their behalf. Voting activity will require a quorum of half plus one of Enterprise GIS Committee members and two thirds majority to affirm a vote.
6. The EGIS Steering Committee Chair reserves the right to arbitrate any impasse.
7. Subcommittees will present findings and provide recommendations to the EGIS Steering Committee for review and action.

C. Communication

1. Written communications to members most often will take place via e-mail. A website will be hosted by the CIO as the convening organization at <http://gis.lacounty.gov/egiscommittee.htm>. Website postings will include:
 - a. Agendas.
 - b. Meeting minutes.
 - c. Membership Contact List.
 - d. EGIS Steering Committee and subcommittee projects.
 - e. Other information deemed important by the EGIS Steering Committee.

D. Participants Contact List

1. Participants will provide the following information for the EGIS Steering Committee Contact List;
 - a. Participant's Name
 - b. Title
 - c. Role
 - d. Organization
 - e. Department
 - f. Email address
 - g. Telephone Number

COUNTY OF LOS ANGELES ENTERPRISE GIS STEERING COMMITTEE CHARTER

h. Subcommittee participation

E. Strategic Plan

1. The EGIS Steering Committee shall prepare a Strategic Plan to guide the organization's activities for the next 3-5 years. The Strategic Plan shall be updated at the beginning of each fiscal year to include project priorities for the coming year. The Strategic Plan shall include:
 - a. Goals to accomplish
 - b. Strategies, Objectives, Responsibilities, timelines, and resources required to reach those goals.
 - c. Progress tracking to help ensure reporting of progress and completion.

F. Collaborative Projects

1. Any member may propose, and the chair can establish, a subcommittee for the purpose of pursuing a particular project or area of interest.
2. Services and goods must be funded by partnerships independent of the Committee.
3. The EGIS Steering Committee can advise the subcommittee on the creation or the project proposal and project management.
4. The EGIS Steering Committee will provide web site services and e-mail notification for the posting of project proposals and memoranda of agreements.

G. Evaluation

1. The EGIS Steering Committee and its processes will be re-evaluated at periods of no less than two years. During the re-evaluation process, Steering Committee members will decide to continue or discontinue the Committee and/or make modifications to Committee business practices.

Section 6: Amendments

Amendments to this charter can be made by consensus at any regular meeting if the amendments are listed in the meeting's agenda.

Section 7: Dissolution

The Enterprise GIS Steering Committee will continue to function as long as it has the confidence of its members. The GIS Steering Committee charter will automatically dissolve should any period of twelve (12) months elapse between meetings.