



# MetroGIS

## Operational Guidelines and Procedures

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## Table of Contents

Article I: Definitions .....3

Article II: Policy Board .....4

Article III : Coordinating Committee.....8

Article IV: Work Groups and Technical Advisory Team.....18

Article V: Amendments .....20

Article VI: Procedures and Notices .....21

Article VII: Annual Work Plan and Budget .....22

Article VIII: MetroGIS Coordinator .....23

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## Article I. Definitions

For the purpose of these Operating Guidelines, the following terms shall have the meaning as provided within these Sections:

### Article I, Section 1: MetroGIS

"**MetroGIS**" means a regional geographic information systems (GIS) initiative serving the seven-county Minneapolis-St. Paul (Minnesota) metropolitan area, which provides a regional forum to promote and facilitate widespread sharing of geospatial data. It operates as a voluntary, self-governed collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses, through which participants easily and equitably share commonly needed geospatial data that are accurate, current, of common benefit and readily usable.

### Article I, Section 2: Operating Guidelines

"**Operating Guidelines**" means the procedures and rules that govern the organizational aspects and decision making of the MetroGIS Policy Board, Coordinating Committee, Technical Advisory Team and work groups.

### Article I, Section 3: Stakeholder

In the context of the MetroGIS collaborative, a '**stakeholder**' is defined as any individual, group, agency, interest, organization producing, utilizing or adding value to the body of geospatial data and resources in or proximal to the Minneapolis-St. Paul (Minnesota) metropolitan area.

### Article I, Section 4: Policy Board

"**Policy Board**" means collectively, the members of the MetroGIS Policy Board. It is comprised primarily of elected officials and executive staff of stakeholder organizations. The Policy Board decides upon policies to effectively guide the implementation and ongoing operation of MetroGIS.

### Article I, Section 5: Coordinating Committee

"**Coordinating Committee**" means collectively the members of the MetroGIS Coordinating Committee. The Coordinating Committee is comprised of managers and administrators from stakeholder organizations. The Coordinating Committee advises the Policy Board on matters concerning the design, implementation and operation of MetroGIS.

### Article I, Section 6: Technical Advisory Team

"**Technical Advisory Team**" means collectively the members of the standing MetroGIS Technical Advisory Team. The Technical Advisory Team is comprised of technical staff from stakeholder organizations. It exists primarily to create a technical user forum to foster information sharing related to GIS technology within MetroGIS community and to serve as a resource for the Coordinating Committee, MetroGIS workgroups and MetroGIS staff for review and/or approval of technical issues (standards, data development, data delivery, applications, etc.)

### Article I, Section 7: Workgroups

"**Workgroups**" means ad-hoc or special purpose groups responsible for developing and recommending strategies and mechanisms and framing policy needs for consideration by the MetroGIS Coordinating Committee related to geospatial topics relevant to MetroGIS.

## Article II. Policy Board

### Article II, Section 1: Policy Board Purpose

There shall be a MetroGIS Policy Board. The purpose of the MetroGIS Policy Board is:

- (a) To explore, deliberate and set MetroGIS policy as needed;
- (b) To promote the benefits of MetroGIS with participating organizations, elected bodies and at other public forums and recommend actions consistent with MetroGIS principles;
- (c) To review, deliberate and act on the recommendations of the MetroGIS Coordinating Committee on matters of MetroGIS operation, programming, budget and project activity.

### Article II, Section 2: Policy Board Composition

#### Article II, Section 2, Sub-Section (a): Policy Board Membership

The Policy Board shall decide the interests that comprise its membership according to the guidelines set forth in this Section.

The Policy Board's composition shall consist of a minimum of twelve voting members, one representing each of the following eleven MetroGIS stakeholder organizations, with the exception of Metro Cities, which shall be permitted two (2) representatives:

- (a) Metro Cities *[formerly the Association of Metropolitan Municipalities]*
- (b) Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington
- (c) Metro Chapter of the Minnesota Association of Watershed Districts
- (d) Metropolitan Council
- (e) The Coordinating Committee Chairperson shall be a non-voting, ex-officio member of the Policy Board;

The Policy Board may expand its membership through invitation from the Policy Board Chair or a designee to represent the Policy Board's interest, as the Board deems necessary, to successfully carry out the objectives of MetroGIS.

#### Article II, Section 2, Sub-Section (b): Member Alternates

Designation of an alternate for each Policy Board member appointee is encouraged. Designation of an alternate Policy Board member shall be by the governing body of the respective stakeholder organization with the endorsement and recommendation of the primary Policy Board member appointee.

