

BAY AREA REGIONAL GIS COUNCIL (BAR-GC) DRAFT CHARTER

Version 2.1 August 14, 2003

I. GENERAL PROVISIONS

1. Name

The name of the organization is the Bay Area Regional GIS Council (BAR-GC)

2. Region

The BAR-GC is composed of GIS users within the nine (9) county San Francisco Bay Area including Alameda, Contra Costa, Marin, Santa Clara, San Francisco, San Mateo, Solano, Sonoma and Napa counties. To deal with existing jurisdictional affiliations that don't adhere to this grouping of counties, a loosely defined network of overlapping working relationships will be maintained with other regional GIS councils and related organizations.



3. Location

The BAR-GC is a Task Force of the Association of Bay Area Governments:

ABAG
Joseph P. Bort MetroCenter
101 8th Street
Oakland, CA 94607

For more information, please contact: Patrick DeTemple, BAR-GC Chair.
Phone: 510-981-6540
Email: pdetemple@ci.berkeley.ca.us

II. PURPOSE

1. Mission

The purpose of the BAR-GC is to facilitate the development, acquisition and dissemination of Geographic Information System (GIS) infrastructure; foster regional GIS coordination; identify and encourage data sharing opportunities; and provide input to the California GIS Council in support of its efforts to build California's geographic information infrastructure.

2. Goals

- A. To improve operations and facilitate new analyses and joint decision-making.
- B. To provide a forum for information sharing and collaboration.
- C. To realize economies of scale through data sharing and joint projects.
- D. To pursue partnerships for geospatial projects on a regional basis.
- E. To promote the goals of the California GIS Council.

III. PARTICIPATION

The BAR-GC is a consensus seeking body that welcomes participation by all local, regional, state and federal GIS users in the San Francisco Bay Area, including representatives from public agencies, utilities, tribes, non-profits, educational institutions, private companies and other organizations that are interested in promoting the development of GIS infrastructure and data in the region.

The BAR-GC is an information-exchange not a policy-making forum; hence its actions are not binding on any members.

IV. OPERATIONS

1. Membership

A. 25 Member Seats Participation in the BAR-GC is open to all - any individual can participate on project teams/subcommittees and attend meetings to provide input on any BARGC topic, regardless of whether they have a seat on the BAR-GC.

To establish the legitimacy and authority of the BAR-GC and to ensure proper representation within the Bay Area, the BAR-GC has 25 member seats. These seats are sub-divided into 14 Standing Seats and 11 At-Large Seats. Standing Seat members and At-Large Seat members have equal weight on the BAR-GC.

B. Standing Seats

The 14 Standing Seats are allocated to the following organizations:

1. 1. Association of Bay Area Governments (ABAG)
2. 2. Bay Area Automated Mapping Association (BAAMA)
3. 3. Metropolitan Transportation Commission (MTC)
4. 4. City of Oakland
5. 5. City & County of San Francisco
6. 6. City of San Jose
7. 7. County of Alameda
8. 8. County of Contra Costa

9. 9. County of Marin
10. 10. County of Napa
11. 11. County of San Mateo
12. 12. County of Santa Clara
13. 13. County of Solano
14. 14. County of Sonoma

A Standing Seat for an organization will remain vacant until that organization submits an authorization form that identifies the individual who will serve on the BAR-GC. The format and language for the authorization form is documented on Appendix A.

C. At-Large Seats Any representative from a public agency, utility, tribe, non-profit, educational institutions, and related organization can request one of the 11 At-Large Seats on the BAR-GC. The only exception is that representative from private sector companies cannot fill an At-Large Seat on the BAR-GC. Private sector individuals are encouraged to attend and participate in BAR-GC activities, as well as be involved in the Private Sector Advisory Subgroup.

The allocation of At-Large Seats will be approved on a motion from a BAR-GC member at a public meeting after written requests for an At-Large Seat are submitted to the Chair or Vice Chair (see Appendix A). The At-Large Seats coincide with the organization, not the specific individual – if an individual holding an At-Large Seat terminates their employment with that organization, the organization may name a replacement individual.

At-Large Seat members shall have two-year terms that coincide with the term of the Chair and Vice Chair. Upon a motion, the BAR-GC may approve to extend the term of any At Large seat for up to 2 years to ensure continuity of the BAR-GC activities.

D. Term Limits There are no limits to the number of terms that an individual can fill a Standing Seat or At-Large Seat on the BAR-GC.

2. Dues and Finances

There are no BAR-GC membership dues. The BAR-GC does not maintain a treasury or its own financial accounts. The BAR-GC may partner with its member organizations to apply for grants and other funding opportunities, but the BAR-GC bears no liability for funding projects. Decisions on commitment of funding, or resources ultimately rest with the member organizations and would be governed by a separate agreement.

