

State of Wyoming

GIS Technical Advisory Group 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) were 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 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 Technical Advisory Group. The GIS Technical Advisory Group provides for the inclusion of technology professionals to act as the primary technical advisor for and communicate GIS needs to the GIS Oversight Committee and to a statewide GIS Coordinator.

- I. **Name:** The name of this body is the GIS Technology Advisory Group (TAG). The TAG is part of a larger GIS Coordination Structure spanning all levels of government, education, and private industry in Wyoming.
- II. **Authority:** The TAG is established pursuant to the Governor's Executive Order 2006-1.
- III. **Purpose:** The TAG shall proactively participate in the recommendation and implementation of GIS policy and direction, provide a forum for GIS cooperative effort and information exchange, promote the effective and efficient use of GIS resources, and act as a primary technical advisor to the GIS Oversight Committee.

Responsibilities of the TAG shall include, but not be limited to, the following:

- A. Represent the GIS user community;
- B. Provide technical guidance to GIS Oversight Committee;
- C. Identify GIS issues and reports to the GIS Oversight Committee;
- D. Help develop data standards;
- E. Provide a direct communication link between the Coordination Structure and GIS users;
- F. Provide outreach;
- G. Research and recommend policy and standards to the GIS Oversight Committee;
- H. Provide a representative to GIS Oversight Committee; and
- I. Review proposed GIS Implementation plans upon request.

IV. Membership: The TAG could have as many participants as willing to attend, but only 14 voting members. This would consist of two representatives from each of the following groups: Municipalities, Counties, Federal, State, Private Industry, Tribal, and Education entities. Members of the TAG would be chosen by popular vote from associations representing the above-mentioned groups. For people and groups without obvious representative associations, the CIO shall organize elections using one of the following methods; elections at a statewide GIS users meeting, elections of a single member at a regional GIS users meeting, or an electronic election from known GIS users.

V. Voting and Quorum: A quorum shall be required to conduct official business. A quorum shall be a majority of the voting members of the TAG. Recommendations of the TAG 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. Only the officially designated representatives of the groups specified in Section IV above may vote.

VI. Meetings: Meetings shall be held at regular dates and times as determined by the TAG. Special meetings shall be held at the call of the Chairperson, the GIS Oversight Committee, or one-third of the voting members of the TAG. Minutes shall be kept and distributed to members of the TAG, the State of Wyoming, Office of the CIO (OCIO), and the GIS Oversight Committee.

VII. Officers: The GIS TAG 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. The Chairperson shall appoint a Secretary.

- A. Duties of the Chairperson:** The Chairperson shall preside at the TAG meetings, appoint TAG members to subcommittees, appoint the TAG Secretary, and be the primary contact of the TAG. The Chairperson shall also serve as the liaison to the Wyoming GIS Oversight Committee.
- B. Duties of the Vice-Chairperson:** The Vice-Chairperson shall preside at the TAG meetings in the absence of the Chairperson. The Vice-Chairperson shall, at the Chairperson's request, perform any of the duties of the Chairperson.
- C. Duties of the Secretary:** The Secretary shall ensure minutes are taken and made available to the TAG and GIS Oversight Committee membership, and the OCIO. The Secretary shall have charge of all books, papers, records, reports, and other documents of the TAG and its subcommittees.

- 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 voting 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 the Secretary, the Chairperson shall fill the vacancy.

For any resignation or termination of members of the TAG, the Chairperson shall send notice to the group(s) specified in Section IV represented by the resigning member(s), requesting an appointment with copies to the OCIO and GIS Oversight Committee Chairperson. For groups without representative organizations, the position shall either be filled by the vacating member's employer (with approval of the TAG), be filled at the next available regional GIS user's Meeting, or be appointed by the CIO.

- IX. Subcommittees and Work Teams:** The Chairperson, in consultation with the TAG membership, may commission committees as needed. The Chairperson shall appoint committee Chairs. The Chairs are responsible for leadership of the specified committee, ensuring committee members understand the committee's function, and scheduling and conducting meetings or other activities required for successful completion of the committee's function. Committee chairs are normally TAG voting members, but non-voting TAG members may serve as Chairs. Each

committee Chair in consultation with the TAG Chairperson shall appoint committee members.

The TAG Chairperson may appoint additional solution-focused teams to address issues raised by a majority of the TAG membership, the OCIO, or the GIS Oversight Committee. These teams will be formed as needed to address specific problems or requirements, and will be disbanded once their assignment is completed. The TAG Chairperson, in conjunction with the TAG membership, shall define the specific objectives of the team and appoint a team leader. The team leader in consultation with the TAG Chairperson shall appoint team members. The team leader shall be responsible for successful completion of the assignment.

- X. Amendments:** This charter may be amended by a two-thirds vote of the voting TAG membership and concurrence of the GIS Oversight Committee.