Designated alternate members are encouraged to attend all Board meetings, voting only in the absence of the primary representative. Alternates representing their agency, organization or interest are to abstain from voting only in situations where a conflict of interest arises.

### **Article II, Section 3: MetroGIS Endorsement**

To be eligible for representation on the Policy Board, an organization must:

- a) Be classified as a stakeholder organization as per Article I, Section 2, Sub-section 2(a)
- b) Have adopted a resolution endorsing MetroGIS.

Policy Board members shall be appointed by the governing body of their respective organizations and shall serve at the discretion of those organizations.

### **Article II, Section 4: Role and Responsibilities**

The purpose of the Policy Board is to maintain the form and function of the policy making body for MetroGIS and through a voluntary, collaborative, and cooperative process seek the powers and resources necessary to effectively govern MetroGIS.

#### **The Policy Board shall have the following responsibilities:**

- (a) Determine the interests to be served by MetroGIS;
- (b) Serve as liaisons between MetroGIS and their respective policy bodies;
- (c) Represent stakeholders to MetroGIS in the arena of policy;
- (d) Determine the appropriate mechanisms and policies for development and implementation of MetroGIS;
- (e) Ensure the decision-making process involves all relevant and affected parties and is dominated by none to achieve the broadest efficiencies possible

### **Article II, Section 5: Voting and Decision Making**

Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2(a) of this Article to have more than one representative on the Policy Board. In the latter case, each duly appointed member shall have one vote. A motion supported by fifty percent of the duly appointed members or their designated alternates, plus one member, shall be the act of the Policy Board, unless a greater number is required by law or by another provision of these guidelines. Notwithstanding, a consensus process involving all Policy Board members is encouraged for matters fundamental to the long-term success of MetroGIS.

### **Article II, Section 6: Executive Committee**

There shall be an Executive Committee of the Policy Board. The following procedural specifications shall govern its activities:

- (a) It shall be comprised of the following members:
  - (1) Policy Board Chairperson
  - (2) Policy Board Vice Chairperson
  - (3) Metropolitan Council (*Primary Sponsor of MetroGIS*) Representative to the Policy Board
  - (4) Chairperson, Coordinating Committee Chairperson (non-voting, ex officio)
  - (5) MetroGIS Coordinator (non-voting, ex officio)
- (b) Its domain shall be restricted to urgent, non-policy matters, unless the Policy Board expressly delegates a matter of policy to the Committee to decide. Such delegation is restricted to a case-specific basis.

(c) Assess opportunities and approve/empower MetroGIS staff to pursue partnerships and projects. To remain more vital and relevant, it is important that MetroGIS has the ability to engage in a timely manner in an increasing variety of geospatial opportunities that may originate both inside and outside of government.

(d) Its decision making rules shall comply with the following requirements:

- (1) All three voting members of the Policy Board must be present to take action.
- (2) A unanimous decision is required for all decisions.
- (3) The Policy Board Chair shall preside over meetings.

(e) Decisions of the Executive Committee may go into effect immediately.

(f) A written summary of each meeting of the Executive Committee shall be provided to the Policy Board at its next regular meeting.

### **Article II, Section 8: Meetings**

The MetroGIS Policy Board shall convene at minimum once annually in person. This meeting is to take place generally in the month of April or, if necessary, the first week in May. The meeting date may be moved at the discretion of the Policy Board Chair. The time and place of all meetings shall be at the discretion of the Board membership.

Written notice (mail, facsimile, email) of all scheduled Policy Board meetings shall be given to each member a minimum of twenty (20) days prior to the scheduled meeting date and shall comply with all applicable provisions of the Open Meeting Law.

The Coordinating Committee can request that the Policy Board convene if there are items of significant fiscal or political import requiring policy-maker level attention, decision-making and support.

The Policy Board can be called to convene at other times than the annual meeting with a thirty (30) day notice to members. Any meeting dates desired outside of the annual meeting will be as near as possible to the usual established dates of the original quarterly schedule.

Special meetings of the Executive Committee may be called by the Policy Board Chair, at their discretion, provided that at least three (3) days written notice is given to each member.

### **Article II, Section 9: Updates and Notices**

At quarterly or other appropriate intervals, the MetroGIS Coordinator—or a duly designated representative selected by the Coordinating Committee to report to the Policy Board—will provide an update (via regular mail or electronic mail) to the members of the Policy Board and their alternates on the status of projects in progress by the MetroGIS collaborative or on policy issues that have potential impact to the work of the MetroGIS stakeholder community.

