

MetroGIS Operational Guidelines and Procedures
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MetroGIS Operational Guidelines and Procedures

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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:

"**Collaborative Council**" means collectively the members of the MetroGIS Collaborative Council. The Collaborative Council is comprised of managers and administrators from stakeholder organizations. The Collaborative Council serves as the primary governance and decision-making body of MetroGIS and is responsible for the design, implementation, and operation of MetroGIS.

"**Leadership Committee**" means a leadership body that supports the work of the Collaborative Council and MetroGIS Coordinator. The Leadership Committee assists with agenda development, strategic discussions, external relations, and time-sensitive operational matters between meetings of the Collaborative Council.

"**Informed Members**" means individuals who have expressed an interest in the activities of MetroGIS and wish to remain informed and engaged. Informed Members are encouraged to participate in Collaborative Council meetings, workgroups, and discussions, but are not members of the Collaborative Council and do not have voting privileges.

"**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, non-profit organizations and businesses, through which participants easily and equitably share commonly needed geospatial data that are accurate, current, of common benefit and readily usable.

"**Operating Guidelines**" means the procedures and rules that govern the organizational aspects and decision making of the MetroGIS Collaborative Council, Leadership Committee and workgroups.

"**Operational Matters**" means administrative, procedural, or project implementation decisions necessary to carry out the approved work of MetroGIS that do not establish or modify MetroGIS policy, amend these Operating Guidelines, approve or modify the Annual Work Plan or budget, or otherwise alter the governance structure of MetroGIS.

"**Policy Board**" means a special-purpose body that may be convened by MetroGIS when issues of significant fiscal, political, legislative, or intergovernmental importance require policy-maker level attention, decision-making, or support.

"**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.

"**Workgroups**" means standing or ad hoc groups established by the Collaborative Council to develop recommendations, provide technical expertise, conduct project work, and address geospatial topics relevant to MetroGIS.

Article II. Leadership Committee

Article II, Section 1: Purpose

There shall be a MetroGIS Leadership Committee. The purpose of the Leadership Committee is to support the effective operation of MetroGIS by providing leadership continuity, strategic guidance, and assistance to the Collaborative Council Chair, Chair-Elect, and MetroGIS Coordinator between meetings of the Collaborative Council.

The Leadership Committee shall serve in an advisory and support capacity and shall not supersede the authority of the Collaborative Council, which remains the primary governance and decision-making body of MetroGIS.

The Leadership Committee serves as a leadership body that supports the work of the Collaborative Council by identifying emerging issues and opportunities, developing recommendations for consideration by the Collaborative Council, assisting with the development of Collaborative Council meeting agendas, and providing operational guidance to the MetroGIS Coordinator between meetings of the Collaborative Council. The Leadership Committee shall not establish policy or make governance decisions reserved for the Collaborative Council.

Article II, Section 2: Composition

The Leadership Committee shall consist of five (5) voting members: the Chair, the Chair-Elect, the Metropolitan Council representative to the Collaborative Council, and two (2) additional members elected by the Collaborative Council. The MetroGIS Coordinator shall serve as a non-voting member of the Leadership Committee. The additional two Leadership Committee members shall be elected by the Collaborative Council during its last regularly scheduled meeting of the calendar year. Only current members of the Collaborative Council are eligible to serve on the Leadership Committee. Members may nominate themselves or any other eligible member.

Elected members shall be selected based on their ability to provide leadership, strategic guidance, stakeholder perspectives, and support for the mission and objectives of MetroGIS. The elected Leadership Committee members shall serve staggered two-year terms and may be re-elected for one additional consecutive term. No elected member may serve more than two consecutive terms on the Leadership Committee. Following a break in service of at least one full term, a former member may again be eligible for election.

An individual who ceases to be a member of the Collaborative Council shall also cease serving on the Leadership Committee. Vacancies occurring before the expiration of a term shall be filled through election by the Collaborative Council for the remainder of the unexpired term. Service in an unexpired term shall not count toward the consecutive term limit established in this Section.

The Collaborative Council may elect members to an initial one-year term when necessary to establish or maintain staggered terms. Service in an initial one-year term shall not count toward the consecutive term limit established in this section.

Article II, Section 3: Responsibilities

- Assist with development of Collaborative Council meeting agendas and identification of emerging issues requiring committee attention;
- Provide guidance and support to the MetroGIS Coordinator between meetings of the Collaborative Council;
- Monitor progress on MetroGIS work plan activities and provide recommendations to the Collaborative Council;
- Represent MetroGIS in discussions with partner organizations, executive leadership, elected officials, and other external stakeholders when appropriate;
- Review emerging opportunities, partnerships, grants, and other time-sensitive matters and provide recommendations to the Collaborative Council;
- Address operational matters requiring attention between regularly scheduled meetings of the Collaborative Council, provided such actions do not establish policy or supersede decisions of the Collaborative Council;
- Appoint Collaborative Council members to fill vacancies as provided in Article III, Section 4(d).
- Recommend activation of a Policy Board when issues of significant fiscal, political, legislative, or intergovernmental importance require policy-maker level engagement.

Article II, Section 4: Meetings

The Leadership Committee shall meet as necessary to carry out its responsibilities and support the effective operation of MetroGIS. Meetings may be called by the Chair, Chair-Elect, or MetroGIS Coordinator.

Meetings may be conducted in person or through electronic means that allow members to communicate with one another simultaneously. The time and place of meetings shall be determined by the Leadership Committee.

A majority of the voting members of the Leadership Committee shall constitute a quorum for the transaction of business. Any actions of the Leadership Committee shall be approved by a majority vote of the voting members present.

The Leadership Committee shall provide regular updates to the Collaborative Council regarding its activities, recommendations, and any actions taken between Collaborative Council meetings.

Article II, Section 5: Decision-Making Authority

The Leadership Committee serves in an advisory and support capacity to the Collaborative Council and shall not supersede the authority of the Collaborative Council, which remains the primary governance and decision-making body of MetroGIS.

The Leadership Committee may provide operational guidance to the MetroGIS Coordinator, address routine or time-sensitive matters between Collaborative Council meetings, and carry out other responsibilities assigned by these Operating Guidelines. Such decisions must be consistent with established MetroGIS policies, approved work plans, approved budgets, and prior actions of the Collaborative Council, and must not involve authority expressly reserved to the Collaborative Council.

