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### Operating Guidelines

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(Modified XXX, 2004)

#### **Article I. Definitions**

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

##### Section 1.

"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, means an on-going a proposed stakeholder-governed entity or cooperative venture that when established and operational, will provide an ongoing metropolitanwide mechanism through which participants easily and equitably will share geographically referenced commonly needed geospatial graphic and associated attribute~~ data that are accurate, current, of common benefit and readily usable.

##### Section 2.

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

##### Section 3.

"Stakeholder" is defined as one of the following classes of participants relative to the MetroGIS initiative:

Essential Participant: Organizations whose participation is vital to the existence of the MetroGIS. They are producers of essential data and/or providers of essential functionality or resources. These organizations are both influencers and beneficiaries of the MetroGIS. (Examples: The seven metro area counties and the Metropolitan Council.)

System Enhancer: Organizations which produce data or possess resources (equipment, staff, or funds) that, although not essential to the existence of the MetroGIS, would enhance the functionality or benefits received from it. These organizations are beneficiaries of the MetroGIS and are influencers to varying degrees based on the

importance of their data or resources to the functionality of the MetroGIS and to the degree of their participation. (Examples: Cities, school districts, utilities, watershed districts, state agencies, and federal agencies.) System Enhancer organizations are represented by class of organization, not by individual organizations.

Secondary Beneficiary: Organizations or individuals which are solely users of MetroGIS data or services. They do not produce data or contribute resources that would enhance the functionality of the MetroGIS. (Examples: general public, business geographics, and nonprofits.)

#### Section 4.

"Policy Board" means collectively the ~~individual~~ members of the MetroGIS Policy Board. It is comprised elected officials from local government stakeholders and a member of the Governor-appointed Metropolitan Council. ~~The Policy Board decides policies to effectively guide the development and implementation and on-going operation of MetroGIS.~~

#### Section 5.

"Coordinating Committee" means collectively the ~~individual~~ 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, development and implementation and operation of MetroGIS.~~

#### Section 6.

"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.).

#### Section 7.

"Workgroups" means ad-hoc or special purpose groups responsible for recommending strategies and mechanisms and framing policy needs for consideration by the MetroGIS Coordinating Committee related to specified data access, content, standards issues and/or related applications issues. ~~"Advisory Team" means collectively the individual members of each MetroGIS Advisory Team. These teams advise the Coordinating Committee on matters to include Data Access, Data Content, Policy, and Standards and other areas that may be defined.~~

## Article II Policy Board

### Section 1. Purpose

There shall be a MetroGIS Policy Board. Its purpose is to effectively guide the implementation and operation of MetroGIS ~~development and implementation of MetroGIS.~~

### Section 2. Composition

The Policy Board shall decide the interests that ~~are to~~ comprise its membership according to the guidelines set forth in this Section. The Policy Board's composition shall consist of a minimum of twelve members, one representing each of the ~~representing from~~ the following eleven MetroGIS stakeholder organizations, with the exception of AMM, which shall be permitted two representatives; ~~listed in this Section. One representative~~

~~(preferably a governing body member) from each of these organizations, with the exception of the Association of Metropolitan Municipalities which shall have two representatives (one larger city and one small city), shall comprise the membership:~~

Association of Metropolitan Municipalities (AMM)  
Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington  
Metro Chapter of the Minnesota Association of Watershed Districts (MAWD)  
Metropolitan Council  
Technology Information Education Services (TIES)

The Policy Board may expand its membership, as it deems necessary, to successfully carry out the objectives of MetroGIS.

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. Designated alternate members are encouraged to attend all Board meetings, voting only in the absence of the primary representative.

### Section 3. MetroGIS Endorsement and Board Membership

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

- a) Be classified as either an essential stakeholder or a system enhancer stakeholder.
- 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.

