Arizona Geographic Information Council Members Manual

January 2015

Council Members,

Welcome to the Arizona Geographic Information Council (AGIC). The following document has been developed in an effort to provide some basic information and knowledge regarding the structure and operations of our Council and Committees. It is our hope the following pages will provide members the information necessary to maximize our efforts and further the mission and vision of AGIC. Please utilize this document to help understand your role on the council, be a productive member, and share additional information of interest.

The document has been organized in the following fashion:

- Introduction: What is the council, its purpose, and role - explained
- Serving on AGIC: Appointments, requirements and expectations of membership
- Officers: Description of elected positions, requirements, terms, and process
- Meetings: Schedule, Format and process explained
- Committees: What are they, and their responsibilities
- Obligations and Expenses: Rules governing our opportunity gain and expend funds.
- Administration: How is the Council Administered, and by whom
- Budget: AGIC Budget explained
- Travel: Expectations and process for members who travel for AGIC Business
- Listserv and Website: Purpose and process associated with these sites
- Appendices:
    A. Chair's Guide to Running a Council Meeting: a template to assist the Chair in the care and feeding of a Council (or Committee) Meeting.
    B. Valuable Informational Links: Weblinks to a multitude of key sites that will be of use to Council Members.

This living document will be provided to all Council and Committee Members, to help maintain consistency through all our processes. The Administration and Legal Committee to AGIC will be tasked to manage and update the product on an annual basis as necessary. If any portion of this document requires attention, please inform the Council's executive team. In addition, please advise on any additions that would benefit the Council in the future.

Thank you for your current and future service on the Council.

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1. Introduction

Arizona Geographic Information Council (AGIC)

The Arizona Geographic Information Council is established in the Arizona State Land Department under §37.177 of the Arizona State Statutes.

The purpose of AGIC is to foster information exchange, cooperation, and standardization in the acquisition, exchange and management of spatially referenced geographic information used by geographic information systems (GIS) in the State of Arizona. AGIC accomplishes this by:

- Advising the Arizona State Cartographer's Office (SCO) on matters related to geospatial data sharing and appropriate strategies to support a geospatial clearinghouse and statewide geographic information system.
- Facilitating interagency coordination for the purpose of geospatial data sharing and supporting a geospatial clearinghouse, a statewide geographic information system and location-based services that enhance and support federal, state and local government business systems, including planning, asset management, location awareness, emergency preparedness and many other analytical and mitigation response systems.
- Collecting information on user requirements on matters related to geographic information systems, geospatial data, technologies, products, services, standards, programs and activities and prioritize those requirements to the Arizona State Cartographer's Office, the United States Geological Survey and other producers of geospatial data.
- Serving as a forum to facilitate informational exchange between federal, state, tribal, regional and local governments, the private sector and professional associations.
- Appointing technical committees to address specific needs and issues as necessary.

Council members are appointed by the Governor's Office to three year terms.   AGIC receives support and coordination assistance from the Arizona State Land Department and State Cartographer's Office. The State Cartographer is also the formal point of contact (Director) in Governor's Office and Boards and Commissions documentation.

2.   Serving on AGIC

Appointment

As established in statutes, council members are appointed by the Governor. Council members serve without compensation. Staggered appointments are for three-year terms.   The council is comprised of 35 appointments in the following stakeholder areas:

- Eighteen members representing state agencies and instrumentalities
- Six members representing federal governmental agencies
- One member representing a statewide association of county governments
- One member representing a statewide association of municipal governments
- Six members representing geographic information systems consortia or local governments
- One member representing an Arizona Indian Tribal Nation.
- One member representing a professional geospatial organization
- One member representing the private sector

Because members serve at the pleasure of the Governor, a member may be removed by the Governor. Vacancies on the Council can be filled for an unexpired time in the same manner as original appointments.

Requirements

Membership on the Council requires active participation. It is the responsibility of each Council member to attend scheduled meetings. Because of the size of the Council, it is necessary for members to make a good faith attempt to attend as many Council meetings as possible in order to reach a quorum. It is also a requirement of membership for all Council members to be an active member of at least one of the AGIC Council Committees (see below for Committee names and responsibilities).

Withdrawal and Vacancies

Any member of the Council may withdraw from AGIC upon giving notice in writing to the Governor's Office and to either the Council or the State Cartographer's Office.

The Council may request a new appointment for any Council member who fails to attend meetings or refuses to participate as an active member on the Council. In addition, the Council will work

towards facilitating membership in the event that current members of the Council cannot fulfill their duties due to change in employment, work responsibilities, disability or death.

If a vacancy in Council membership occurs, the State Cartographer's Office shall contact the designating stakeholder group to request a nominee(s) for the Governor of Arizona to appointment a replacement.

3.   Officers

The officers of AGIC are the Vice-Chair, Chair, Past-Chair, and Treasurer. Elected officers shall assume their official duties at the end of the first Council meeting of the calendar year (usually held in February) and shall serve a one year term. The term of the Vice-Chair is one year, after which the position transitions to the Chair office with a term of one year, after which the position transitions to the Past-Chair. It is therefore expected that the lineage of Chair be a three year commitment to the Council.

Description of Elected Officers

Chair

The role of the AGIC Chair is to preside at all council meetings. The Chair is also responsible for the implementation of the Council's decisions. The Chair, along with the Vice-Chair or other persons specifically appointed in writing by the Chair, is authorized to represent AGIC with other organizations. The duration of service of the Chair is for one year, after which time the person serving as Chair becomes Past-Chair.