### **Article II, Section 10: Quorum**

A quorum shall be present to take action on a business item. Fifty percent of the duly appointed members or their designated alternates, plus one, shall constitute a quorum. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

### **Article II, Section 11: Policy Board Chair**

The Board shall elect a Chair from its membership for a two (2) year term. The Chair shall preside at the meetings of the Board and perform the usual duties of Chair and such other duties as may be described by the Board from time to time. The Chair shall serve until his or her successor is duly elected.

### **Article II, Section 12: Policy Board Vice-Chair**

The Board shall elect a Vice Chair from its membership for a two (2) year term. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act and shall serve until his or her successor is duly elected.

### **Article II, Section 13: Member Absenteeism**

The Board's ability to achieve collaboration that is necessary to achieve long-term solutions to common geospatial needs is compromised when its members do not regularly participate in its affairs. Successful implementation of regional solutions requires champions within each of the affected organizations, a role expected of Board members. If a member misses three (3) consecutive meetings and does not arrange for an alternate, the member shall be contacted to investigate options to ensure the member's constituency is appropriately represented in the affairs of MetroGIS.

### **Article II, Section 14: New Members and Resignations**

#### **Article II, Section 14, Sub-section (a): New Members to the Policy Board**

- (1) Elected officials. Elected officials who, through their city or county committee assignments, are designated to represent their organization on the MetroGIS Policy Board will be contacted from the Coordinator upon assuming their office and provided with orientation materials to facilitate their knowledge of, and participation in, MetroGIS. Officials will be listed as the Policy Board representative from their organization until the end of their term of election or their resignation of office;
- (2) Non-elected officials. Non-elected officials appointed as representatives to the Policy Board will be contacted from the Coordinator upon assuming their office and provided with orientation materials to facilitate their knowledge of, and participation in, MetroGIS. Designees will be listed as the Policy Board representative from their organization until their resignation or end of service.

#### **Article II, Section 14, Sub-section (b): Resignation from Policy Board**

Representatives to the Policy Board who leave their elected position or designating organization for any reason will be considered resigned from the Board. Upon the resignation of any Policy Board member, the MetroGIS Coordinator will initiate contact with the agency or jurisdiction of the resigned to ensure continuity of representation of their interest.

## Article III. Coordinating Committee

### Article III, Section 1: Purpose, Roles and Requirements

#### (a) Purpose

There shall be a Coordinating Committee. The purpose of the Coordinating Committee is to:

- (1) Serve as the primary operational decision making body of the MetroGIS collaborative;
- (2) Advise the Policy Board on technical matters concerning the implementation and operation of MetroGIS;
- (3) Serve as the main forum for determination of MetroGIS projects, activities and initiatives to be carried forward;
- (4) Prioritize projects to be undertaken by MetroGIS;
- (5) Provide continued review of projects and initiatives in progress and ensure they meet the needs of the MetroGIS stakeholder community;
- (6) Maintain an Annual Work Plan;
- (7) Program the annual MetroGIS budget toward approved and prioritized projects and initiatives;
- (8) Maintain regular meetings to achieve the aims of the above listed responsibilities;

#### (b) Roles and Requirements

Participation as a member on the Coordinating Committee involves the following:

- (1) Attendance and participation in quarterly Coordinating Committee meetings;
- (2) Designation of an alternate to represent their interest when the main member is unable to attend;
- (3) Knowledge and ability to fully represent the operation and function of their agency or sector's interest including its geospatial components.
- (4) Knowledge and ability to report back to their agency or sector on the activities of MetroGIS;
- (5) Contribution of feedback, comment and critique on MetroGIS projects and initiatives.



## **Article III, Section 2: Coordinating Committee Composition**

### **Article III, Section 2, Sub-section (a)**

#### **Coordinating Committee: Structure and Character**

The MetroGIS Coordinating Committee is comprised of the senior technical and managerial professionals of their representative interests in the metropolitan region. The Coordinating Committee shall be responsible for selecting organizations or individuals to represent each of the approved general interest categories.

Members of the Coordinating Committee shall include a variety of government, academic, non-profit, and private-sector perspectives. Producers and users of geographic information and a diversity of operational areas important to the long-term success of MetroGIS shall be represented.

No particular firm, organization, agency or institution is to receive an unfair competitive advantage in their participation in the MetroGIS collaborative.

Each organization represented on the Policy Board shall also be represented on the Coordinating Committee and shall have the same number of voting members on each. An organization(s) selected to represent a specified stakeholder interest category shall appoint their respective representative(s). Members and their alternates shall serve at the discretion of the organization they represent.

### **Article III, Section 2, Sub-section (b)**

#### **Representatives to the Coordinating Committee: Government Sector**

The following government interests will have a representative on the Coordinating Committee.

