

CALIFORNIA MAPPING COORDINATING COMMITTEE

DRAFT CHARTER 3.0

Section I – Findings and Declarations

Whereas:

- A. The State of California administers many of programs designed to protect and improve the health and welfare of its people. These programs are managed by a wide array of State departments and agencies, and are most often implemented through regional offices or in cooperation with local government agencies.
- B. As the State’s population and diversity have increased, so have the issues that are addressed by State programs. There has also been a corresponding trend towards more specialized and focused programs to address a growing and increasingly complex set of issues.
- C. Maintaining information about *where* services are being delivered, and the status, location, and conditions of people, resources, and facilities has always been an important, yet difficult, endeavor for State agencies.
- D. Geographic Information Systems (GIS) have been successfully implemented by many agencies to assist in the management and analysis of geographic data. Agencies use GIS to improve their effectiveness in planning, delivering, and monitoring the conditions associated with their programs.
- E. Cooperation across agencies and programs, and better “place-based” services to citizens can be accomplished by exploiting the geographic information that is already being maintained within many agency databases.
- F. Quality information is essential for maintaining the health, safety, and welfare of the people of California, and for maintaining California’s economy and natural environment.
- H. It is mutually advantageous that geographic information be organized, shared, and accessible throughout the public domain to all groups and citizens for maximum cost-effectiveness and overall benefit.

G. Activities focused on the development, maintenance, cataloging, and dissemination of geographic data require a comprehensive examination of the standards and policies that will govern the implementation of geographic information systems throughout the State

Therefore:

The California Mapping Coordinating Committee (CMCC) should be assembled as the State of California's internal forum for GIS policy and standards development, for California state government agencies and Boards, Departments, Offices and Commissions (BDOC's).

Section II. Purpose & Goals:

A. The purpose of CMCC is to develop GIS policy and standards that encourage coordination of geographic data among California State government Agencies and Boards, Departments, Offices, and Commissions (BDOCs), to foster informed decision making and innovative business development, environmental management and education.

B. The Goals of CMCC are:

1. To pursue state standards for spatial data creation and documentation.

2.

3.

4. To develop GIS policy and standards focused on the development, management, and dissemination of geographic information.

5. Develop a statewide reference for standards and policy for organizations to adhere to when developing GIS competencies

6. ~~to both internal and external stakeholders~~

7.

8. ~~Organized around the concept of developing workgroups of subject matter experts, to address geospatial issues facing the State.~~

9.

10.

11.

~~Development of statewide reference for standards and policy for organizations to adhere to when developing GIS competencies~~

Section III. Organization & Structure

A. Membership:

1. The Committee is composed of representatives from BDOC's. These individuals are recognized as their organization's GIO or GIS Coordinator. Members ~~are authorized, in~~ must be authorized by their entity's executive to represent their organization in matters related to the mission and objectives of the Committee.. Academic institutions at all levels are excluded from voting membership on this committee.

2. Each signatory agency shall have one (1) vote.
3. Qualifications: Each organization will be represented by their respective designated GIO or GIS Coordinator

B. Leadership:

1. Officers: The Committee shall have three officers: a Chair, a Vice Chair, and a Secretary.
2. Terms of Office: The term of ~~the Chair and~~ Vice Chair ~~and the Secretary~~ shall be for one (1) year. ~~The Chair will appoint the Secretary for a one year term.~~
~~The Secretary's position shall be filled by the State Geographic Information Office on an ongoing basis.~~
3. Elections: Annually the ~~m~~Members shall elect ~~a~~ and the Vice Chair ~~for the Committee.~~ Any Member, that is designated as the GIO or GIS Coordinator for their organization shall be eligible for these positions. Elections shall be by nomination and vote by the CMCC members.
4. Nominations: Nominations for the and Vice Chair of the Committee shall come forth from any designated GIO or GIS Coordinator in good standing from the Committee. The offices of and Vice Chair shall be elected at-large from the membership of the Committee. Upon receipt of nominees for and Vice Chair, the Secretary shall prepare a ballot: All nominees must agree to serve prior to placement of their names on the ballot.
5. Duties of the Officers: The Chair shall be the principal officer of the Committee, shall preside at all meetings of the Committee and shall be responsible for implementing the decisions and actions taken by the Committee. The Chair shall serve as the Committee's representative on or before other organizations having missions and objectives common with those of the Committee and shall represent the Committee before other bodies and organizations on issues relevant to the Committee's purposes, objectives, and mission. The Chair may authorize or appoint other members to represent the Committee with other organizations upon approval of the Committee. The Chair shall be a member, with right to vote, of the Committee and may serve on all committees created by the Committee other than the nominations and elections committee. The Vice Chair will assist the Chair in the discharge of the Chair's duties as requested by the Chair or Committee. In the absence or inability of the Chair to perform the duties of the Chair, the Vice Chair shall assume all duties of the Chair. The Vice Chair shall be a non-voting member of the Committee and may serve on all committees created by the Council other than the nominations and elections committee.