An important role of the Chair is to represent the state of Arizona as a Voting Delegate to the National States Geographic Information Council (NSGIC) and is expected to attend both the annual and mid-year NSGIC Conferences. Per this appointment it is required that the Chair be active in at least one of the standing NSGIC Committees that focus on geospatial issues between state government and our Federal Partners and report on these committee activities to the Council.

Vice-Chair

The Vice-Chair is elected annually by a majority vote of the Council. The role of the Vice-Chair is to assist the Chair in the discharge of his or her duties as requested and, in the absence or inability of the Chair to act, perform the duties of the Chair. The duration of service of the Vice-Chair is for one year, after which time the person serving as Vice-Chair is elevated to the position of Chair and report on these committee activities to the Council.

The Vice-Chair is required to attend the NSGIC annual conference, as well as participate in at least one NSGIC committee as this will be a requirement while fulfilling Chair responsibilities the following year and report on these committee activities to the Council.

Past-Chair

The role of the Past-Chair is to perform duties as designated by the Chair. The duration of service of the Past-Chair is one year.

The Past-Chair is required to continue their participation in NSGIC committee activities and the NSGIC annual conference for continuity of AGIC involvement in national concerns and initiatives.

Treasurer

The Treasurer is filled upon vacancy and requires a majority vote of approval by the Council. The role of the Treasurer is to oversee and present budgets of the Council and any Committee budgets to AGIC. The AGIC Revolving Fund accounts are administered through the State Cartographer's Office. As such, it is recommended that the office of Treasurer be fulfilled by a representative of the SCO.

Election Process

Officers are elected by a majority vote of the Council. Nominations are solicited from the Council by the Chair at the August Council meeting (or the meeting prior to that at which the election will take place). It will be the responsibility of the Chair or a Council member appointed by the Chair to create a list of nominees for election of officers and to conduct the election process. Members interested in serving as officers shall give their resumes, biographic or other appropriate information to the Chair or his or her designee as candidates.

The election of officers will take place at the November Council meeting. Each voting member of the Council has one vote for each officer. Elections shall be conducted by open vote of the Council, with officers elected by a majority of votes cast. The Vice-Chair will ascend to the office of Chair at the end of the Chair's term and a new Vice-Chair will be elected to fill the vacancy.

Resignation Process

In the event that an officer must resign their position prior to the end of the term the following procedures apply:

- Chair: upon receipt of resignation of the Chair, the Vice-Chair will assume the duties of Chair through the end of the term and the following term for which they were initially elected to

be Chair. In the event the Vice-Chair is also a vacancy, the Past-Chair will assume the duties as Chair and call a special election to fill the vacated Vice-Chair position.

- Vice-Chair: upon receipt of resignation of the Vice-Chair, the Chair will recommend the Past-Chair to assume the duties of the Vice-Chair until a special election may be held to fill the Vice-Chair position.
- Treasurer: upon receipt of resignation of the Treasurer, the Vice-Chair will represent the Council in this capacity until a special election may be held to fill the Treasurer position.

Removal Process

Officers may be removed by a majority vote by the Council members of AGIC.

Schedule

- November – election of Vice-Chair and Treasurer, as applicable. At the conclusion of the Council meeting, the newly elected officers assume their new offices, while the existing Vice-Chair is elevated to Chair and existing Chair becomes Past-Chair.
- February – the first Council meeting presided over by the new Chair.
- August – solicitation of Council members for nominations for Vice-Chair and Treasurer.

4.   Council Meetings

Schedule

Council meetings will be held at least quarterly. Unless otherwise decided upon by the Council, these will be scheduled to be the first Thursday in February, May, August, and November. Notice of the next Council meeting will be sent to Council members seven days before the meeting. Official public meeting notice as provided by §38-431.02 shall be provided to Council members at least 24 hours prior to the meeting. Additional meetings of the Council may be called by the Chair with at least a 24 hour notice of the meeting to discuss and take action on critical issues.

Quorum

A quorum is required to hold a meeting where motions and votes may occur. A quorum is reached when 18 appointed members to the Council are present (either physically or telephonically) at the meeting. Note: The calculation of a quorum is based on the total number of seats on the Council (by statute this count is 35) and not on the current number of appointed members, hence 18 members are required to obtain a quorum. If a Council member or members are unable to physically attend a Council meeting, they may attend telephonically and will be counted toward establishment of a quorum. When a meeting is in danger of not obtaining a quorum, Executive Members will institute a call back routine to "round-up" Council members to dial into the meeting in an effort to reach a quorum. It is important Council members recognize the need to attend both Council and Committee meetings per their assignment.

Meeting Format

Meetings may be conducted in an informal manner by the Chair, but Robert's Rules of Order Newly Revised may be invoked as needed, at any time, by a majority request of the members present. See Appendix A for information on conducting an AGIC meeting.