##### **(1) City Government Interests**

- LOGIS (Local Government Information Systems Association)
- Metro Cities (two representatives)
- City government within the metropolitan region (two representatives)

Representatives from city government interests will be their GIS Manager, GIS Coordinator, Geospatial Technical Director or other duly designated representative who serves a similar function.

##### **(2) County Government Interests**

- Anoka County
- Carver County
- Dakota County
- Hennepin County
- Ramsey County
- Scott County
- Washington County

Representatives from county government interests will be their GIS Manager, GIS Coordinator, Geospatial Technical Director or other duly designated representative who serves a similar function.

### **(3) Regional Government Interests**

- Metropolitan Council
- Metropolitan Emergency Services Board
- Metropolitan Mosquito Control District
- Metropolitan Airports Commission
- Metro Chapter of the Minnesota Association of Watershed Districts

Representatives from regional interests will be their GIS Manager, GIS Coordinator, Geospatial Technical Director or other duly designated representative who serves a similar function.

In the case of the Metro Chapter of the Minnesota Association of Watershed Districts, the Board of Directors of that organization shall designate a technical professional from a constituent member watershed district or watershed management organization to represent their interest on the Coordinating Committee.

### **(4) State Government Representative Agencies:**

- Minnesota Geospatial Information Office
- Two other state agency seats

Representatives from state level agencies will send a senior technical or managerial professional to represent their interest. The State Geospatial Information Officer (GIO) is the official representative from the Minnesota Geospatial Information Office. The GIO may designate a member of their staff to represent the interest of the Minnesota Geospatial Information Office.

State agency representatives may come from any state agency actively using and deploying GIS, including, but not limited to: Department of Transportation, Department of Natural Resources, Pollution Control Agency, Department of Agriculture, Department of Administration, Department of Revenue, Environmental Quality Board, etc.

### **(5) Federal Government Representative Agencies**

- U. S. Geological Survey

Representatives from federal-level agencies will send a senior technical or managerial professional to represent their interest.

## **Article III, Section 2, Sub-section (c)**

### **Representatives to the Coordinating Committee: Non-Profit Sector**

The non-profit sector will have two (2) representatives. Qualifying conditions for non-profit representation include:

- A non-profit sending a representative must be a legally registered 501(c)(3) entity in the State of Minnesota;
- The non-profit's main office or headquarters must be located in the metropolitan region;
- The non-profit must be engaged in work that contains a clear, definable geospatial component as a part of its business, outreach, advocacy or research;

### **Article III, Section 2, Sub-section (d)**

#### **Representatives to the Coordinating Committee: Educational Sector**

The educational sector may have up to two (2) representatives. Education sector seats may include a representative from the K-12 level of education, public university, or technical institution where geospatial education is offered. All representatives to the Coordinating Committee from the academic sector must have their main campus or operational facility located within the metropolitan region.

### **Article III, Section 2, Sub-section (e)**

#### **Representatives to the Coordinating Committee: Private Sector**

The private sector may have up to four (4) representatives, with:

- At least one (1) designee representing a major utility operating in the metro area;
- At least one (1) designee representing a real estate interest operating in the metro area;

Private sector representatives must represent a broad perspective of the geospatial field and be able to contribute. A private-sector representative to the Committee is not permitted to leverage their position to receive an unfair competitive advantage in the marketplace in marketing, solicitation or bidding.

### **Article III, Section 2, Sub-section (f)**

#### **Representatives to the Coordinating Committee: Special Expertise**

From time to time, the MetroGIS Coordinating Committee may have the need to augment its membership to have a voting member with special expertise not currently represented by existing Committee seats. A Special Expertise representative will serve a term on the Coordinating Committee commensurate with the duration of the project, activity or initiative for which their special knowledge is needed for a maximum of one year. The Coordinating Committee may renew the term for a second year based on a majority vote of the Committee. The Coordinating Committee may have up to a maximum of two (2) special expertise representatives at any one time.