### Section 4. Powers and Responsibilities

The purpose of the Policy Board is to ~~decide-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. move MetroGIS from concept to reality.~~

The Board shall have the following responsibilities:

- a) Determine the interests to be served by MetroGIS.
- b) Represent stakeholders that are Essential Participants and System Enhancers (those with membership on the Board) and serve as liaisons with their respective policy bodies.
- c) Represent interests Secondary Beneficiary stakeholders that are not core stakeholders but which will benefit from to MetroGIS.
- d) ~~Review and adopt policy related to MetroGIS. Maintain an up-to-date business plan to guide the operations of MetroGIS.~~
- e) Determine the appropriate mechanisms and policies for development and implementation of MetroGIS.
- f) Insure the decision-making process involves all relevant and affected parties and is dominated by none to achieve the broadest efficiencies possible.

### Section 5. Voting and Decision Making

Each organization represented on the Policy Board shall have one vote, unless authorized in Section 2 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~~ long-term success of MetroGIS.

## Section 6. Meetings

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

Written notice (mail, facsimile, email) of the regular meetings of the Board shall be given to each member at least five (5) days prior to the meetings and shall comply with all applicable provisions of the Open Meeting Law. Special meetings of the Board may be called by the Board [Chair](#), provided that at least three (3) days written notice is given to each member.

## Section 7. 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.

## Section 8. Chair

The Board shall annually elect a Chairperson from its membership. 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.

## Section 9. Vice Chair

The Board shall annually 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 and shall serve until his or her successor is duly elected.

## [Section 10. 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 Staff Coordinator and Policy Board Chair shall contact the member and investigate options to insure the member's constituency is appropriately represented in the affairs of MetroGIS.](#)

## Article III Coordinating Committee

### Section 1. Purpose

There shall be a Coordinating Committee. Its purpose is to advise the Policy Board on matters concerning the ~~development and~~ implementation [and operation](#) of MetroGIS.

### Section 2. Composition

The Policy Board shall approve the interest categories to be represented by the members of the Coordinating Committee. The approved interest categories shall include, but not necessarily be limited to, essential participant stakeholders, government that serves the metro area, academic institutions, non-profit organizations that serve as adjunct

resources for local government, non-government providers of essential public services, private sector GIS consultants and 'business geographics' interests, and other interests important to the long term success of MetroGIS.

The Coordinating Committee shall be responsible for selecting organizations or individuals to represent each of the approved general interest categories. To qualify for consideration, candidate organizations, classes of organizations, and individuals must: 1) be an essential participant stakeholder or a system enhancer stakeholder or 2) possess special expertise or knowledge important to the MetroGIS mission not provided by another member.

Each Coordinating Committee member is encouraged to seek appointment of an alternate. Designation of an alternate member shall be by the governing body of the respective stakeholder organization. Designated alternate members are encouraged to attend Committee meetings, voting only in the absence of the primary representative.

Committee member selection shall be subject to the following guidelines:

- Members of the Coordinating Committee shall include a variety of government, academic, utility, non-profit, and private-sector perspectives. Producers and users of geographic information and a diversity of operational areas important to the ~~long-term~~long-term success of MetroGIS shall be represented.
- Private sector representatives must represent a broad perspective. Appropriate measures must be employed so that no particular firm receives or is perceived to receive an unfair competitive advantage. (e.g. Gopher State One Call to represent utility interests, advisory committee with a liaison to the Coordinating Committee, etc.)
- Each organization represented on the Policy Board shall also be represented on the Coordinating Committee and shall have the same number of voting members ~~as on the Policy Board 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.
- Individuals determined to possess perspective and/or expertise that helps further the mission and goals of MetroGIS may be serve on the Coordinating Committee at the discretion of the Coordinating Committee, subject to the guidelines set forth in this Section.
- Persons representing academic, for-profit, and non-profit interests may comprise up to thirty (30) percent of the Committee's membership.
- Members who represent broad communities, as opposed to single organizations, are expected to make an attempt to bring the communities' ideas and concerns to MetroGIS's deliberations but they are not expected to establish regular, formalized communication channels with their broad communities.

### Section 3. Powers and Responsibilities

The Committee shall have the following powers and responsibilities:

- Advise the Policy Board on matters concerning the ~~design, implementation, and operations of MetroGIS, operation and development of MetroGIS.~~ to include, but not be limited to: datasets and their characteristics which provide the greatest utility for the MetroGIS community (regional datasets/solutions), standards and/or guidelines that facilitate data sharing among MetroGIS stakeholders, and

data delivery and access procedures.