As a public body enabled by the Arizona Legislature, AGIC is bound by the terms of Arizona's open meeting laws as described in A.R.S. 38.431.02. All meetings of AGIC and its committees are required to follow open meeting law, which indicates the development of and adherence to an agenda. Only topics that are part of the Agenda can be brought forth in the meeting and discussed (although the order of presentation may be changed as the discretion of the Chair). See Appendix D for an example of an AGIC Agenda. For more information, please see *The Arizona Open Meeting Law* at: http://www.azoca.gov/wp-content/uploads/Open-Meeting-Law-Bookletprintable3-2015.pdf

Call to Public

Open meeting guidelines indicate that each public meeting will have a portion of the Agenda dedication to a "Call to Public", where attendees (outside of the current Council or invited guests) have opportunity to address the Council on issues that may have interest or impact Council. Prior to each meeting a Call to Public sign-in sheet is made available for public attendees to sign, indicate the topic of interest, and then be provided (via the pleasure of the Chair) opportunity to address the Council. The language as is represented on the Council agenda is as follows:

Call to the Public:
Those wishing to address the working group must register at the door and by recognized by the Chair. It is possible that each presentation will be limited to 5 minutes and one person per organization. Action taken as a result of public comment will be limited to directing staff to study the matter or schedule the matter for further consideration and decision at a later time.

Executive Session

An executive session is defined as "a gathering of a quorum of members of a public body from which the public is excluded for one or more of the reasons prescribed in [A.R.S. 38-431.03]." From time to time it may be necessary for the Council to hold an Execution Session as part of the regular Council Meeting (which is always open to the public).

Per Arizona Revised Statute 38-431.03. A and further clarified by the Arizona Attorney General's Office, an Executive Session may be held for the following reasons:

1. Personnel Matters
2. Confidential Records
3. Legal Advice
4. Litigation, Contract Negotiations and Settlement Discussions
5. Discussions with Designated Representatives Regarding Salary Negotiations
6. International, Interstate, and Tribal Negotiations
7. Purchase, Sale or Lease of Real Property
8. Taking Legal Action

Appendix A, Executive Session section, further describes the process and additional reference documents.

5.   Committees

Committees shall meet, discuss, study, and/or resolve assigned issues as needed to carry out the business of AGIC. Committees shall meet at least quarterly. Meetings should not be held on the same day as Council meetings, except in the event a special committee meeting is required due to Council priorities. Committees may be authorized, created, directed or dissolved by majority vote of Council members at Council meeting. The Chair shall appoint a Council Member to serve as Champion to each committee. Each committee shall then appoint a Committee Chair to organize the group and to act as a spokesperson representing the committee before the Council. Committee Chairs shall be responsible for maintaining membership on the committees and shall notify the Council of any changes in membership. Committees shall keep a record of all proceedings, including agenda, minutes, hard copies of electronic presentations, handouts, and any other materials associated with the meeting, and provide a copy to the SCO. The Committee Chair shall be responsible to ensure documentation is provided to the SCO.

At times it will become important to appoint working groups to work on specific tasks as related to the Council and/or Committee interests. A working group can be assembled at the pleasure of the Committee Chair or any member of the Executive Leadership of the Council - including the Committee Champion (Council representative to the Committee). Working groups will be formed as the need requires, and upon completion of assigned tasks the working group may be disbanded at the pleasure of the original coordinating body. The role of the working group is not to make a decision on a topic, but to compile information and report that to the committee or council that created it. The size of the working group shall be less than a quorum of its parent committee or council.

All Committee meetings are subject to Open Meeting Law and thus require the development of both meeting agendas and minutes. In addition, the Agendas must be posted no later than 24 hours prior to the scheduled meeting. This posting occurs through the SCO and is posted at the Arizona State Land Department.

The Chair may call meetings of Committee Chairs to obtain progress reports to be presented to the Council.

Committee Chair Appointment

Upon a vacancy in the Committee Chair and/or Co-Chair position, the committee will bring forth nominations for a vote of the committee. The committee approved nominee will be presented to the Council at the next scheduled meeting for a vote.

Administration and Legal Committee:

The Administration and Legal Committee supports the Council in matters surrounding its administration and statutory responsibilities. These include but are not limited to: Council Membership appointments, facilitating interagency coordination in support of Council Goals (in particular the development of a geospatial clearinghouse – as predicated as part of ARS 37-177), assisting in developing and reviewing requirements and standards for a variety of projects, and understanding the activity of other organizations having interest in the geospatial community of our state. The Administration and Legal Committee works closely with the State Cartographer's Office and other AGIC committees to further the agenda of the Council as set in Statute.

Data Committee:

This Committee primary focus is geospatial DATA - and aspects relating to Custodianship, Sharing, Lifecycle, and Interoperability. A primary focus is the Arizona Geospatial Clearinghouse (AZGEO). The Committee develops the strategy for the development and integration of new data into AZGEO, and works with data contributors and potential contributors to provide information and guidelines to obtain and maintain data. In addition to the clearinghouse effort, they also work on other data initiatives brought forth by Council (NAIP Imagery), and other public agencies, data initiatives or programs of geospatial interest at a local, state, and federal level.

Conference Committee:

The Conference Committee is responsible for the coordination of the annual AGIC Education and Training Symposium. This committee is the conduit between the Council and the various tasks necessary to plan and produce a quality conference. The committee works with the venue, coordinates with agencies, vendors, and professional organizations to ensure quality representation is available for the exhibit hall and keynote addresses. Most importantly, this committee develops the theme for the Conference, builds relationships with potential presenters, and works to promote the event across the state.

Outreach Committee:

The Outreach Committee is expected to collaborate with individuals, groups, and organizations who have an interest in geospatial activities. This committee promotes the AGIC missions within the state by conducting face-to-face meetings with local stakeholders, managing the AGIC Website, and releasing AGIC publications.