The Leadership Committee may act on behalf of MetroGIS in time-sensitive matters when delay would be detrimental to the interests of MetroGIS, provided such actions are subsequently reported to the Collaborative Council.

The Leadership Committee is also responsible for making appointments specifically assigned to it under these Operating Guidelines, including the appointment of Collaborative Council members to fill vacancies as provided in Article III, Section 4(d).

The Leadership Committee shall not establish MetroGIS policy, approve amendments to these Operating Guidelines, approve or modify the Annual Work Plan, approve or modify the MetroGIS budget, authorize expenditures or financial commitments not previously approved by the Collaborative Council, create or dissolve workgroups, or otherwise exercise authority specifically assigned to the Collaborative Council.

The Leadership Committee shall provide a standing report at each regular Collaborative Council meeting regarding its activities, recommendations, appointments, and any actions taken since the previous meeting. This report shall provide the Collaborative Council with an opportunity to ask questions, provide direction, offer feedback, and confirm that Leadership Committee actions remain consistent with the goals and priorities of MetroGIS.

Article III. Collaborative Council

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

(a) Purpose

There shall be a Collaborative Council. The purpose of the Collaborative Council is to:

- Serve as the primary governance and decision-making body of the MetroGIS collaborative;
- Provide oversight and direction concerning the implementation and operation of MetroGIS;

- Serve as the main forum for determination of MetroGIS projects, activities and initiatives to be carried forward;
- Prioritize projects to be undertaken by MetroGIS;
- Provide continued review of projects and initiatives in progress and ensure they meet the needs of the MetroGIS stakeholder community;
- Maintain an Annual Work Plan;
- Program the annual MetroGIS budget toward approved and prioritized projects and initiatives;
- Maintain regular meetings to achieve the aims of the above listed responsibilities;
- Establish and maintain MetroGIS policies, procedures, and organizational direction;
- Determine the stakeholder interests and regional needs to be served by MetroGIS.

(b) Roles and Requirements

Participation as a member of the Collaborative Council involves the following:

- Attendance and participation in regularly scheduled Collaborative Council meetings;
- Designation of an alternate to represent their interest when the main member is unable to attend;
- Knowledge and ability to fully represent the operation and function of their agency or sector's interest including its geospatial components;
- Knowledge and ability to report back to their agency or sector on the activities of MetroGIS;
- Contribution of feedback, comment and critique on MetroGIS projects and initiatives;
- Represent the interests of their organization and stakeholder sector in MetroGIS decision-making;
- Encourage participation by Informed Members and other stakeholders in MetroGIS initiatives and discussions.

(c) Relationship with the Policy Board

The Collaborative Council shall serve as the primary governance and decision-making body of MetroGIS unless a Policy Board is convened pursuant to Article IX. Upon activation, the Policy Board shall become the overarching governing body of MetroGIS and may assume, modify, delegate, or reassign governance and decision-making responsibilities otherwise assigned to the Collaborative Council or Leadership Committee. The allocation of responsibilities shall be documented in the resolution or directive establishing or subsequently issued by the Policy Board.

Article III, Section 2: Composition

The Collaborative Council shall be composed of representatives from organizations that have a demonstrated interest in, or responsibility for, the development, management, use, or sharing of geospatial information within the seven-county metropolitan area.

Some Collaborative Council positions represent specific organizations, while others represent stakeholder categories. Organizations with designated seats are responsible for nominating their representatives for appointment. For stakeholder categories with multiple eligible organizations, such as city, nonprofit, educational, and private-sector representatives, appointments shall be made in accordance with these Guidelines to ensure appropriate representation. All Collaborative Council members, including representatives nominated by organizations with designated seats, shall be formally appointed by the Leadership Committee in accordance with Article III, Section 4(d).

The composition of the Collaborative Council shall reflect a balance of local, regional, state, federal, non-profit, educational, and private-sector perspectives to ensure that MetroGIS benefits from a broad range of expertise while maintaining strong representation from organizations that actively contribute to regional geospatial collaboration.

Committee membership shall be organized by stakeholder sectors as described in Section 3 of this Article. The Collaborative Council may periodically review the number and distribution of seats among stakeholder sectors to ensure that committee membership continues to reflect the needs and priorities of the MetroGIS collaborative. Any modification to the number, distribution, or designation of Collaborative Council seats shall be made through an amendment to these Operating Guidelines in accordance with Article V.

The terms of office for Collaborative Council members shall be established in accordance with Article III, Section 4(a). Staggered appointment-cycle assignments and standing positions are identified in Appendix A: Collaborative Council Term Schedule.

MetroGIS may also maintain a list of Informed Members. Informed Members are not members of the Collaborative Council and shall not vote on Committee business. They are encouraged to attend Collaborative Council meetings, participate in discussions, serve on workgroups, and contribute their expertise and perspectives to MetroGIS initiatives.

Article III, Section 3: Representation

(a) Structure and Character

The Collaborative Council membership described in this Section is intended to provide balanced representation across the MetroGIS stakeholder community while ensuring the Committee has the expertise necessary to carry out its governance responsibilities.

Members of the Collaborative Council 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 firm, organization, agency, or institution is to receive an unfair competitive advantage in their participation in the MetroGIS collaborative.

(b) Representatives to the Collaborative Council: Government Sector

The following government interests will have a representative on the Collaborative Council.

- City Government Interests
    - LOGIS (Local Government Information Systems Association)
    - City government within the metropolitan region (seven representatives, one representing each metropolitan county)

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

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

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

- Regional Government Interests
    - Metropolitan Council
    - Metropolitan Emergency Services Board
    - Metropolitan Mosquito Control District
    - Metropolitan Airports Commission
    - Minnesota Association of Watershed Districts

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

In the case 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 its interests on the Collaborative Council.

- State Government Representative Agencies
    - Minnesota Geospatial Information Office
    - Minnesota Department of Natural Resources
    - Minnesota Department of Transportation

Each designated state agency shall nominate a senior technical or managerial professional to represent its interests. The State Geospatial Information Officer is the official representative of the Minnesota Geospatial Information Office and may designate a member of their staff to serve on their behalf.

