

# **Office of the Chief Information Officer Geographic Information Technology Committee**

**Version 4.2**

## ***Charter***

### **ARTICLE I. NAME**

The name of this Committee, hereinafter referred to as the "GIT", shall be the Geographic Information Technology Committee.

### **ARTICLE II. DURATION**

Ongoing. Initiating on July 1 of each year, with automatic renewal unless or until dissolution per Article X.

### **ARTICLE III. AUTHORITY**

The GIT will act with approval of the Office of the Chief Information Officer (OCIO).

### **ARTICLE IV. PURPOSE**

The GIT will promote a strategic enterprise approach to utilizing geographic information technology and provide leadership for implementation of cost effective, collaboratively developed, spatial data management solutions.

### **Article V. GOALS**

The goals of the GIT are to:

- a) Promote geographic information technology coordination and statewide integration and interoperability.
- b) Develop strategies to increase state, local, regional, federal, and tribal participation.
- c) Develop policy and standard recommendations regarding geographic information technology for consideration and adoption by the OCIO as state policy.
- d) Develop strategies and processes to accelerate implementation of the fundamental, commonly needed, statewide geographic data themes.
- e) Lobby for funding support for an enterprise wide, coordinated approach to geographic information acquisition, management, access, and distribution.

These goals will be guided by the vision and goals articulated in the Washington State Information Technology Strategic Plan and the Geographic Information Technology Enterprise Architecture Conceptual Plan. The Plans aim to establish a dynamic enterprise geographic information system framework.

### **ARTICLE VI. MEMBERSHIP AND ADMINISTRATION**

Membership shall be limited to those organizations sharing the purpose and goals of this Charter and will consist of each organization's appointed representative and designated alternate to the GIT at the organizations Chief Information Officer (CIO) or other appropriate level. A representative list with their designated alternates will be maintained in writing. Each member organization will have a single representative on the GIT.

### **Section 1. Member Organizations**

Organizations that are eligible for voting membership include representatives from federal, state, tribal, and local governments, statewide associations, educational entities, and the Washington Geographic Information Council (WAGIC).

### **Section 2. Responsibility of Members**

It is the responsibility of each member organization to be active in the GIT and to ensure attendance at the scheduled meetings by either the designated representative or alternate. A member organization that is not represented at three consecutive, regularly scheduled GIT meetings shall be removed from membership status.

### **Section 3. Establishment of Membership**

Any organization that wishes to join the GIT shall provide in writing valid and sound reasons for inclusion. The GIT shall vote on their membership. Every two years the GIT will review the structure and membership of the GIT to ensure appropriate and balanced representation from all jurisdictions and functional areas.

### **Section 4. Membership Designation**

Appointment of representatives will be made in writing by the organization to the Chair. Any changes in representation will be made in writing 15 days prior to the next scheduled meeting.

### **Section 5. Administration**

The Department of Information Services (DIS) Deputy Director for Policy shall Chair the GIT. DIS will provide staff support for conducting and scheduling meetings, drafting meeting materials, and minutes.

## **ARTICLE VII. POWERS, DUTIES AND REQUIREMENTS**

### **Section 1. Powers of the Membership**

The GIT may exercise any and all powers granted to it by this Charter or by any amendment to this Charter; provided that they are consistent with state policies, standards, and guidelines.

The GIT may establish subcommittees and define the scope, purpose, and tenure of each subcommittee and its membership.

The WAGIC Chair is the point-of-contact to the larger geographic information system community in Washington. Geographic information systems resources are available through the WAGIC executive officers and WAGIC committees.

## **Section 2. Duties of Member Organizations**

1. It shall be the duty of the member organizations to further the vision and goals articulated in this charter.
2. Member organizations are strongly encouraged to ensure attendance by their designated representative or alternate at all meetings and remain current with geographic information system activities.
3. At regular meetings, member organizations shall provide written status reports on all active GIT sponsored projects and initiatives they are leading.
4. Member organizations will appoint a technical point-of-contact to actively participate and coordinate on GIT activities, initiatives, and subcommittees.

## **ARTICLE VIII. VOTING**

### **Section 1. Representation**

Each member organization shall have one vote. Member organizations may proxy vote by sending notice to the Chair. Refer to “Section 3. Voting Rules” below for additional details.

### **Section 2. Quorum**

A quorum consists of sixty percent (60%) of the member organizations.

### **Section 3. Voting Rules**

1. Decisions will be based on majority present at the meetings and will follow Robert’s Rules of Order.
2. GIT member organizations may officially abstain from votes in which they need more information from others in their organization in order to place the vote. This abstention will be recorded in the meeting minutes.
3. Unanimity (everyone agreeing) is the best outcome. When unanimity cannot be reached, minority opinions will be documented in meeting minutes.

## **ARTICLE IX. MEETINGS**

### **Section 1. Regular Meetings**

Regular meetings of the GIT shall be held on a quarterly basis.

### **Section 2. Special Meetings**

The Chair may call special meetings. Special meetings will be held whenever a member requests such special meeting in writing.

#### **Section 4. Meeting Notice and Materials**

Staff to the Chair shall send regular meeting notices, agendas, minutes, and meeting material to all GIT members electronically one week prior to GIT meetings. Staff to the Chair will provide pre-briefings to voting member organizations one week prior to the quarterly meetings.

#### **ARTICLE X. AMENDMENTS**

This Charter may be amended by resolution of the member organizations at any regular or special meeting, provided that the following conditions have been met:

1. That proposed amendments to the Charter are presented in writing to the members at least fifteen (15) business days prior to the date of the GIT meeting at which they are to be discussed and voted on.
2. That the proposed amendments to the Charter are supported by an affirmative vote of at least two-thirds of the voting member organizations.
3. That the date of approval must be included with any amendment to this Charter.
4. Amendments to the Charter must be approved by the OCIO.

**APPROVED** \_\_\_\_\_

**Rob St. John, Deputy Director, Office of the CIO**

#### **Document History**

| <b>Version</b> | <b>Date</b> | <b>Author(s)</b>      | <b>Notes</b>                                      |
|----------------|-------------|-----------------------|---|
| 2.0            | 9/2/2008    | GIT Staff Coordinator | Draft Charter Revisions.                          |
| 4.0            | 10/17/08    | GIT Members and Staff | Final Draft                                       |
| 4.1            | 10/31/08    | GIT Members           | Final Document Supported                          |
| 4.2            | 10/11/10    | GIT staff             | Minor update of chair person, changed ISB to OCIO |