Additional Committee Responsibilities:

There are additional responsibilities of all Committee Chairs and/or Co-Chairs in order to facilitate the needs of AGIC. Additional responsibilities include, but are not limited to,

- Updating website content to include meeting agenda and minutes and calendar entries as it pertains to the committee or working group
- Prepare annual work plans for presentation at the first Council meeting of the year
- Prepare reports for quarterly Council meetings
- Ensure items necessary for Council vote are included in the Council agenda

6. Administration

AGIC shall be administered by its elected officers. The SCO shall keep the official current and complete books and records of the decisions, actions and obligations of AGIC. The State Cartographer's Office shall coordinate, meeting notices and locations and shall keep a record of names and addresses of the members of the Council. All books and records may be inspected by any member of the Council for good purposes at a reasonable time and location. In the event the Council is dissolved, the SCO will be responsible for the books, records and distribution of any other assets to the Voting Member Agencies of the Council as soon as practical.

7. Communications

To comply with Open Meeting Law rules, all correspondence between Council/Committee Members (formal bodies of the Council) will be run through the State Cartographer's Office (SCO) for dissemination to Council members. Updated member lists and contact information are kept at the State Cartographer's.

Internal communications amongst any single working group is not subject to this directive, however, communications between separate working groups, committees, or the Council are expected to use the SCO to distribute messages.

8. Obligations and Expenses

All AGIC Council Members will cooperate with the SCO in efforts to develop funding for AGIC activities.

Any funds obtained for AGIC will be deposited with the SCO in a Special Fund established specifically for the purposes of this Council.

The Council shall authorize all expenditures that exceed an amount of $500.00 (per Motion adopted by Council on 2/5/2015)

The Chairperson is permitted to authorize expenditures up to $500.00 (per Motion adopted by Council on 2/5/2015) without consult of the Council members.

When applicable, the fiscal year will relate to the Arizona State Fiscal Year; July 1st through June 30th, inclusively.

9. Budget

As a legislatively appointed council, AGIC does not have a committed revenue source through public funds. As such, financial support of AGIC activities are provided through the annual training conference revenue, grants and other in-kind solutions. As such, the AGIC budget is only reflective of approved expenditures as voted on by the Council or authorized by the Chair, when applicable. There is no guarantee of fund availability and all requests for expenditure are subject to current fund availability.

10. Travel

At times, both in-state and out-of-state travel is a necessity to achieve AGIC initiatives. Travel reimbursement may be provided and is subject to the laws and rules of the State of Arizona. Before traveling, the council member is encouraged to seek guidance as to what is considered eligible travel expenses. Reimbursable expenses will only be considered for travel that has been previously been approved by Council, or under some circumstances approved by the Council Chair.

Due to the limitation of AGIC funds it is encouraged that travel reimbursement be sought in the following order:

1. Stakeholder group and/or agency
2. Grant opportunities (i.e. - NSGIC Conference attendance)
3. AGIC Funds

   Travel expenses are restricted to eligible travel as defined by the State of Arizona and the policies of the Arizona State Land Department. Receipts are required for reimbursement when travel is completed. If the traveler does not have the proper receipts, reimbursement may not be approved.

   The following classifications are intended as a guide and are not an all-inclusive list of possible fees and costs which may be reimbursable. Check with the funding source for detailed instructions on reimbursement requirements.

   A. Registration Fees

   B. Transportation

   C. Lodging

   D. Meals

   E. Training or Conference Expenses

11. Listserv and Website

The purpose of the AGIC website and listserv is to facilitate and encourage the free flow of information to maintain an informed and engaged GIS community. Website content is managed by representatives of AGIC and the SCO. The AGIC listserv is a public listserv for the transmission of sanctioned information of general interest to all members of the Arizona's GIS community. Access to the listserv may include the public at-large. Listserv participants are expected to follow the Code of Conduct listed below.

Use of Listserv

To post to the listserv member may send a message to agic-l@asu.edu . The message will be conveyed to a moderator's queue to determine whether the message is relevant for the list. Once reviewed and accepted, the message will be sent to all members of the listserv. Please allow up to one work day for the messages to appear on the listserv. Excluded messages will be returned to the sender with a brief explanation for that exclusion.

Code of Conduct

The following conditions set forth the manner in which subscribers are authorized to access and use the listserv:

Terms of Use

1. Using the listserv for commercial purposes or personal business (e.g., buying, selling items, advertisement) or private gain is prohibited.
2. Using the listserv for election activity, support or endorsement is prohibited with the exception of sanctioned AGIC announcements.
3. When posting to the listserv, be respectful, professional and courteous. Defamatory, abusive, discriminatory, harassing, intimidating, profane and/or offensive language is prohibited.
4. The use of a listserv in connection with contests, chain letters, junk e-mail or "spam" is prohibited.
5. The use of the listserv to falsely impersonate an individual, group, organization or entity is prohibited.
6. Users must determine whether it is necessary to post an answer to an entire list; if a user is unsure, a private e-mail should be sent to the person to whom the user is responding.
7. E-mails from one individual to another shall only be shared with members of the list if there is prior written permission from the author of the e-mail.

Modification of Terms

The Listserv Code of Conduct may be modified without notice when it is deemed reasonable and necessary.

Compliance Monitor

The use of the listserv shall be monitored by the SCO who will have the authority to issue reminders and updates relating to the terms of compliance with the Listserv Policy.