- Federal Government Representative Agency
    - U.S. Geological Survey

The designated federal agency shall nominate a senior technical or managerial professional to represent its interests.

(c) Representatives to the Collaborative Council: 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 must be engaged in work that contains a clear, definable geospatial component as a part of its business, outreach, advocacy or research.

(d) Representatives to the Collaborative Council: Educational Sector

The educational sector may have up to two (2) representatives. Educational sector seats may include representatives from public or private K–12 schools, community colleges, universities, and technical institutions, provided the institution offers geospatial education or training. All representatives to the Collaborative Council from the educational sector must have their main campus or operational facility located within the metropolitan region.

(e) Representatives to the Collaborative Council: Private Sector

The private sector may have up to two (2) representatives. Private sector representatives should collectively reflect a broad range of geospatial interests, expertise, and business perspectives relevant to the MetroGIS mission. Representatives may include, but are not limited to, organizations involved in utilities, real estate, engineering, surveying, environmental consulting, software development, geospatial services, data analytics, or other industries that contribute to or benefit from regional geospatial collaboration.

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 4: Membership Administration

This section establishes the procedures governing Collaborative Council membership, including terms of service, appointments, vacancies, attendance, and leadership succession.

(a) Terms of Office

Members of the Collaborative Council shall serve terms of office as described in this Section.

The following Collaborative Council positions shall serve staggered two-year terms:

- Educational Sector representative(s);
- City Government representatives representing cities within each metropolitan county;
- Non-profit Sector representatives;
- Private Sector representatives.

The following Collaborative Council positions shall serve standing (non-staggered) terms and shall continue until the member's organization nominates a replacement who is appointed by the Leadership Committee, or until the member resigns or otherwise vacates the position:

- County Government representatives;
- LOGIS Representative;
- Regional Government representatives;
- State Government representatives;
- Federal Government representatives.

To promote continuity of committee membership and organizational knowledge, staggered terms shall be divided between odd-year and even-year appointment cycles. Positions assigned to the odd-year appointment cycle shall be appointed at the last regularly scheduled Collaborative Council meeting held in an odd-numbered calendar year, with the resulting two-year term beginning on January 1 of the following year. Positions assigned to the even-year appointment cycle shall be appointed at the last regularly scheduled Collaborative Council meeting held in an even-numbered calendar year, with the resulting two-year term beginning on January 1 of the following year. The assignment of Collaborative Council positions to each appointment cycle is established in Appendix A: Collaborative Council Term Schedule.

The Collaborative Council may establish an initial term of less than two years when necessary to establish or maintain the odd-year and even-year appointment-cycle schedule.

If necessary, election or appointment to a leadership position requiring Collaborative Council membership shall automatically extend the individual's Collaborative Council membership through the conclusion of the next full two-year term associated with that position's established odd-year or even-year appointment cycle. Such an extension is intended solely to preserve the established appointment cycle for that Collaborative Council position.

If the composition of the Collaborative Council is modified, the Collaborative Council shall determine the appropriate appointment-cycle assignment for any newly created or reclassified staggered positions in a manner that maintains, to the greatest extent practicable, a balanced distribution of positions between the odd-year and even-year appointment cycles. The MetroGIS Coordinator will maintain a membership list with term assignments, any changes will be reflected in that membership list, and the committee shall be informed of changes.

(b) Alternates

Members are encouraged to designate an alternate who may participate in meetings and represent the member's organization in the member's absence. When serving in place of the designated member, an alternate shall possess all rights and responsibilities of that member, including voting privileges.

City representatives are encouraged to designate an alternate from a different municipality within the same county whenever practical.

(c) Informed Members

The MetroGIS Coordinator may maintain the official list of Informed Members. Individuals may request to be added to or removed from the list at any time by notifying the MetroGIS Coordinator. The MetroGIS Coordinator may periodically review and update the list to ensure contact information remains current.

(d) Filling Vacancies

When a vacancy occurs in a Collaborative Council position assigned to a specific organization, the MetroGIS Coordinator shall request that the organization nominate a representative to fill the position. When a vacancy occurs in a stakeholder-category position that is not assigned to a specific organization, the MetroGIS Coordinator shall solicit candidates to fill the position.

Each nominee or candidate shall submit a brief biography and statement of interest describing their background and interest in serving on the Collaborative Council. Candidate materials should be limited to a maximum of one page in total.

The Collaborative Council Chair shall distribute candidate materials to the Collaborative Council and solicit member feedback. Feedback received from Collaborative Council members shall be advisory. Appointment authority rests with the Leadership Committee.

The Leadership Committee shall consider all feedback received from Collaborative Council members before making an appointment. If significant concerns are raised regarding a nominee's qualifications, stakeholder representation, potential conflicts of interest, or ability to effectively serve, the Leadership Committee may:

- Request additional information from the nominee;
- Interview one or more nominees;

- Solicit additional candidates; or
- Decline to make an appointment and reopen the recruitment process.

The Leadership Committee shall communicate its appointment decision to the Collaborative Council.

Following consideration of member feedback, the Leadership Committee shall appoint an individual to fill the vacant position for the remainder of the unexpired term.

(e) Reappointment of Former Members

Former Collaborative Council members who previously resigned in good standing may be considered for reappointment through the same vacancy process described in Section 4(d). Previous service on the Collaborative Council shall not preclude an individual from future service.

(f) Chair-Elect Election

The Collaborative Council shall annually elect a Chair-Elect during its last regularly scheduled meeting of the calendar year. Members may nominate themselves or any other eligible member for the position of Chair-Elect. The election shall be conducted in accordance with the procedures established in Article III, Section 10(c).

(g) Leadership Committee Elections

Elections for elected Leadership Committee positions shall be conducted during the last regularly scheduled Collaborative Council meeting of the calendar year. Members may nominate themselves or any other eligible member for election to the Leadership Committee.

Elected Leadership Committee members shall serve staggered two-year terms, with one position ordinarily elected each year. Elections for multiple positions may be conducted when necessary to establish staggered terms or fill vacancies.

Elections shall be conducted in accordance with the procedures established in Article III, Section 10(c).