## **Article III, Section 3: Coordinating Committee Acquisition of Members**

### **Article III, Section 3, Sub-section (a) Filling Vacancies on the Coordinating Committee**

As transitions and vacancies occur with MetroGIS Coordinating Committee membership, the body is to employ the following techniques to fill open and vacant seats. To fill vacancies, MetroGIS may:

#### **(1) Work with the government agencies as listed in Article III, Section 2(b) of these guidelines to nominate a staff level person to represent their interest;**

*The MetroGIS Coordinator, Coordinating Committee Chair or a duly designated representative will initiate contact with and work with each participating government agency to ensure their agency or jurisdiction has the opportunity to send a representative;*

#### **(2) Pursue desired individual candidates from the private, non-profit and educational sectors;**

*Upon approval and consent of the Coordinating Committee, the MetroGIS Coordinator, Coordinating Committee Chair or a duly designated representative will contact and offer an invitation to desired individuals from private, non-profit and educational sectors as need and opportunity arises to do so;*

#### **(3) Contact desired agencies or organizations to sponsor a candidate to represent their interest;**

*Upon approval and consent of the Coordinating Committee, the MetroGIS Coordinator, Coordinating Committee Chair or a duly designated representative will contact and offer an invitation to desired individuals from private, non-profit and educational sectors as need and opportunity arises to do so;*

#### **(4) Respond to self-identifying candidates;**

If a candidate has expressed an interest in filling a seat or vacancy on the Committee, they will be encouraged to provide a Letter of Interest to the MetroGIS Coordinator or Coordinating Committee Chair. This letter of interest is to contain the following:

- > A statement of the candidate's interest in becoming a member of the Committee;
- > A description of their experience in the geospatial field;
- > A description of the agency or interest they represent and how it makes use of geospatial technology;
- > Any additional information the candidate deems relevant to their participation as a member of the Committee (educational background, volunteer experience)

This letter will be circulated to the Coordinating Committee membership electronically and members will be encouraged to contact the candidate with questions about their interest, background, qualifications and desire to contribute.

At the next scheduled Coordinating Committee meeting, the Committee will vote in closed session (candidate and MetroGIS Coordinator *non praesens*)

### **Article III, Section 3, Sub-section (b)**

#### **Coordinating Committee Membership Maintenance**

It is the responsibility of the MetroGIS Coordinator to track and report all current or anticipated vacancies to the Coordinating Committee. When issues of membership are to be address, the Committee will take prudent and appropriate action to ensure all sectors of interests are appropriately represented.

### **Article III, Section 3, Sub-section (c)**

#### **Reinstatement of former or returning members of the Coordinating Committee**

A candidate, who has already served a term on the Coordinating Committee and resigned due to circumstances not tied to ill conduct, and later wishes to resume service representing either their former interest or a new interest, is eligible to do so. A candidate wishing to resume service after a hiatus or prior resignation may do so by contacting the Coordinator indicating their interest. The candidate may be reinstated via vote, motion and second by the voting members of the Coordinating Committee.

### **Article III, Section 3, Sub-section (d)**

#### **Term Limits and Resignations**

Members of the Coordinating Committee are encouraged to remain a part of the body for as long as they feel they can contribute and represent their organization, agency or interest. Should a member of the Committee wish to resign, they are to communicate their resignation to the MetroGIS Coordinator (via letter or email). The Coordinator will initiative the contact and appropriate process of the agency or interest of the resigned to ensure continuity of representation.

### **Article III, Section 3, Sub-section (e)**

#### **Removal from Members from the Coordinating Committee**

Members of the Coordinating Committee may be removed by standard parliamentary procedure (motion, second and vote) of the Committee. Conditions for which removal of a member may be considered include, but are not limited to:

- (1) Excessive absenteeism without the designation of an alternate to participate and represent their interest or organization;
- (2) Conduct that is illicit, not becoming or indecorous of a representative;
- (3) Dissolution of the organization that the designee represents;

### **Article III, Section 4: Powers and Responsibilities**

The Committee shall have the following powers and responsibilities:

- (a) Advise the Policy Board on matters concerning the design, implementation, and operations of MetroGIS to include, but not be limited to:
  - (1) Datasets, data standards and their constituent contents and characteristics which provide the greatest utility for the MetroGIS community;
  - (2) Standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders;
  - (3) Data delivery and access procedures;
  - (4) Legal, policy and procedural materials on data access and availability;
- (b) Oversee provision of effective opportunities to share GIS related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community;
- (c) Maintain an Annual Work Plan document that lists and prioritizes the projects and activities of the collaborative and identifies human and fiscal resources needed for successful implementation
- (d) Advise the Policy Board on the content of its Annual Work Plan document and communicate the need for, and benefit of, the projects and activities in the Work Plan to the Policy Board.
- (e) Ensure an effective means of communication between the Policy Board, the Coordinating Committee, the Technical Advisory Team and any ad hoc work groups.
- (f) Coordinate and review the work of the Technical Advisory Team and the ad hoc work groups.
- (g) Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community.
- (h) Provide for coordination and outreach with entities such as the Minnesota Statewide Geospatial Advisory Council, Minnesota Geospatial Information Office, Minnesota Department of Transportation, State Demographer, federal agencies, etc.
- (i) Perform such other duties as may be prescribed by the Policy Board.