Exclusion of Listserv

The use of the listserv is a privilege. AGIC may restrict or remove a user's access to a listserv with or without notice if such use is deemed to be in violation of the Code of Conduct or is determined to be detrimental to the mission or reputation of AGIC. Restriction of access is the decision of AGIC.

Website Use and Management

Who has access

The AGIC website is a DRUPAL content management system, which is presented online for public information.   There are 5 distinct access levels with differing privileges; These are:

- Public - Very basic, read only. The most restricted access to any postings, documents, etc.
- Registered User - Public, plus: Ability to read all postings, and Document Libraries.
- **Council Member** - Registered, plus: Added abilities to post to Calendar, Articles, and Document Libraries.
- Administrator - Council, plus: Ability to add/delete/modify users
- Super User - Administrator, plus: Ability to edit website layout, configuration, etc.

What is posted to the website

The AGIC website will only be a valuable resource to public and Council users when content is fresh and updated regularly.

The Council expects council members to post interesting calendar events and news articles, which could be of interest to the Arizona GIS stakeholder community.   Additional content is expected of Committee and Working Group Chairs such as the posting of meeting dates, agendas, meeting minutes and annual work plans.

As appointees of the Governor, and representatives of a particular stakeholder sector, members should understand that council work/activity is important to a larger audience. It can also be assumed that articles and dates which piqued a council member's GIS interests may also be interesting to others in

our statewide community. We encourage all members to share applicable items and AGIC activities with others of the geospatial community.

Procedures

See Appendix C for procedures Council Members should follow when adding/editing content in the AGIC web pages.

APPENDIX A - Chair's Guide to Running a Council Meeting

Verify a Quorum has been reached!

Agenda Items (see sample - Appendix D)

a. Call to Order
    i. Start on time.
    ii. The Chair raps the gavel and says: "I call this meeting order."

b. Announcement of Call to Public Sign-In

c. Introductions
    i. The Chair will read off the council member roster confirming member attendance.
    ii. Other persons present should not introduce themselves, nor should they feel compelled to.

d. Minutes
    i. Copies of the minutes of the last meeting will have been distributed to Council members prior to the meeting.
    ii. The Chair will ask: "Are there additions or corrections to the minutes?"
    iii. A motion is then adopted to approve the minutes as amended.

e. Call to the Public Review
    i. The Chair will then request the Public Sign in sheet be made available for review and assign appropriate timing for each member of the public who is seeking to comment to the Council (see below for process and methodology). Any presentation from the public may be limited to 5 minutes per person and one person per organization, this is at the discretion of the Council Chair.

f. Committee Reports
    i. The Chair will acknowledge the appropriate Committee Chair.
    ii. The Committee Chair (or designee) will then introduce Committee Items as represented on the current Agenda. The Committee Chair may also introduce other members of the committee to speak on the agenda topic as necessary.
    iii. An open discussion regarding the presented topics will be available at the close of each agenda topic. Council Members are the only members who are available for

comment during the discussion period. If it is deemed useful to have a committee member (who is not a Council Member) address the Council body, it may be done at the discretion of the Council Chair. If any of the Committee Agenda Items require a motion for voting, the Chair will run through the process of presenting, and running a motion to vote (item d. above).

iv. Upon a Committee Report completion, the Chair will introduce the next committee.

g. Council Additional Business

i. The Chair then runs through the remaining items on the Agenda pertaining to Council interest.

h. Future Meeting Dates

i. The Chair will inform the Council of the next meeting date, time, location - and comment on any necessary modifications to venue or process that may exist for the future meeting.

i. Comments, Requests, and Items for Future Agendas and Meeting Dates:

i. The Chair will then open (to Council Members) a discussion regarding additional comments, requests of the Council, and or items of interest for future agendas or meeting dates. As the Council cannot comment on items outside of the published agenda this activity provides opportunity for Council Members to voice a need or concern regarding any items that may interest the Council and require consideration in the future.

j. Call to the Public (final)

i. The Chair will then offer time to any from the public who have signed up to speak to the Council on items outside of our current agenda. Our guidelines suggest that it is possible that each presentation may be limited to five minutes in length, which is at the discretion of the Chair. Action taken as a result to the public comment will be limited to directing Council or Committee Staff to study, or put the matter to a future Council agenda.

k. Adjourn

i. The Chair will call for a motion to Adjourn, upon a second, a vote will come before the Council body.

See Appendix D for a sample agenda.

HOW TO (Meeting process and methodology):

Addressing the Council

Council members wishing to address the Council body during the open discussion period, must:

1. Indicate a desire to speak - via a raised hand, or request to address (if attending telephonically).
2. Chair will recognize the member and assign an order to the responses to be given (if multiple members are requesting an opportunity address).

Motions

a. When a motion is made, it must be seconded by another Council member. The Chair will restate the motion to the Council and call for discussion

b. If an amendment is offered during discussion, the amendment must be moved, seconded, and discussed. A vote is *first* taken on the amendment. After that the discussion returns to the original motion and vote is taken on this.

3. All in Favor - Say - Aye
4. All opposed - Naye
5. Any abstentions?

Public Participation (Call to Public)

Three potential phases exist to the incorporation of public comment to a Council Meeting (this process assumes that a member of the public has requested an opportunity to speak to the Council):

1. Chair informs the members of the public that a sign-in sheet exists and is required prior to any opportunity to address the Council.