(h) Resignations

Members wishing to resign from the Collaborative Council shall notify the MetroGIS Coordinator or Collaborative Council Chair in writing. Upon receipt of a resignation, the vacancy process described in Section 4(d) shall be initiated. The vacancy shall be filled in accordance with the process described in Section 4(d).

Article III, Section 5: Powers and Responsibilities

The Committee shall have the following powers and responsibilities:

- Establish direction and make decisions concerning the design, implementation, and operation of MetroGIS, including but not limited to:
    - Datasets, data standards and their constituent contents and characteristics which provide the greatest utility for the MetroGIS community;
    - Standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders;
    - Data delivery and access procedures;
    - Legal, policy and procedural materials on data access and availability;
- Oversee provision of effective opportunities to share GIS-related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community;
- 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;
- Ensure an effective means of communication between the Leadership Committee, the Collaborative Council, and workgroups;
- Coordinate and review the work of MetroGIS workgroups;
- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community;
- Provide for coordination and outreach with entities such as the State of Minnesota Geospatial Advisory Council (GAC), Minnesota Geospatial Information Office, Minnesota Department of Transportation, State Demographer, federal agencies, and other relevant organizations;
- Designate MetroGIS's recommended representative to the State of Minnesota Geospatial Advisory Council (GAC) for each two-year GAC term. The MetroGIS Coordinator shall generally serve as MetroGIS's recommended representative; however, the designation shall be reviewed by the Collaborative Council at the conclusion of each term. The Collaborative Council may recommend that the MetroGIS Coordinator continue to serve or may designate another individual for recommendation to the State. If the appointed representative is unable to complete the term, the Collaborative Council shall designate a recommended replacement for the remainder of the unexpired term, subject to appointment by the State;
- Establish policies, procedures, and governance mechanisms necessary for the effective operation of MetroGIS;
- Ensure decision-making processes are inclusive, collaborative, transparent, and representative of the MetroGIS stakeholder community;
- Determine the allocation of MetroGIS resources in support of approved projects and initiatives;
- Perform such other duties as may be necessary to carry out the mission and objectives of MetroGIS.

Article III, Section 6: Workgroup Chairs

The Collaborative Council shall appoint a Chair for each MetroGIS workgroup. The workgroup chair shall generally serve until the workgroup's assigned project or task is completed, the workgroup is dissolved, or the Collaborative Council appoints a replacement.

Article III, Section 7: Collaborative Council Chair and Chair-Elect

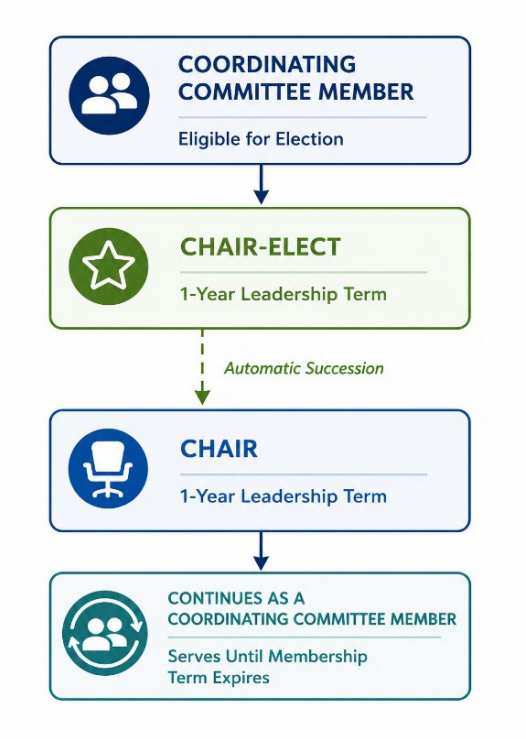
The Collaborative Council shall elect a Chair-Elect from its membership for a two-year term. During the first year of the term, the individual shall serve as Chair-Elect and shall support the Chair while becoming familiar with the operations, governance, and activities of MetroGIS. At the conclusion of the first year, the Chair-Elect shall automatically assume the position of Chair for the second year of the term. Election or appointment to a leadership position shall extend the member's Collaborative Council membership as provided in Article III, Section 4(a). Such an extension is intended solely to preserve the established appointment cycle for Collaborative Council membership. The extension applies to the member's existing Collaborative Council position and shall not alter the position's assigned odd-year or even-year appointment cycle. Additional duties of the Chair include the following:

- Work with the MetroGIS Coordinator to guide and approve the preparation of agendas and agenda materials for Collaborative Council and Leadership Committee meetings;
- Present plans, studies, reports and such measures to the Leadership Committee as are deemed necessary to carry out the mission of MetroGIS;
- Serve on the Leadership Committee.

Additional duties of the Chair-Elect include the following:

- Assist the Chair in carrying out the duties of the office and provide support as requested;
- Become familiar with the governance, projects, partnerships, and operations of MetroGIS in preparation for assuming the office of Chair;
- Serve on the Leadership Committee.

Figure 1. Leadership Progression



Article III, Section 8: Leadership Vacancies

The Chair-Elect shall serve as the successor to the Chair and shall assume the office of Chair at the conclusion of the Chair's term. In the absence of the Chair, the Chair-Elect shall perform the duties of the Chair. If the Chair resigns, is unable to complete the term, or is otherwise unable to serve, the Chair-Elect shall immediately assume the office of Chair for the remainder of the unexpired term.

If a vacancy occurs in the position of Chair-Elect, the vacancy shall be filled as follows:

- More than ninety (90) days before the last regularly scheduled Collaborative Council meeting of the calendar year. The Collaborative Council shall elect a replacement at its next regular or special meeting. The individual elected shall serve the remainder of the unexpired Chair-Elect term and shall subsequently assume the office of Chair in accordance with these Operating Guidelines.
- Ninety (90) days or fewer before the last regularly scheduled Collaborative Council meeting of the calendar year. The Leadership Committee shall appoint an Acting Chair-Elect from among the members of the Collaborative Council to serve until the regular annual election conducted at the last regularly scheduled Collaborative Council meeting of the calendar year.