- Oversee performance measure and user satisfaction monitoring to periodically evaluate who is using DataFinder, what data are being accessed, and satisfaction with the functionality and data provided.
- Oversee provision of effective opportunities to share GIS related knowledge important to improving the efficiency and effectiveness of organizations that comprise the MetroGIS community.
- Oversee implementation of MetroGIS Policy.
- Advise the Policy Board on the content of its business plan that guides the operations of MetroGIS.
- ~~Provide-Ensure~~ an effective means of communication between the Policy Board, the Committee, ~~and the~~ Technical A ~~Advisory~~ ~~†Teams and any ad hoc work groups.~~
- Coordinate the work of the Technical A ~~Advisory~~ ~~†Teams and the ad hoc work groups.~~
- ~~Discuss issues related to design, implementation, and operations of MetroGIS.~~
- Remain current and discuss new trends regarding Geographic Information Systems technology and related capabilities as they relate to the MetroGIS community. ~~Discuss new trends and activities relevant to MetroGIS.~~
- Provide for coordination and outreach with entities such as the Governor's Council on Geographic Information, LMIC, Mn/DOT, State Demographer, federal agencies, etc.
- Perform such other duties as may be prescribed by the Policy Board.

#### Section 4. Liaisons to Technical Advisory Teams and Ad Hoc Work Groups

The Coordinating Committee shall appoint at least one member, ~~preferably two of its members,~~ to serve as liaisons to the Technical Advisory Team and each ad hoc work group. ~~of its advisory teams.~~ Said appointments shall be for a term decided at the time of appointment. ~~It is desirable~~ desirable for The designated Liaisons for each team shall decide between themselves who will attend each liaison to attend Policy Board meetings. ~~The Advisory Team~~ Liaisons are responsible for:

- Presenting recommendations ~~of their advisory team~~ to the Coordinating Committee and Policy Board.
- Informing their respective ~~advisory team group~~ of direction received from the Coordinating Committee and Policy Board.

~~The advisory team liaisons are also to work with the Policy Advisory Team, the Policy Board Chair, Coordinating Committee chair, and MetroGIS support staff to:~~

- ~~—Oversee implementation of MetroGIS Policy~~
- ~~—Guide the preparation of agendas and agenda materials for Coordinating Committee and Policy Board meetings.~~

#### Section 5. ~~Coordinating Committee's Role as Liaison to Policy Board~~

~~The Coordinating Committee Chair and a designated Coordinating Committee liaison to each advisory team are expected to attend each Policy Board meeting. Their role at Policy Board meetings shall be to:~~

- ~~—Present plans, studies, reports and such measures to the Board as are deemed necessary to enforce or carry out the responsibilities of the Policy Board.~~
- ~~—Serve as liaison between the Policy Board, the Coordinating Committee, the Committee's advisory teams.~~

#### Section 6. Chair

The Coordinating Committee shall annually elect a Chairperson from its membership. The Chair shall preside at the meetings of the Coordinating Committee and perform the usual duties of Chair. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Chair shall serve until his or her successor is duly elected. Additional duties of the Chair are to:

- Guide the preparation of agendas and agenda materials for Coordinating Committee and Policy Board meetings.
- Present plans, studies, reports and such measures to the Policy Board as are deemed necessary to carry out the mission of Metro GIS.
- Serve as liaison between the Policy Board and the Coordinating Committee.

#### Section 7. Vice Chair

The Coordinating Committee shall annually 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. Not more than two consecutive terms may be served by one person, unless no one else is willing to serve. The Vice-Chair shall serve until his or her successor is duly elected.

#### 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.

#### 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 ~~such as, the Association of Metropolitan Municipalities.~~

a) 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.

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.

b) 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.