2. Chair reviews the public sign-in sheet (see above item e) and assigns the appropriate time to address the Council. Assignments are as follows:
   a. On Agenda: The public member is assigned to address the Council at discussion conclusion during the referenced agenda item per their request to speak (via the Call to Public sign-in sheet).
   b. Outside Agenda: The Public member is assigned to address the Council prior to the close of meeting, at the Call To Public Agenda item.

3. Chair announces the Call to Public (per the Agenda) and allows assigned public to address the Council. The Chair has the flexibility to allow a specific time allotment for any member of public wishing to address the Council – however, this time must be equitable to each member of public addressing the Council.

NOTE: Due to the Council Chair ability to address agenda items out of order, the call to the public could move from the end of the agenda if deemed appropriate by the Chair.

Executive Session

Council/Committee meetings may enter an Executive Session at the request of any member of the Council or Committee. To do so, the following will be required:

1. A request for executive session is expressed from council/committee member
2. Chair will request a vote of the quorum to move into executive session
3. If the vote is successful, the public will be asked to leave the meeting room, taking all their belongings to ensure no recording devices are left in the room, and told they will be able to return at the time the executive session has been concluded.
4. The Chair should remind all those present that the business conducted in executive sessions is confidential pursuant to A.R.S.§ 38-431.03(C).
5. Minutes of the executive session will be required, however collected separately and considered confidential and not presented as part of the open meeting minutes. Executive session minutes will be identified as such and provided to the AZ State Cartographer's Office for retention.
6. At the conclusion of the executive session discussions, the Chair will move to exit the executive session.
7. Upon conclusion of the executive session, the public will be asked to return to the meeting.

While every attempt has been made to remain accurate as to the proceedings involved with an Executive Session, Council members are highly encouraged to read the following resources about Open Meeting Laws and the Executive Session.

- Arizona Attorney General's Office Agency Handbook. Revision 2012 can be found at the following link: https://www.azag.gov/sites/default/files/sites/all/docs/agency-handbook/ch07.pdf
- Arizona Revised Statute 38.431.03 Executive Session. http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/38/00431-03.htm&Title=38&DocType=ARS
- Arizona Revised Statues, Title 38, Article 3.1 Public Meetings and Proceedings http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=38

Determining Quorum Before a Meeting

Prior to convening a meeting of the AGIC Council, it is required to identify that a quorum has been established. This process will begin at five minutes prior to the beginning of the meeting.

1. Chair will request a show of hands of all council members, and record the number
2. Chair will request a count of council members from any members attending the meeting by telephone - at this time the Chair will also verify the Online Conferencing link is working and available to those attending via phone and internet.
3. If a quorum is present no additional action is necessary. If the attendance is shy a quorum, the Chair will institute a call back (telephone) for members not present in an effort to reach the requisite quorum number of 18. Once the quorum has been reached, the meeting may then convene and voting may occur.

Note: Without a quorum, no council actions can be taken.

Appendix B: Valuable Informational Links

Suggestions and updates are appreciated

AGIC Home	https://arcgis2.geo.az.gov/agic/welcome-agic
Continuously Operating Reference Stations	http://azdot.gov/
ASU ISSR	http://issrweb.asu.edu/gis-services
AZ 911 Program	https://aset.az.gov/arizona-9-1-1-program
AZ Trails Assoc.	http://www.aztrail.org/
AZGEO	https://azgeo.az.gov/azgeo/
AZPLS	http://www.azpls.org/
League of AZ Cities and Towns	http://www.azleague.org/
NACO	http://www.naco.org/Pages/default.aspx
Northern Arizona GIS User Group	https://groups.yahoo.com/neo/groups/NAGIS_Users/info
NSGIC	http://www.nsgic.org/
Tucson Area GIS UG	http://it.tucsonaz.gov/gis/gis-cooperative
SCO	https://land.az.gov/mapping-services/welcome
USGS	http://www.usgs.gov/
Yuma Co UG	https://www.linkedin.com/groups/Yuma-County-Regional-GIS-User-5148684

Appendix C: AGIC Web Content Create/Edit Procedures

NOTES:

The "Track" tab in your account page gives you quick access to all your content.

For all create/edit functions below, you must be logged in.

AGIC CALENDAR

To post a new event to the AGIC Calendar:

- Click the "Create Calendar Event" link found in the shortcuts bar (top grey bar).
- Fill out the subsequent form with your event details. Events that are not specific AGIC Council events (such as workshops, conferences, lectures, etc.) are considered "Other"
- Click "Save".

To edit your Calendar Event:

- Navigate to the item, select it to view, and click the "Edit" tab above it.
- Dates, time, and notes will be changed once the "Save" button, at bottom, is clicked.
- It is also possible to fully delete the post with the "Delete" button, at bottom.

AGIC NEWS ARTICLES and GIS NEWS ARTICLES

To create an Article:

- Click the "Create AGIC News Article" or "Create GIS News Article" links in the shortcuts bar (top grey bar).
- Fill out the subsequent form with your article details. Note asterisk(*) fields, which must be completed.
- Click "Save".

To edit your Article:

- Navigate to the item, select it to view, and click the "Edit" tab above it.
- Titles, comments, and links will be changed once the "Save" button, at bottom, is clicked.
- It is also possible to fully delete the post with the "Delete" button, at bottom.

AGIC DOCUMENTS (used for collaborating on documents)

 AGIC Documents provide a central place to store a file and receive feedback (as opposed to long e-mail chains). Other AGIC Council Members can view the document text, download the file, and leave comments - timestamp included!