If both the Chair and Chair-Elect positions become vacant, both positions shall be filled as follows:

- More than ninety (90) days before the last regularly scheduled Collaborative Council meeting of the calendar year. The Collaborative Council shall elect a Chair and Chair-Elect at its next regular or special meeting. The elected Chair shall serve the remainder of the unexpired Chair term. The

elected Chair-Elect shall serve the remainder of the unexpired Chair-Elect term and shall subsequently assume the office of Chair in accordance with these Operating Guidelines.

- Ninety (90) days or fewer before the last regularly scheduled Collaborative Council meeting of the calendar year. The Leadership Committee shall appoint an Acting Chair and Acting Chair-Elect from among the members of the Collaborative Council. The Acting Chair and Acting Chair-Elect shall serve until the Collaborative Council elects a Chair and Chair-Elect at the last regularly scheduled meeting of the calendar year. The elected Chair shall serve the remainder of the current Chair term, and the elected Chair-Elect shall subsequently assume the office of Chair in accordance with these Operating Guidelines.

No individual may serve more than two consecutive two-year leadership terms. Each two-year leadership term consists of one year as Chair-Elect followed by one year as Chair. Following a break in leadership service of at least one full two-year term, a former Chair or Chair-Elect may again be eligible for election to a leadership position.

Article III, Section 9: Quorum

A quorum shall be present to act on a business item. For purposes of these Operating Guidelines, the full voting membership consists of all currently filled voting positions on the Collaborative Council. A quorum shall consist of a majority of the full voting membership. Fifty percent of the members present, plus one, even if less than a quorum, may adjourn a meeting.

Article III, Section 10: Voting and Decision-Making

Each filled voting position on the Collaborative Council shall have one vote. A designated alternate serving in place of a member may exercise the vote associated with that position. Members shall disclose any actual or perceived conflict of interest related to a matter before the Collaborative Council and shall abstain from voting when the conflict could reasonably be expected to influence, or appear to influence, their decision.

(a) At Meetings

- Governance Decisions: A motion involving the governance structure, organizational authority, committee composition, formal policies, or other governance matters shall require approval by a majority of the full voting membership. For purposes of this Section, the full voting membership consists of all currently filled voting positions.
- Situations in which policy issues arise that are beyond the authority of the Collaborative Council, or that require policy-maker-level engagement, shall be referred for consideration under Article IX. The Leadership Committee may recommend activation of a Policy Board when appropriate.
- Other Motions: All motions other than Governance Decisions shall be approved by a majority of the members present, plus one, unless a greater number is required by law or by another provision of these Operating Guidelines. In the event of a tie vote, the motion shall fail.

(b) Between Meetings

When an urgent matter requires a decision of the full Collaborative Council and cannot appropriately be decided by the Leadership Committee under Article II, Section 5, the Collaborative Council may act between meetings through an electronic vote, provided the following conditions are satisfied:

- This process may be used only for time-sensitive matters requiring action by the full Collaborative Council. It shall not be used to establish or amend MetroGIS policy, amend these Operating Guidelines, approve or modify the Annual Work Plan or MetroGIS budget, or address another matter for which deliberation at a regular or special meeting is necessary. A special meeting shall be called when the Chair and Chair-Elect determine that an electronic vote would not provide an adequate opportunity for deliberation;
- Before initiating an electronic vote, both the Chair and Chair-Elect, or their respective designees, shall determine that the matter is urgent, requires action by the full Collaborative Council, and is not within the decision-making authority of the Leadership Committee;
- The call for a vote is made via email and the subject line states "E-Vote Requested – Urgent MetroGIS Business";
- Members are provided with at least five (5) working days to respond;
- The rules set forth in Section 9 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;
- Motions must be supported by a minimum of 75 percent of the votes cast to be approved;
- The Committee shall be notified by email of the results of the vote and any resulting course of action immediately following the conclusion of voting;
- The action shall be ratified at the next regular or special meeting of the Committee to document the action taken. Ratification is for documentation purposes only and shall not affect the result of the electronic vote.

(c) Leadership Elections

Elections for the Chair-Elect and elected Leadership Committee positions shall be conducted by electronic ballot during the last regularly scheduled Collaborative Council meeting of the calendar year, or at another meeting when necessary to fill a vacancy in accordance with these Operating Guidelines. The MetroGIS Coordinator shall administer the election using an electronic voting system that permits each eligible voting position to submit one ballot for each election.

Each filled voting position on the Collaborative Council shall be entitled to one ballot in each election. A designated alternate serving in place of a member may cast the ballot associated with that position. Informed Members shall not be eligible to vote.

Chair-Elect Election: Each voter may select one candidate for Chair-Elect. The candidate receiving the greatest number of valid votes shall be elected.

Leadership Committee Elections: Each voter may select up to the number of candidates corresponding to the elected Leadership Committee positions being filled. A voter may cast no more than one vote for any individual candidate. Candidates receiving the greatest number of valid votes, up to the number of available positions, shall be elected. This method shall constitute block voting when multiple positions are filled in the same election.

If a tie affects the determination of an elected position, a runoff election shall be conducted among the tied candidates using the same voting method. If a subsequent runoff remains tied, additional runoff voting shall be conducted until the position is filled.

Elections shall be conducted using a ballot that protects the confidentiality of individual selections while allowing the MetroGIS Coordinator to verify voter eligibility and prevent duplicate voting. The voting period and instructions shall be communicated to Collaborative Council members before voting begins.

The MetroGIS Coordinator shall announce the election results to the Collaborative Council and record the results in the meeting minutes. The election procedures established in this subsection shall apply separately from the electronic voting procedures for urgent business described in Section 10(b).

Article III, Section 11: Member Conduct

Active participation by Collaborative Council members is essential to the success of MetroGIS. Members are expected to attend regular Collaborative Council meetings or ensure that their designated alternate attends in their absence.

If a member and/or their designated alternate fails to attend three (3) consecutive regular meetings without prior notification or demonstrated participation in MetroGIS activities, the Collaborative Council Chair or MetroGIS Coordinator shall contact the member to determine their continued interest in serving.

If the member does not respond to the inquiry within 30 days or is unable or unwilling to actively participate, the Leadership Committee may declare the position vacant and initiate the vacancy process described in Article III, Section 4(d).