### **Article III, Section 5: Liaisons to Technical Advisory Team and Ad Hoc Work Groups**

The Coordinating Committee shall appoint at least one member to serve as liaison to the Technical Advisory Team and each ad hoc work group. Said appointments shall be for a term decided at the time of appointment. It is desirable for each liaison to attend Policy Board meetings as needed.

Liaisons are responsible for presenting recommendations to the Coordinating Committee and Policy Board and for informing their respective group of direction received from the Coordinating Committee and Policy Board.

### **Article III, Section 6: Coordinating Committee Chair**

The Coordinating Committee shall biannually (every other year) elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. The Chair shall serve until his or her successor is duly elected. Additional duties of the chair include the following:

- (a) Work with the Coordinator to guide and approve the preparation of agendas and agenda materials for Coordinating Committee and Policy Board meetings.
- (b) Present plans, studies, reports and such measures to the Policy Board as are deemed necessary to carry out the mission of MetroGIS.
- (c) Serve as liaison between the Policy Board and the Coordinating Committee.

### **Article III, Section 7: Coordinating Committee Vice-Chair**

The Coordinating Committee shall biannually (every other year) elect a Vice-Chairperson from its membership. The Vice Chair shall perform the duties of the Chair in the absence of the Chair or in the event of his or her inability or refusal to act. The Vice-Chair shall serve until his or her successor is duly elected.

### **Article III, Section 8: Quorum**

A quorum shall be present to act on a business item. A quorum shall consist of fifty percent of the full voting membership, plus one member. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

### **Article III, Section 9: Voting and Decision Making**

Each organization represented on the Coordinating Committee shall have one vote, except where organizations are approved to be represented by more than one person.

#### **(a) At meetings**

- (1) Recommendations to the Policy Board: A motion for a recommendation to the Policy Board must be supported by at least 75 percent of the members present to be approved, unless a greater number is required by law or by another provision of these guidelines. If other than unanimous support, the differing opinion(s) must be carried forward with the recommendation.
- (2) Situations where issues of policy arise that are beyond the Committee's scope or where additional direction is needed to resolve a matter shall be passed to the Policy Board for consideration and direction.
- (3) Other Motions: A motion that will not result in a recommendation to the Policy Board must be supported by at least 50 percent of the members present, plus one, to be approved, unless a greater number is required by law or by another provision of these guidelines.

## **(b) Between Meetings**

To maintain flexibility to address issues and opportunities in a timely manner, the Committee may make decisions between meetings, provided the following conditions are satisfied:

- (1) This process is restricted to operational matters. It cannot be used to decide matters of policy. A special meeting of the Committee must be called for consider such decisions if between regularly scheduled meetings.
- (2) The Committee Chairperson and Vice-chairperson, or their respective designee(s), both conclude that the situation is urgent.
- (3) The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business".
- (4) Members are provided with at least five (5) working days to respond.
- (5) The rules set forth in Sections 8 in this Article governing the Committee's quorum shall be satisfied. The number of votes cast shall be used to determine compliance with quorum requirements.
- (6) Prior to voting on the motion, the members must vote on the appropriateness of the topic as an E-vote. If ten percent or more of the members state the topic is inappropriate for an E-vote, the motion is automatically tabled to the next regular or special meeting of the Committee.
- (7) Motions must be supported by a minimum of 75 percent of the votes cast to be approved.
- (8) The Committee is apprised of the results and the course of action to be followed by email immediately following conclusion of the voting.
- (9) The action is ratified at next regular or special meeting of the Committee as a consent item to document the action taken. Ratification is for documentation purposes only. The result of the E-vote shall not be affected.

## **Article III, Section 10: Member Absenteeism**

The Committee's ability to achieve collaboration that is necessary to achieve long-term solutions to common geospatial needs is compromised when its members do not regularly participate in its affairs. Successful implementation of regional solutions requires champions within each of the affected organizations, a role expected of Committee members.

If a member misses three (3) consecutive meetings and does not arrange for an alternate, the Staff Coordinator and/or Coordinating Committee Chair shall contact the member and investigate options to ensure the member's constituency is appropriately represented in the affairs of MetroGIS.



### **Article III, Section 11: Meetings**

The Coordinating Committee shall meet as necessary to carry out its duties. The time and place of the meetings shall be at the discretion of the Committee membership.