To create a Document:

 Click the "Create Document for collaborating" link in the shortcuts bar (top grey bar) .

- Fill out the subsequent form with your document details. Note asterisk(*) items, which must be completed.
- Click "Save".

To edit your Document:

- Navigate to the item, select it to view, and click the "Edit" tab above it.
- Titles, notes, and links will be changed once the "Save" button, at bottom, is clicked.
- It is also possible to fully delete the post with the "Delete" button, at bottom.

CALL TO PUBLIC - Sign In Sheet
Arizona Geographic Information Council

NOTE: Open Meeting Law require any member of the public who wish to speak to the Council (or Committees) during one of its Open Meetings must first notify the Council/Committee Chair through the use of this document. Members of the public may wish to speak to existing agenda items, or speak to non-agenda items for potential future consideration or discussion. The length of a public call may be limited to as little as five minutes per item, and only one member of the public may be allowed to speak on a particular item of interest (this is at the discretion of the respective Chair).

DATE:

Name	Signature	Agenda Item (Y/N)	Description of Topic for Discussion

Appendix D: Sample Council Meeting Agenda

NOTICE AND AGENDA OF MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Arizona Geographic Information Council and to the general public that the Arizona Geographic Information Council will hold a meeting open to the public.

Thursday, November 6, 20xx at 10:00 am
Building Name/Room Location
Address
GoToMeeting®: https://www2.gotomeeting.com/join/xxxxxxx
Meeting ID: xxx-xx-xxx
Bridge Dial-In Number: 602-744-xxxx ID xxxx

Some Council members may participate by telephone. Items on the agenda may be heard out of order. The Council may discuss and take action on the following items. The Council may elect to hold an Executive Session for any agendized item at any time during the meeting to discuss or consult with its legal counsel for legal advice on matters listed on this agenda pursuant to A.R.S. § 38-431.03(A)(3). Public comment will be taken. The agenda of the meeting is as follows:

10:00 am   Call to Order, Welcome to Members and Introductions (Chair)

10:05 am   Approval of minutes from August 20xx meeting

10:10 am   Budget Update (AGIC Treasurer)

10:15 am   Vice Chair Election

Committee Reports: The Board will hear oral reports from committee and working group chairpersons.

10:25 am   Administration and Legal Committee. (A&L Chair)
                         a.   Council Update (speaker name)

    b. Federal Activities (speaker name)

      · News

      · Conferences

    c. Guidelines (speaker name).

    d. Legal Update (speaker name

10:40 am   Data Committee. (DC Co-Chairs)

    a. Work Group Update (speaker name)

    b. Mapping Project (speaker name)

11:00 am   Conference Committee. (CC Co-Chairs)

    a. Conference Planning (speaker name)

11:10 am   Outreach Committee. (OC Chair)

    a. Conference Planning (speaker name)

Additional Business

11:20 am   Information Portals(speaker name)

    a. Overview

    b. Funding

    c. Recommendations

11:45 am   Future Meeting Dates: TBD/room

11:50 am   Comments, Requests, and Items for Future Agendas and Meeting Dates.   The Council may discuss matters of procedure relative to its meetings. Council members may also wish to direct staff to study areas of concern and/or place such items on future agendas and to discuss and schedule future meeting dates.

 11:55 am   Call to the Public. Those wishing to address the Council must register at the door and be recognized by the Chair. It is possible that each presentation will be limited to 5 minutes and one person per organization. Action taken as a result of public comment will be limited to directing staff to study.

12:00 noon   Adjourn

 A copy of the agenda background material provided to working group members is available for public inspection at the Arizona Geographic Information Council's office at 1616 West Adams Street, Phoenix, AZ 85007, Room 229.

The Arizona Geographic Information Council does not discriminate on the basis of disability in the provision of its programs, services, and activities. Persons with disabilities who require accommodations for effective communication and participation in the meeting may request a reasonable accommodation by contacting Human Resources, ADA Coordinator at (602) 542-2636. Requests should be made as early as possible to arrange the accommodation.

Questions regarding the meeting may be referred to State Cartographer's Office at (602) 542-3249.

This agenda was posted at Arizona State Land Department, 1616 W. Adams St., Phoenix, AZ 85007 by State Cartographer's Office 24 hours in advance of the meeting.

Appendix E: Sample Council Committee Meeting Minutes

MINUTES OF PUBLIC MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
ADMINISTRATION AND LEGAL COMMITTEE
MEETING HELD January 14, 20xx

A public meeting of the Arizona Geographic Information Council was convened at 1:00 pm on January 14, 20xx at the Arizona State Land Department, 1616 West Adams Street, Phoenix, AZ 85007 in Room 215. Present at the meeting were the following members or designees of the AGIC Administration and Legal Committee:

Timothy Smothers, Chair, League of Arizona Cities and Towns
Curtis Pulford, State Cartographers Office
Sandra Dyre, ADOA
Jeff Wilkerson, ADOT
Jason Howard, MAG
Eric Feldman, Maricopa County
Mark Flahan, ADOT
Shea Lamar, ASU
Gene Trobia, UA

Committee Members via Teleconference Link:
Brian Brady, Yuma
Lucas Murray, AZDES

Attendee at Large:
Tim Colman, Assistant State Cartographer (AZ SCO)

I.   Call to Order. – Meeting called to order at 1:06 pm

II.   Introductions

        Introductions were made by the committee, around the table and over the phone, ensuring attendance list was managed.