The Leadership Committee may also declare a position vacant when a member is no longer able to represent the organization or stakeholder interest for which they were appointed, or when a member's conduct materially interferes with the effective operation of the Collaborative Council.

Article III, Section 12: Meetings

The Collaborative Council 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 Collaborative Council 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 Collaborative Council 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 Minnesota Open Meeting Law.

Article IV. Workgroups

Article IV, Section 1: Purpose

The purpose of MetroGIS workgroups is to advise the Collaborative Council on matters concerning data access, data content, policy, standards, applications, and other areas as identified, and to serve as a mechanism for widespread knowledge sharing among entities that comprise MetroGIS's stakeholder community.

Article IV, Section 2: Creation of Workgroups

Workgroups may be established as needed to address specific projects, initiatives, standards, technical issues, or other topics relevant to MetroGIS. Workgroups will generally be established to support projects or initiatives identified through the Annual Work Plan but may also be established in response to emerging needs or other matters that arise outside of the annual planning process. Establishment of a workgroup does not require separate formal action by the Collaborative Council. Workgroups may be dissolved when their assigned responsibilities have been fulfilled.

Article IV, Section 3: Composition

Workgroup members shall have acknowledged expertise relevant to the objectives and tasks of the workgroup to which they are assigned. Workgroup members shall:

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

Article IV, Section 4: Workgroup Chair

Each workgroup shall have a Workgroup Chair appointed by the Collaborative Council in accordance with Article III, Section 6.

The Workgroup Chair shall provide leadership to the workgroup, facilitate workgroup meetings, present workgroup recommendations to the Collaborative Council, and communicate Collaborative Council

direction back to the workgroup. The MetroGIS Coordinator shall provide administrative and technical support to the workgroup, as appropriate.

Article IV, Section 5: Powers and Responsibilities

The tasks and responsibilities of each workgroup shall be determined by the Collaborative Council. The workgroups shall have the following powers and duties:

- Present the Collaborative Council with plans, studies, and recommendations for action that address each of its tasks as assigned by the Collaborative Council;
- Perform such other duties as may be prescribed by the Collaborative Council.

Article IV, Section 6: Decision-Making Process and Voting

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

Workgroup recommendations shall be presented to the Collaborative Council by the Workgroup Chair or, when appropriate, by the MetroGIS Coordinator. Each workgroup shall work to resolve issues before it within the workgroup. Situations where issues of policy arise that are beyond a workgroup's scope or where additional direction is needed shall be passed to the Collaborative Council for consideration and direction.

Workgroups 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 workgroups 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 7: Meetings

Workgroups shall meet as necessary to carry out their duties. The time and place of the meetings shall be at the discretion of each workgroup. Written notice (mail, facsimile, email) of the regular meetings of each workgroup shall be given to each member at least five (5) days prior to such meetings. Special meetings of the workgroups 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 Minnesota Open Meeting Law.

Article V. Amendments

Article V, Section 1: Proposed Revisions

Amendments to these Operating Guidelines may be proposed by any voting member of the Collaborative Council. A statement explaining the purpose and effect of the proposed amendment shall accompany the amendment proposal.

MetroGIS staff may recommend changes to the Operating Guidelines as needed to support the efficient conduct of MetroGIS business. Staff recommendations shall be presented to the Collaborative Council for review and discussion. If supported by the Collaborative Council, the proposed changes shall proceed through the amendment process established in Section 2 of this Article.

Article V, Section 2: Enactment of Revisions

To become effective, amendments to these Operating Guidelines shall receive two readings before the Collaborative Council, each preceded by written notice to members at least fifteen (15) days prior to consideration. Amendment proposals may be considered at a regular or a special meeting of the Collaborative Council, provided the notification requirements in this Section are satisfied.

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 Collaborative Council'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 Workgroups shall have the discretion to devise and follow decision-making rules acceptable to their members.

Article VI, Section 2: Public Notice

Public notice of Collaborative Council meetings, including meeting agendas and approved meeting minutes, shall be made available through the MetroGIS website.

Should a Policy Board be reconstituted pursuant to Article IX of these Operating Guidelines, public notice of Policy Board meetings shall be provided in accordance with all applicable laws, including the Minnesota Open Meeting Law, and any additional public notice requirements established at the time the Policy Board is reconstituted.

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 Collaborative Council 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:

- At least annually, the Collaborative Council shall review existing, proposed, desired, and in-progress projects and initiatives. 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 workgroups, the availability of funding and the availability of a 'project champion'.
- Following the Collaborative Council's annual review of projects and initiatives, the MetroGIS Coordinator shall prepare a draft Annual Work Plan for review and comment.
- The draft Annual Work Plan shall be presented to the Collaborative Council for consideration and approval at a subsequent regularly scheduled meeting.
- Once approved by the Collaborative Council, the Annual Work Plan shall become effective.

(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 Collaborative Council. The twelve-month extension shall begin upon expiration of the period covered by the previously approved Annual Work Plan.

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 developed in coordination with the Annual Work Plan and presented to the Collaborative Council for consideration as part of the annual planning process set forth in Article VII, Section 1. The Collaborative Council shall review and approve budget priorities and expenditures in support of the Annual Work Plan.

Article VIII: MetroGIS Coordinator

Article VIII, Section 1: MetroGIS Coordinator

The MetroGIS collaborative shall have a MetroGIS Coordinator. The MetroGIS Coordinator will be a regular employee of the Metropolitan Council. The MetroGIS Coordinator performs administrative functions in support of the governance bodies established by these Operating Guidelines and does not possess independent decision-making authority except where specifically authorized by these Guidelines.

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 Leadership Committee, Collaborative Council, and Annual Work Plan;
- Maintain Collaborative Council, Leadership Committee, and Informed Member rosters, including terms of office, vacancies, alternate designations, leadership appointments, and membership records;
- Represent MetroGIS to other agencies and organizations with similar objectives;
- Serve as MetroGIS's recommended representative to the State of Minnesota Geospatial Advisory Council (GAC), when designated by the Collaborative Council;
- 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 Collaborative Council on project or research initiatives;
- Provide work direction to Metropolitan Council staff who assist with the technical operation and 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 Chair-Elect of the Collaborative Council to select an interim MetroGIS Coordinator until such time a new MetroGIS Coordinator is hired and begins service.

