

State of Wyoming GIS Oversight Committee Charter

Preamble: Recognized Geographic Information Systems (GIS) coordination activities began when an informal Wyoming GIS User's Group (WGISUG) was established on September 19, 1990, and an informal Wyoming GIS Steering Committee (WGISSC) was established on November 5, 1990. In April 1994, Governor Sullivan established the Wyoming Geographic Information Advisory Council (WGIAC) through Executive Order 1994-3.

The WGIAC was a volunteer organization, with a purpose that included promoting statewide interests and requirements for mapping data, ensuring that state and local interests are represented, communicating and coordinating the state's requirements to the appropriate federal sector, acting as a focal point for coordination between federal and state agencies for mapping programs and products, and encouraging input from county, local and private parties.

Over time, the tremendous demand and growth in geospatial data and technology use outgrew the ability of the WGIAC volunteers to meet coordination needs. In November 2004, the WGIAC leadership prepared a plan to meet the expanded coordination needs of GIS statewide. That plan called for, among other things, the implementation of a two-tiered GIS Coordination Structure, consisting of both an Oversight Committee to provide policy guidance and a Technical Advisory Group. Governor Freudenthal, through Executive Order 2006-1 established the two-tiered GIS Coordination Structure.

This charter formally establishes the GIS Oversight Committee. This Committee is formed under the belief that all GIS users within Wyoming will benefit from greater coordination.

- I. **Name:** The name of this body is the Geographic Information Systems (GIS) Oversight Committee. The Committee is part of a larger GIS Coordination Structure spanning all levels of government, education, and private industry in Wyoming.
- II. **Authority:** The GIS Oversight Committee is established pursuant to the Governor's Executive Order 2006-1.
- III. **Purpose:** The GIS Oversight Committee shall provide policy level direction and promote efficient and effective use of resources for matters related to geographic information. Specific duties shall include, but not be limited to, the following:

- A. Promote cooperation among state, federal and local agencies, and the private sector in addressing geographic data and information needs and services in Wyoming;
- B. Facilitate cost sharing and collaborative arrangements to develop and maintain high-priority GIS data bases and application programs;
- C. Promote coordination of programs, policies, technologies and resources to maximize opportunities and minimize duplication of effort, and to facilitate the documentation, distribution and exchange of geographic information;
- D. Ensure the development of consistent policies, standards and guidelines for geographic information; and
- E. Provide recommendations to the Governor and the legislature, when appropriate, concerning issues related to geographic information in Wyoming.

Additional duties would include:

- A. Develop and update a biennial GIS strategic plan;
- B. Attract funding for statewide GIS efforts; and
- C. Coordinate and facilitate statewide training as needed.

- IV. Membership:** The membership of the GIS Oversight Committee shall consist of the following:
- A. Five (5) individuals with an active interest in GIS technology appointed by the Governor;
 - B. One (1) Technical Advisory Group member selected by the membership of the Technical Advisory Group;
 - C. The State of Wyoming, Executive Branch Chief Information Officer, as a non-voting, ex-officio member.

For the five (5) members appointed by the Governor, membership terms shall be staggered. For initial GIS Oversight Committee appointments, two (2) members shall serve terms of one year in length, and three (3) members shall serve terms of two years in length. Any member who resigns or is terminated shall be replaced with a member who shall finish the existing term and may be reappointed for two additional years effective July 1st of the year the original term would have terminated. A member may serve no more than three (3) consecutive terms.

If the appointed GIS Oversight Committee member is not available to attend a meeting, the appointee may request the Chairperson approve a delegate. This is intended to address only occasional absences. The delegate must be given authority to make a policy decision on behalf of the appointee and be familiar with the business of the GIS Oversight Committee. If an appointed member fails to attend four consecutive

meetings, the Chairperson may request of the Governor a new appointment to complete the term.

- V. Voting and Quorum:** A quorum shall be required to conduct official business. A quorum shall be a majority of the members of the GIS Oversight Committee. Recommendations and approvals of the GIS Oversight Committee shall be by consensus. However, the Chairperson may ask for a vote if a clear consensus of the voting members cannot be reached. In those situations requiring a vote, a majority vote shall be required to pass a motion. A majority vote means a majority of the votes cast, at a legal meeting, a quorum being present.
- VI. Meetings:** Meetings shall be held at regular dates and times as determined by the GIS Oversight Committee. Special meetings shall be held at the call of the Chairperson, or one-half of the members of the GIS Oversight Committee. Minutes shall be kept and distributed to members of the GIS Oversight Committee, the CIO, and the TAG.
- VII. Officers:** The GIS Oversight Committee shall elect from its membership a Chairperson and Vice-Chairperson at a regular meeting no later than June of each year, to serve a one-year term beginning in July of each year. Election shall be by majority vote.
- A. Duties of the Chairperson:** The Chairperson shall preside at the meetings, provide minutes be taken and distributed, ensure all minutes and actions are communicated to the Oversight Committee members, the CIO, and the TAG, and provide testimony to the legislature and other bodies as required.
- B. Duties of the Vice-Chairperson:** The Vice-Chairperson shall preside at the meetings in the absence of the Chairperson. The Vice-Chairperson shall, at the Chairperson's request, perform any of the duties of the Chairperson.
- VIII. Vacancies:** Any vacancy created by the resignation or termination of the Chairperson or Vice-Chairperson shall be filled by a majority vote of the remaining members. The newly elected officer(s) shall fill the remaining term of office. Prior to the election of the new Chairperson, the Vice-Chairperson shall serve as acting Chairperson.

For any resignation or termination of members of the GIS Oversight Committee, the Chairperson shall send notice to the Governor requesting an appointment.

- IX. Committee Support:** The State of Wyoming, Office of the Chief Information Officer (OCIO) shall provide administrative support to the GIS

Oversight Committee. The GIS Oversight Committee may request the TAG to address specific issues. The OCIO shall facilitate interaction between the GIS Oversight Committee and the TAG as needed.

- X. Amendments:** This charter may be amended by a two-thirds vote of the membership and concurrence of the Governor.

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