III.   Board of Technical Registration (BTR) and Arizona Professional Land Surveyors (APLS) Update:

        Steve Whitney was unable to attend the meeting, however an email update was provided to the group and read by Timothy Smothers, containing the following information: Nothing to report on APLS/BTR as the last BTR (Board of Technical Registration) Legislative and Rules Committee meeting did not have any geospatial topics on the agenda, and the APLS Geospatial Chapter has not met since the last A & L meeting.

IV.   Review of the AGIC Manual for Council Members

Working group members (Curtis Pulford, Sandra Dyre, Jason Howard, Jeff Wilkerson and Tim Smothers) presented to the Committee an overview of the manual. This led into a discussion with regards to the content and additional needs and requirements in the following areas:
- Minutes:
    - Minutes requirements for all public meetings, and concern regarding the 48 hour posting requirements for the minutes.
    - Gene mentioned that in the past, AGIC utilized digital recording devices to capture the conversations and serve as a basis to build the minutes, but would also be used to meet the deadline through availability of the recorded meeting prior to written minutes being available.
    - Members discussed an opportunity to record through GoTo Meeting – however, the AGIC bridge is not connected to the Weblink, which poses some issues in recording voice with the on line activities.
    - Jason indicated that MAG has recording capabilities.

Action Item: Sandra/Jason to request the purchase of a digital recorder, with potential extended microphone capability. Tim Colman will research and provide a price quote for consideration.

- Open Meeting Law: Committee discussed the manual's efforts to conduct all HOW TO's utilizing current OML guidelines and requirements. Tim S. mentioned that he had a conversation with the AG (Joy H) regarding some questions that arose during the process. It was proposed that we have a separate meeting with our AG to discuss additional questions regarding process and requirements, especially surrounding email and phone communication on projects.   Jeff/Curtis each suggested the committee build a list of questions regarding our efforts as a workgroup and how to best address activities with OML requirements in mind. These questions would be presented to the AG for comment at the meeting.

Action Item: Coordinate a meeting of the A & L committee with a liaison from the AG in the near future – separate from our standing quarterly meeting.

- Expenditures: a lengthy discussion regarding how to acknowledge and allow for a reasonable expenditure of monies to be allowed outside of Council approval – for items that cannot be brought before council (due to meeting schedule) prior to a need (Career Fest is a fine example). Discussion surrounded the need for some limit set for the Chair to approval expenditure of funds. Curtis indicated that although it will be approved by Council Chair, all expenditures will still be approved through SCO, and vetted in such a fashion, as this is simply the process. The Committee suggests a ceiling of $500 be associated to the Chair for appropriate and reasonable expenditures – the $500 is a one-time, each purchase ceiling and not a cumulative or aggregated line item expense limit.
- The work group completed their review to the committee and indicated they will send the document to the whole committee for review after one final run through with the workgroup.

Action Item: The workgroup will send out the document by 16 Jan 20xx, comments will be expected back to the group prior or on 26 Jan 20xx, and the updates will be vetted by the group and the "final draft" document delivered to Council Members for review on 30 Jan 20xx for review prior to the February Council meeting.

V.   AGIC AZGEO Sustainability Discussion:

- Curtis informed the Committee the following:

- ○ Replacement servers have arrived – they are 10 Core, 20 Thread, 64 Gb RAM with 23 Tb of storage. They are racked and are on Gold Level Support (Onsite 24/7 with 4 hour response). The servers cost in the neighborhood of $30K.

- An AZGEO sustainability discussion, a look to the future to ensure a replacement program is developed to have funding to replace the current hardware at the appropriate time was briefly discussed. A & L will be requested to assist in defining opportunities to generate a sinking fund that will provide the monies for future purchases – this was also a discussion at the Data Committee Meeting held on 1/14/20xx – their minutes should be referenced as well.

- With sustainability in mind, the committee walked through the current AGIC Membership Dues, and how this funding opportunity may play out in the future. Curtis suggested that these dues were not (potentially) only for Council represented agencies, but rather could be used as a mechanism to assist in securing funds for future AGIC activities from any reasonable source that has interest in geospatial activities.

VI.   2015 Work Plan

- Committee members collaborated on the 2015 Administration and Legal Committee work plan to be presented at the AGIC meeting in early February.

- Goal 1: Address Council Governance Issues
    - ○ Objectives:
        - ■ Coordinate council membership
        - ■ Develop, review and publish the AGIC Members Manual
        - ■ Long-term sustainability and funding for AGIC
- Goal 2: Address AZGEO Clearinghouse Governance Issues
    - ○ Objectives:
        - ■ Develop and facilitate a sustainable governance model.

VII.   NSGIC Activities

One item mentioned: there will be four members of the Council who will be attending the NSGIC Midyear conference in Annapolis MD – Curtis, Sandy, Jason and Gene – NOTE: Only Jason Howard's attendance will be covered by AGIC funds, consistent with Council recommendations and approval.

VIII.   Contacts

No action required at this meeting – item brought forth to committee. Sandy suggested that the contact list be presented at the next Council meeting to allow for the proper updating of information with the present council members.

IX.   Comments, Requests, and Items for Future Agendas and Meeting Dates.

None

X.   Call to the Public.

None forthcoming

XI.   Adjournment – at 3:00 pm