Article IX. Policy Board Activation

Article IX, Section 1: Purpose and Activation

MetroGIS recognizes that circumstances may arise in which policy-maker level engagement is necessary to address issues of significant regional importance. While MetroGIS is governed by the Collaborative Council under normal operating conditions, MetroGIS shall retain the option to request reconstitution of a Policy Board as circumstances arise or events warrant that necessitate its oversight and actions.

The Policy Board may be reconstituted at any time when issues of significant fiscal, political, legislative, organizational, or intergovernmental importance require the participation, support, or direction of elected officials and executive leadership.

Any organization represented on the Collaborative Council may request reconstitution of the Policy Board. Requests shall identify the issue or circumstance requiring Policy Board involvement and describe the anticipated role of the Policy Board.

The Collaborative Council shall review such requests and determine whether reconstitution of the Policy Board is warranted. Reconstitution of the Policy Board shall require approval by a majority of the full voting membership of the Collaborative Council, as defined in Article III, Section 9.

Article IX, Section 2: Composition

Upon reconstitution, the Collaborative Council shall determine the composition of the Policy Board based on the issue or issues requiring Policy Board involvement.

Membership should include elected officials, executive leadership, and representatives of organizations directly affected by the issue under consideration. The Collaborative Council may utilize the former MetroGIS Policy Board structure as a model for membership appointments but shall not be required to replicate that structure.

The Collaborative Council Chair shall serve as a non-voting ex-officio member of the Policy Board. The MetroGIS Coordinator shall serve as a non-voting staff liaison to the Policy Board.

Article IX, Section 3: Responsibilities and Duration

The resolution reconstituting the Policy Board shall identify the purpose, scope of authority, membership structure, and expected duration of the Policy Board.

Upon activation, the Policy Board shall become the overarching governing body of MetroGIS. The Policy Board shall determine which responsibilities remain with the Collaborative Council and Leadership Committee and which responsibilities are assumed, modified, delegated, or reassigned by the Policy

Board. Unless expressly modified by the Policy Board, the responsibilities assigned within these Operating Guidelines shall remain in effect.

Responsibilities assigned to the Policy Board may include:

- Providing policy-maker level review and guidance on issues of regional significance;
- Building support among elected officials, executive leadership, and stakeholder organizations;
- Facilitating intergovernmental coordination and collaboration;
- Assisting MetroGIS in addressing significant fiscal, legislative, organizational, or policy matters;
- Providing strategic direction on matters specifically referred to the Policy Board by the Collaborative Council.

The Policy Board shall remain active only for the period necessary to fulfill its assigned purpose and may be dissolved by majority vote of the Collaborative Council or by action of the Policy Board upon completion of its assigned responsibilities.

Upon dissolution of the Policy Board, the Collaborative Council shall again become the primary governance and decision-making body of MetroGIS. All responsibilities established by these Operating Guidelines shall be restored unless the Policy Board, as part of its dissolution action, establishes transitional provisions or directs specific actions or arrangements remain in effect.

Appendix A. Collaborative Council Term Schedule

Appendix A

This appendix identifies all Collaborative Council positions and indicates whether each position serves a staggered two-year term or a standing term. Positions subject to staggered terms are assigned to either an odd-year or even-year appointment cycle to promote continuity of committee membership, preserve institutional knowledge, and maintain a balanced rotation of staggered positions. Odd-year positions are appointed at the last regularly scheduled Collaborative Council meeting held in an odd-numbered calendar year, while even-year positions are appointed at the last regularly scheduled Collaborative Council meeting held in an even-numbered calendar year. In each case, the resulting two-year term begins on January 1 of the following calendar year.

The appointment-cycle assignments identified in this appendix are referenced in Article III, Section 4(a) of these Operating Guidelines.

Table A-1. Collaborative Council Term Schedule

#	Appointment Cycl	Representative Category	Seat
1	Odd Year	Educational Sector	Education/Academia
2	Even Year	Educational Sector	Education/Academia
3	Odd Year	Government - City	Anoka County
4	Even Year	Government - City	Carver County
5	Odd Year	Government - City	Dakota County
6	Even Year	Government - City	Hennepin County
7	Odd Year	Government - City	Ramsey County
8	Even Year	Government - City	Scott County
9	Odd Year	Government - City	Washington County
10	Standing	Government - City	LOGIS
11	Standing	Government - County	Anoka County
12	Standing	Government - County	Carver County
13	Standing	Government - County	Dakota County
14	Standing	Government - County	Hennepin County
15	Standing	Government - County	Ramsey County
16	Standing	Government - County	Scott County
17	Standing	Government - County	Washington County
18	Standing	Government - Regional	Metropolitan Emergency Services Board
19	Standing	Government - Regional	Metropolitan Airports Commission
20	Standing	Government - Regional	Metropolitan Council
21	Standing	Government - Regional	Metropolitan Mosquito Control District
22	Standing	Government - Regional	Minnesota Association of Watershed
23	Standing	Government - State	MN Department of Natural Resources
24	Standing	Government - State	MN Department of Transportation
25	Standing	Government - State	MN Geospatial Information Office
26	Standing	Government - Federal	U.S. Geological Survey
27	Even Year	Non-Profit	Non-Profit Sector
28	Odd Year	Non-Profit	Non-Profit Sector
29	Even Year	Private Sector	Private Sector
30	Odd Year	Private Sector	Private Sector

Appendix B. Foundational Datasets

Appendix B, Section 1: Purpose

MetroGIS supports a core set of Foundational Datasets that are maintained through collaborative data-sharing agreements between the Metropolitan Council and the seven metropolitan counties. These datasets represent authoritative geospatial information contributed by county partners, standardized in accordance with applicable adopted regional and state standards where such standards exist, and aggregated by the Metropolitan Council to create consistent regional datasets for use by government agencies, emergency services, and the public.

This appendix identifies the Foundational Datasets currently supported through these agreements. Additional details regarding data standards, update schedules, responsibilities, and technical requirements are established by the applicable data-sharing agreements and related documentation.