Written notice (mail, facsimile, email) of the regular meetings of the Coordinating Committee shall be given to each member at least five (5) days prior to such meetings, and shall comply with the provisions of the open meeting law. Special meetings of the Coordinating Committee may be called by the Chair, provided that at least three (3) days written notice is given to each member and otherwise comply with the provisions of the open meeting law.

## Article IV. Workgroups and the Technical Advisory Team

### Article IV, Section 1: Purpose

Advise the Coordinating Committee on matters concerning data access, data content, policy, standards, applications and other areas as may be identified and serve as a mechanism for widespread knowledge sharing among entities that comprise MetroGIS's stakeholder community.

### Article IV, Section 2: Creation of Teams

- (a) A standing Technical Advisory Team shall be created and maintained at the discretion of the Coordinating Committee. This Team will be relied upon by the Coordinating Committee for advice when it is not practical to convene a special purpose workgroup. Its primary function is to facilitate knowledge sharing among MetroGIS stakeholders.
- (b) Ad Hoc or Special Purpose Workgroups are created and populated at the discretion of the Coordinating Committee and are to be dissolved when its assigned responsibility has been fulfilled. Once operational, Workgroups will generally report directly to the Coordinating Committee, as opposed to the Technical Advisory Team.

### Article IV, Section 3: Composition

Each team shall have a liaison member from the Coordinating Committee. Team members shall have acknowledged expertise relevant to the objectives and tasks of the team to which assigned. Team members shall:

- (a) Represent a variety of points of view and be affiliated with organizations or interests with jurisdiction within one or more of the Metropolitan Region;
- (b) Possess desired knowledge or expertise not otherwise provided.

### Article IV, Section 4: Chairperson

Each team shall designate a chairperson from its membership. The chairperson shall preside at the meetings and perform the usual duties of a chairperson. The team chairperson may be someone other than a designated liaison to the Coordinating Committee.

### Article IV, Section 5: Powers and Responsibilities

The tasks and responsibilities of each team shall be determined by the Coordinating Committee. The teams shall have the following powers and duties:

- (a) Present the Coordinating Committee with plans, studies, and recommendations for action that address each of its tasks as assigned by the Coordinating Committee or Policy Board.
- (b) Perform such other duties as may be prescribed by the Coordinating Committee.

#### **Article IV, Section 5: Decision Making Process and Voting**

Teams shall be free to determine decision-making rules consistent with their task(s) but a consensus process is encouraged. If a recommendation to the Coordinating Committee receives less than unanimous support, the differing opinion(s) must be carried forward with the recommendation.

Team recommendations shall be carried forward to the Coordinating Committee by the team's Liaison to the Coordinating Committee or staff or the team chairperson in the absence of a Liaison. Each team shall work to resolve issues before it within the team. Situations where issues of policy arise that are beyond a team's scope or where additional direction is needed shall be passed to the Coordinating Committee for consideration and direction.

Teams shall not be subject to a formal quorum requirement to either convene their meetings or to act on matters before them. The membership of these teams shall have the discretion to act on matters regardless of the number of members present to expeditiously move proposals, concerns, and issues forward to the next level of review, provided the meeting notification guidelines set forth herein for a regularly scheduled or a special meeting, as the case may be, have been satisfied.

#### **Article IV, Section 6: Meetings**

Teams shall meet as necessary to carry out their duties. The time and place of the meetings shall be at the discretion of each team. Written notice (mail, facsimile, email) of the regular meetings of each team shall be given to each member at least five (5) days prior to such meetings. Special meetings of the teams may be called by the respective Chairs, provided that at least three (3) days written notice is given to each affected member and otherwise comply with the provisions of the open meeting law.

## Article V. Amendments

### Article V, Section 1: Proposed Revisions

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and effect of the proposed amendment shall accompany the amendment proposal.

Recommendations for changes to the Operating Guidelines may be advanced to the Coordinating Committee or Policy Board by MetroGIS staff as needed to efficiently conduct MetroGIS business. Any staff recommendations will be advanced to the Coordinating Committee for their review and discussion and, if approved, further advanced to the Policy Board for adoption and inclusion into the Operating Guidelines.

### Article V, Section 2: Enactment of Revisions

To become effective, amendments to these Operating Guidelines shall receive two readings; one before the Coordinating Committee and one before the Policy Board, each preceded by written notice to each member of the Coordinating Committee and each member of the Board at least fifteen (15) days prior to their respective consideration.

Amendment proposals may be considered at a regular or a special meeting of the Committee and/or the Policy Board; provided the notification requirements in this Section are satisfied.

Amendments initiated by the Policy Board shall move forward from the Coordinating Committee to the Policy Board for consideration whether or not the Coordinating Committee recommends approval. Policy Board approval shall require at least a majority vote in favor, as outlined in Article II, Section 5.