3. Officers

A. Officer Positions The BAR-GC shall elect the following officers to serve two-year terms starting July 1 and concluding June 30 of the following year.

□ CHAIR. The Chair shall preside during BAR-GC meetings, set the agenda for BAR-GC meetings, represent the BAR-GC at other meetings, conferences and events, develop and/or update an annual Strategic Plan, and be responsible for identifying an individual who will record minutes for each BARGC meeting.

□ VICE CHAIR. The Vice Chair shall preside at meetings, conferences and events in the absence of the Chair, maintain a contact list of BAR-GC members and constituents, inform BAR-GC members and constituents of upcoming meetings, distribute agendas for upcoming meetings at least 2 weeks in advance of each meeting, and distribute minutes of previous meetings within 2 weeks after each meeting.

B. Requests for Chair and Vice Chair Position In June of years that coincide with the end of the term for the Chair and Vice Chair, seated members of the BAR-GC may submit a written request to the Chair or Vice Chair to be considered for the position of Chair or Vice Chair.

C. Term Limits There are no limits to the number of terms that a Chair and Vice Chair can serve.

D. Same-Employer Restriction The Chair and Vice Chair cannot be employed by the same organization.

4. Liaison to California GIS Council

The BAR-GC Chair or the Chair's designee shall serve as liaison to the California GIS Council to represent the BAR-GC. In the absence of the Chair or the Chair's designee, the Vice Chair shall serve as liaison. The liaison shall attend the California GIS Council meetings and Regional GIS Council Subcommittee meetings to report on GIS activities and facilitate collaboration opportunities.

5. Voting

The BAR-GC is a consensus seeking body that welcomes participation by all local, regional, state and federal GIS users in the San Francisco Bay Area. All individuals present at BAR-GC meetings can provide input.

Certain issues shall be reserved for voting by seated BAR-GC members only. These include selection of a Chair and Vice Chair, approval of individuals to fill Standing Seats, and At-Large Seats. The BAR-GC may also vote on other issues if previously specified in the meeting agenda.

6. Meetings

Regular meetings will be held every 2 months.. Special meetings or project specific sub-group meetings may be held at the discretion of the Chair or leader of specific projects.

7. Communication

Written communications to and between BAR-GC members and constituents most often will take place via email. A website will be maintained and include:

- . agendas
- . meeting minutes
- . information about BAR-GC projects
- other information deemed important by the BAR-GC

8. Strategic Plan

The BAR-GC shall prepare and/or update a Strategic Plan to guide the organization. The Chair is responsible for preparing and/or updating the Strategic Plan annually. The Strategic Plan shall include project priorities for the coming year.

9. Projects and Project Teams

Any member may propose a BAR-GC project and the Chair can establish a project team for the purpose of pursuing a particular project or area of interest.

10. Private Sector Advisory Subgroup

The Private Sector Advisory Subgroup provides private sector individuals with a formal mechanism for participating in the BAR-GC. This Subgroup will provide input regarding BAR-GC issues and projects. The Subgroup may take action on their own, to prepare a recommendation to the BAR-GC on any matter.

11. Subcommittees

The Chair may create subcommittees on specific topics as needed.

12. Amendments

Amendments to this charter can be made at any regular meeting if the amendments are listed in the meeting's agenda.

13. Dissolution

The BAR-GC will continue to function as long as it has the confidence of its members. If any period of twelve (12) months elapses between BAR-GC meetings, the BAR-GC charter will automatically dissolve.

BAR-GC Charter Appendix A Sample Authorization Form for Membership on the BAR-GC

The information below is as a sample form for organizations that have been allocated a *Standing Seat* on the Bay Area Regional GIS -Council (BAR-GC) to document their official representative on the BAR-GC. Individuals interested in an *At-Large Seat* on the BAR-GC should use the same form.

The sample form (or something similar) should be printed on letterhead of the *Organization/Agency*, signed/dated and submitted to the BAR-GC Chair or Vice Chair at least one week in advance of the next scheduled BAR-GC meeting.

START OF SAMPLE FORM

To: The Bay Area Regional GIS Council

On behalf of the _____ [*Organization/Agency*],
_____ [*Individual*] is hereby authorized to be our official representative on the Bay Area Regional GIS Council (BAR-GC), subject to the rules of the BAR-GC and with the understanding that the BAR-GC is a consensus-building organization regarding regional Geographic Information System (GIS) partnerships and cooperation. Agreement of BAR-GC consensus on an issue does not in any way constitute commitment or agreement on behalf of the *Organization/Agency*, or otherwise incur liability on behalf of the *Organization/Agency*.

Signed:

Name (please print):

Title:

Organization/Agency: Date:

END OF SAMPLE FORM