The Foundational Datasets identified in this appendix do not represent the full collection of datasets that have been endorsed or supported by MetroGIS. MetroGIS has also endorsed other regional geospatial datasets that are maintained outside of the collaborative data-sharing agreements addressed in this appendix, including datasets maintained by the Metropolitan Council, state agencies, and other regional partners. Examples include the Metropolitan Council's Planned Land Use dataset and the Minnesota Department of Natural Resources' Land Cover dataset.

The Foundational Datasets identified in this appendix may be added, removed, or otherwise revised over time as regional needs, data availability, and MetroGIS priorities evolve.

Appendix B, Section 2: MetroGIS Foundational Datasets

The MetroGIS Foundational Datasets currently supported through the Metropolitan Council's data-sharing agreements with the seven metropolitan counties are:

- Regional Road Centerlines
- Regional Address Points
- Regional Tax Parcels
- Regional Municipal and County Boundaries

The following sections provide a summary of each Foundational Dataset and its role within the MetroGIS collaborative. Additional requirements, including data standards, update schedules, and partner responsibilities, are established by the applicable data-sharing agreements and related technical documentation.

Appendix B, Section 3: Regional Road Centerlines

(a) Purpose

The Regional Road Centerlines dataset supports the standardization, aggregation, maintenance, and publication of authoritative road and highway centerline data provided by the seven metropolitan counties. The dataset is maintained to provide a consistent regional geospatial resource for government agencies, emergency services, and the public.

MetroGIS has supported regional road centerline data since 1998, initially through a contracted, licensed dataset. Work to develop a locally produced regional dataset began in 2004, and the first aggregated regional road centerline dataset was published in April 2017.

(b) Data Standard

County road and highway centerline data shall be converted to the Minnesota Geospatial Advisory Council Road Centerline Data Standard prior to submission to the Metropolitan Council.

(c) Data Stewardship

Each participating county is responsible for maintaining its authoritative road and highway centerline data, converting the data to the adopted standard, and providing updated data to the Metropolitan Council for automated harvesting, validation, aggregation, and publication. The Metropolitan Council is responsible for aggregating the county datasets to produce and publish the Metro Regional Road Centerlines Dataset.

(d) Regional Dataset

The Metro Regional Road Centerlines Dataset is an aggregated regional dataset composed of standardized road and highway centerline data submitted by the seven metropolitan counties. The Metropolitan Council publishes updated regional data on a daily basis following aggregation of county submissions.

Appendix B, Section 4: Regional Address Points

(a) Purpose

The Regional Address Points dataset supports the standardization, aggregation, maintenance, and publication of authoritative address point data provided by the seven metropolitan counties. Each county serves as the aggregator of address point data from its constituent municipalities and addressing authorities. The dataset is maintained to provide a consistent regional geospatial resource for government agencies, emergency services, and the public.

Address points were identified as a foundational MetroGIS data need during the organization's early development, along with parcels, road centerlines, and jurisdictional boundaries. Development of a regional address point data standard began in 2004, with the standard approved in 2016.

(b) Data Standard

County address point data shall be converted to the Minnesota Geospatial Advisory Council Address Point Data Standard prior to submission to the Metropolitan Council.

(c) Data Stewardship

Each participating county serves as the aggregator of address point data from its constituent municipalities and addressing authorities. The county is responsible for converting the data to the adopted standard and providing updated data to the Metropolitan Council for automated harvesting, validation, aggregation, and publication. The Metropolitan Council is responsible for aggregating the county datasets to produce and publish the Metro Regional Address Point Dataset.

(d) Regional Dataset

The Metro Regional Address Point Dataset is an aggregated regional dataset composed of standardized address point data submitted by the seven metropolitan counties. The Metropolitan Council publishes updated regional data on a daily basis following aggregation of county submissions.

Appendix B, Section 5: Regional Tax Parcels

(a) Purpose

The Regional Tax Parcels dataset supports the standardization, aggregation, maintenance, and publication of authoritative tax parcel data provided by the seven metropolitan counties. The dataset is maintained to provide a consistent regional geospatial resource for government agencies, emergency services, and the public.

MetroGIS has supported regional parcel data since 1999, initially through a licensed dataset. A free and openly available regional parcel dataset was established in 2015.

(b) Data Standard

County tax parcel data shall be converted to the Minnesota Geospatial Advisory Council Cadastral Parcel Data Standard prior to submission to the Metropolitan Council.

(c) Data Stewardship

Each participating county is responsible for maintaining its authoritative tax parcel data, converting the data to the adopted standard, and providing updated data to the Metropolitan Council for automated

harvesting, validation, aggregation, and publication. The Metropolitan Council is responsible for aggregating the county datasets to produce and publish the Metro Regional Tax Parcels Dataset.

(d) Regional Dataset

The Metro Regional Tax Parcels Dataset is an aggregated regional dataset composed of standardized tax parcel data submitted by the seven metropolitan counties. The Metropolitan Council publishes updated regional data on a daily basis following aggregation of county submissions.

Appendix B, Section 6: Regional Municipal and County Boundaries

(a) Purpose

The Regional Municipal and County Boundaries dataset supports the aggregation, maintenance, and publication of authoritative municipal and county boundary data provided by the seven metropolitan counties. The dataset is maintained to provide a consistent regional geospatial resource for government agencies, emergency services, and the public.

MetroGIS formally endorsed regional county and municipal boundary data on May 27, 1998. In 2001, the MetroGIS Policy Board and participating counties agreed that the data should be made freely available.

(b) Data Standard

The Regional Municipal and County Boundaries dataset is maintained in accordance with applicable data standards adopted by the Minnesota Geospatial Advisory Council (GAC), including the CTU ID Data Standard and County ID Data Standard. These standards support consistent identification of municipalities, townships, and counties within the regional dataset.

(c) Data Stewardship

Each participating county is responsible for maintaining its authoritative municipal and county boundary data and providing updated data to the Metropolitan Council for automated harvesting, validation, aggregation, and publication. The Metropolitan Council is responsible for aggregating the county datasets to produce and publish the Metro Regional Municipal and County Boundaries Dataset.

(d) Regional Dataset

The Metro Regional Municipal and County Boundaries Dataset is an aggregated regional dataset composed of municipal and county boundary data submitted by the seven metropolitan counties. The Metropolitan Council publishes updated regional data on a daily basis following aggregation of county submissions.