C. Meetings:

1. The California Mapping Coordinating Committee will meet quarterly; more frequent meetings may be held upon agreement of a majority of voting members of the Committee. The first meeting in a calendar year shall be designated as the annual meeting at which time election of members of the Executive Board shall take place.
2. The Secretary for the Committee shall notice the meetings, by surface or electronic mail, at least twenty (20) days before the meeting.
3. Meeting location ~~will~~ will be held at California Technology Agency HQ, but may vary and shall include appropriate sites within the California State government Agencies and BDOCs.
4. Special meetings of the Committee may be called by the Chair, or at the written request of thirty-three percent (33%) of the members of the Committee, with at least forty-eight (48) hours notice, to discuss and take action on issues that are critical and need immediate resolution. Special meetings may be conducted by telephone conference so long as all other conditions of the meeting protocol are met.

D. Quorum: A quorum for the meetings shall be fifty-one percent (51%) of the members registered at a meeting. In case there is less than fifty-one percent (51%), the presiding officer may adjourn the meeting temporarily until a quorum is reestablished or meet as a committee of the whole.

E. Voting: Decisions at the annual, regular and special meetings of the Committee shall be by majority vote cast at the meeting. Each GIO or GIS Coordinator representing their ~~organization~~ staff organization shall have one (1) vote.

F: Meeting Notice Meetings of the Committee shall be conducted and posted as provided for by Sec. 11120 et. seq. of the California government Code. A record of proceedings from general and special meetings shall be available for members of the Committee within ninety (90) days from conclusion of the meeting.

G. Parliamentary Procedure: Meetings may be conducted in an informal manner by the Chair, but the usual parliamentary rules as laid down in Robert's Rules of Order shall govern all deliberations of the Committee, when not in conflict with this charter.

H. Legal Advisor: The CMCC may obtain legal counsel to advise the Committee on issues that may affect the MOA or the Committee. Legal counsel shall be obtained through the offices of the California Technology Agency.

I. Resignation and Removal: Any member may resign at any time by giving written notice to the policy board of the represented agency, who must then designate a replacement. Such resignation and designation shall take effect at the time specified therein or at the time of acceptance if no such time is specified. Any Member may be recommended for removal for reasonable cause by a two-thirds (2/3) vote of the Committee at any regular or special meeting at which a quorum is present; that recommendation will be forwarded to the appropriate policy board for action.

J. Vacancies: Any vacancies that may occur on the Committee, may be filled by the relevant policy board, commission, or administrative officer for the unexpired term. In the event that neither the Chair nor the Vice Chair are able to discharge their respective duties, the Committee shall select a Member in good standing to fill the position of Chair for the remaining term of the office.

K. Subcommittees: The Committee may establish sub-committees and appoint members to serve on such sub-committees as deemed necessary to carry out the purposes of the California Mapping Coordinating Committee. The Committee shall appoint at least one (1) member from the Committee to serve as advisor for each sub-committee it creates. The Committee may have standing sub-committees, as it deems necessary. Each sub-committee created by the Committee shall select a chairperson. The sub-committee chair shall be responsible for organizing the affairs of the sub-committee and representing the sub-committee before the California Mapping Coordinating Committee. Sub-committees shall keep a record of all proceedings and provide a copy to the Secretary. Sub-committees shall meet, discuss, study, and resolve assigned issues as needed to carry out the business of the California Mapping Coordinating Committee.

Sub-committees shall meet at least quarterly, and may be in concurrence with general Committee meetings. If physical presence is infeasible, then written, facsimile, electronic or telephone communications shall substitute for a group meeting. Reports of each sub-committee will be made at each meeting of the full Committee.

Section IV: AMENDMENTS & DISSOLUTION

1. Amendments to Charter: Upon proposal by the Committee or any member of the Committee, this charter may be amended, repealed, or altered, in whole or in part, by a two-thirds (2/3) vote of the votes cast by the Committee.

2. Amendments to Memorandum of Agreement: Upon recommendation by the California Mapping Coordinating Committee, the Memorandum of Agreement (MOA) may be amended by a 51% vote of the members present.

3. Dissolution: In the event the Committee is dissolved, the State Geographic Information Officer shall be responsible for the books, records, and distribution of any other assets to the signatory members of the Committee, as soon as practical, except that the State Geographic Information Officer shall retain costs associated with the Committee's dissolution from any liquid assets, subject to approval of its Board of Directors.