Section 10. Member Removal (~~recommendation to exclude this provision~~)

~~The Committee's ability to foster collaboration necessary to achieve long-term solutions to common geospatial needs is compromised when its members do not regularly participate in its affairs. The Committee needs to know the varying stakeholder viewpoints to identify solutions and best practices that will be broadly supported, viewpoints brought to the Committee principally by its members. Successful implementation of solutions and best practices also requires champions within each of the affected organizations, a role expected of Committee members. Therefore, members are expected to maintain currency with the affairs of the Committee through attendance of the Committee's meetings or by arranging for an alternate when they are unable to attend themselves. Alternates sitting in for a member shall not count as absences, pursuant to this Section.~~

~~Members who miss three (3) consecutive meetings and do not arrange for a qualified alternate are subject to removal from the Committee. Chronic nonresponsiveness (no advance warning of pending absences) shall also be grounds for removal. A motion to remove a member from the Committee must be supported by at least 75 percent of the members. Prior to Committee action, the Chair, Vice Chair, and or staff shall attempt to arrive at resolution of the absentee problem with the member. Removal from the Committee is but one option to be considered.~~

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 Coordinating Committee Chair shall contact the member and investigate options to insure the member's constituency is appropriately represented in the affairs of MetroGIS.

Section 4011. 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  
**Advisory Teams**

Section 1. Purpose

~~A standing Technical Advisory Team and Ad Hoc Work Groups shall be created to~~ ~~The role of an advisory team is to advise~~ 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.

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) ~~Advisory teams-Ad Hoc or Special Purpose Workgroups~~ are created and populated at the discretion of the Coordinating Committee. ~~They and Advisory teams may be~~ are ~~to be dissolved by the Coordinating Committee when the its assigned responsibility function of the work group team has been fulfilled. Once operational, Workgroups will generally report directly to the Coordinating Committee, as opposed to the Technical Advisory Team.~~

### Section 3. Composition

- ~~Policy Advisory Team: The membership of the Policy Advisory Team shall be comprised of persons appointed to the Coordinating Committee by organizations represented on the Policy Board, the Chair of the Coordinating Committee, and such other persons important to carrying out its responsibilities.~~
- ~~Other Advisory Teams:~~ Team members shall have acknowledged expertise relevant to the objectives and tasks of the ~~advisory~~ team to which assigned. Team members shall: 1) represent a variety of points view and ~~2)~~ be affiliated with organizations or interests with jurisdiction within one or more of the Metro Area Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington or ~~2)~~ possess desired knowledge or expertise not otherwise provided.
- Each team shall have a liaison member from the Coordinating Committee.
- ~~All teams shall have the authority to create sub working groups as necessary to carry out their assigned responsibilities.~~

### Section 4. Chair

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

### Section 5. Powers and Responsibilities

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

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

### Section 6. Decision Making Process and Voting

~~Advisory~~ 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 ~~advisory~~ 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, 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.~~

#### Section 7. Meetings

~~Advisory~~ Teams shall meet as necessary to carry out their duties. The time and place of the meetings shall be at the discretion of each ~~advisory~~ team.

Written notice (mail, facsimile, email) of the regular meetings of each ~~advisory~~ team shall be given to each member at least five (5) days prior to such meetings. Special meetings of the ~~advisory~~ 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

#### Section 1.

Amendments to these Operating Guidelines may be proposed by any member of the Coordinating Committee or Policy Board. A statement explaining the purpose and affect of the proposed amendment shall accompany the amendment proposal. ~~The Coordinating Committee shall have the discretion to act on a proposed amendment with or without a recommendation of the Policy Advisory Team.~~

#### Section 2.

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 Procedure

#### Section 1. Rules of Parliamentary Procedure

The rules of parliamentary procedure and practice contained in Robert's Rules of Orders, 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 Orders shall remain in affect if the decision resulted from due consideration of the options presented for discussion.

~~Advisory~~ ~~The Technical Advisory Team and Ad Hoc Work Groups teams~~ shall have the

discretion to devise and follow decision making rules acceptable to their members.

~~Section 2. No Quorum Requirement for Advisory Teams:~~

~~Advisory 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, 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.~~

Section 3. Public Notice of Meetings

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