## Article VI. Procedures and Notices

### **Article VI, Section 1: Parliamentary Procedure**

The rules of parliamentary procedure and practice contained in Robert's Rules of Order, Newly Revised, shall be used as guidelines for the Coordinating Committee's and Policy Board's decision making unless otherwise stated herein. Decisions that result from a process that does not meet the strict procedures set forth in Robert's Rules of Order shall remain in effect if the decision resulted from due consideration of the options presented for discussion. The Technical Advisory Team and Ad Hoc Work Groups shall have the discretion to devise and follow decision making rules acceptable to their members.

### **Article VI, Section 2: Public Notice**

Public notification of meetings of the Policy Board shall be provided via the Metropolitan Council's Metro Meetings publications and website until such time that the provisions of the Open Meeting Law dictate otherwise.

## Article VII: Annual Work Plan and Budget

### Article VII, Section 1: Annual Work Plan

MetroGIS shall have an annual Work Plan document which clearly delineates the prioritized projects, initiatives and activities planned as decided upon by the Coordinating Committee in the service of the collaborative and its stakeholders.

#### (a) Annual Work Plan Development

The Annual Work Plan will be prepared in the following fashion:

(1) At the annual September Coordinating Committee meeting (or closest meeting), the existing list of projects is presented—those potential, desired and in progress— discussed and reviewed by Coordinating Committee. The range of projects and initiatives are weighted on their merit, based on their alignment with or satisfaction of known stakeholder business needs, the availability of work team, the availability of funding and the availability of a ‘project champion’.

(2) Between the September and December Coordinating Committee meetings, a Draft Work Plan is prepared by the MetroGIS Coordinator and circulated for the review of the Coordinating Committee or work team assigned by the Committee tasked with plan review.

(3) At the December Coordinating Committee meeting, the Draft Plan is offered for discussion and approval. Once approved, the plan is advanced for review by the Policy Board at its next meeting. Upon review and approval of the Policy Board, the plan goes into effect.

(4) If significant discrepancies between the recommendations of the Coordinating Committee and Policy Board exist regarding the Work Plan contents, direction or activities; the Coordinating Committee will address and adjust the Work Plan at its Spring Meeting and resubmit the document for approval.

#### (b) Extension of Existing Work Plan

MetroGIS may operate under the extension of a previously approved Work Plan for a period of twelve (12) months until a new Work Plan is developed and approved by the Coordinating Committee. The twelve month period is extended from the date of the last plans adoption.

### Article VII, Section 2: Annual Budget

MetroGIS receives its primary funding from the Metropolitan Council. The Council acknowledges the benefit of the MetroGIS collaborative to its business needs as well as to the greater geospatial community.

The MetroGIS budget shall be aligned with the projects, initiatives and activities outlined in the Work Plan. Funding from the budget will be assigned to current and future initiatives and submitted concurrently with the Work Plan (as set forth in Article VII, Section 1).

## Article VIII: MetroGIS Coordinator

### Article VIII, Section 1: MetroGIS Coordinator

The MetroGIS collaborative shall have a Coordinator. The MetroGIS Coordinator will be a regular employee of the Metropolitan Council.

The role of the MetroGIS Coordinator is to:

- Manage and provide lead support for MetroGIS planning, policy, project and organizational development;
- Manage day-to-day operations and communications of the MetroGIS collaborative;
- Develop and maintain relevant MetroGIS materials, including documentation of meetings and proceedings of the Executive Committee, Policy Board, Coordinating Committee and Annual Work Plan;
- Represent MetroGIS to other agencies and organizations with similar objectives;
- Maintain active liaison relationships with stakeholders, strategic partners, members of the MetroGIS governance structure and relevant agencies at the local, county, state, regional and federal level;
- Maintain on-going communications, updates and notices as set forth in these Guidelines and Procedures to the governing and technical bodies of MetroGIS;
- Serve in the role of project manager or coordinator at the request of the Policy Board and Coordinating Committee on project or research initiatives;
- Provide work direction to Metropolitan Council staff who assist with technical and operation al maintenance of MetroGIS functions;
- Provide continuity and aesthetic appeal to MetroGIS publications, messaging, materials and Internet presence;

### Article VIII, Section 2: MetroGIS Coordinator Vacancy

In the event the MetroGIS Coordinator is unable to fulfill the duties above, or the position of MetroGIS Coordinator is vacant, the GIS Manager of the Metropolitan Council shall work with the Chair and Vice Chair of the Coordinating Committee to select an interim Coordinator until such time a new Coordinator is hired or activated.