

Attachment 4:

Attachment 3: Idaho BLM GIS Coordination Committee Charter Idaho BLM Geospatial Strategic Plan 2009-2011

**IDAHO BLM GIS
COORDINATION COMMITTEE
APRIL 2008**

Idaho Geosciences

BLM



CHARTER
Bureau of Land Management – Idaho
Idaho GIS Coordination Committee

Purpose.

The purpose of the Idaho GIS Coordination Committee is to develop recommendations and facilitate implementation of short and long term strategies to promote GIS to support planning, analysis, and decision making. The Idaho GIS Coordination Committee will serve as a forum to implement national directives from a statewide perspective and to voice unified concerns.

Responsibilities.

- All committee members will participate actively in meetings and conference calls.
- Provide a forum to share ideas between district offices and state office to meet goals.
- Maintain a Statewide focus.
- Plan, design, implement, and administer spatial information as it applies to BLM's business processes.
- Cooperatively find resolutions to current issues facing the GIS community.
- In a unified voice, provide to Management informed recommendations regarding the GIS program.
- Own and support decisions in action, tone and word. Consider yourself a representative of the team in giving feedback and interacting with others.
- Members will respect confidential information.

Membership and Voting.

Membership includes the IDSO Supervisory Geographic Sciences Specialist and District GIS Coordinators. For additional technical assistance, the committee by consensus may appoint one state office employee as an additional member to the Committee. This person will be selected on the basis of their qualifications, their ability to contribute, and the needs of the Committee. The term of this appointee will be based on the needs of the Committee.

All members are voting members and have an equal vote. To conduct business a two-thirds quorum is required.

Decisions will be made by consensus. If consensus cannot be reached after three efforts, the fallback method will be majority vote.

Members unable to attend a meeting or conference call will be responsible for sending an alternate. The alternate will be granted the same voting authority as the member. If an alternate is not available, the member can choose to proxy their vote to another committee member or choose to abstain from voting. The proxy must be given to a committee member in writing.

Committee Structure and Work Process

The committee will meet three times annually. When budget allows, one meeting will be held at a district or field office outside of Boise. Monthly conference calls will be held during the second week of each month on Friday from 10:00 – 11:30 a.m. Additional conference calls will be held as needed.

Meetings will be facilitated by someone not on the committee. The Committee by consensus will appoint a facilitator. The duties of the facilitator include preparing for the meeting (agenda, handouts, facility, equipment), working with the group (focusing on tasks/processes, enforcing groundrules) and following-up after the meeting (distributing notes including assignments). The agenda will be prepared using input from all committee members.

Subcommittees will be formed as needed to address specific issues. Subject matter experts will be included as needed.

Action Plans, Issue Papers or Recommendations

The process for submitting action plans/recommendations to Management for consideration is as follows:

- a. Action plans and recommendations are to be prepared by the committee or subcommittee(s).
- b. The IDSO Supervisory Geographic Sciences Specialist will present the plan/recommendation to the Engineering and GeoSciences Branch Chief.
- c. The Engineering and GeoSciences Branch Chief will present the committee's action plan/recommendation to the DSD for Support Services.
- d. If the action plan/recommendation needs to go to the ILC, the DSD for Support Services or their designee will present it to the ILC Strategy Team for consideration as an agenda item.
- e. If the item makes the ILC agenda, a designated sponsor will present it.
- f. The ILC will make the final decision on recommendations.

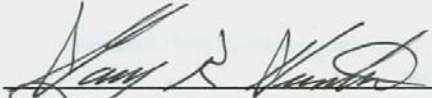
Ground Rules for Meetings

- One person speaks at a time while inviting questions and comments
- Listen actively – seek clarification
- Keep focused on topic
- Everyone has the opportunity to speak and be heard
- Explore ideas openly in the room – not in the hall
- Disagree openly – seek common ground
- Be courteous and respectful of others
- No interruptions – limit side conversations
- Put side issues in BIN
- Be on time
- Share your sense of humor
- Don't take things personally
- Turn off cell phones, Blackberries, MP3 and other communication devices


Charter Longevity

This charter is to remain in effect until modified or updated. It is to be reviewed at least every five years.

Signatures.

Recommended by:  4-16-08
Gary Hunter
Acting Deputy State Director for Support Services
Date

Concurrence:  4-16-08
Susan Giannettino
Deputy State Director for Resource Services
Date

Concurrence:  4/16/08
Aden Seidlitz
Boise District Manager
Date

Concurrence:  4/16/08
Joe Kraayenbrink
Idaho Falls District Manager
Date

Concurrence:  4/16/08
Bill Baker
Twin Falls District Manager
Date

Concurrence:  4/16/08
Gary Cooper
Coeur d'Alene District Manager
Date

Concurrence:  4/16/2008
Peter J. Ditton
Associate State Director
Date

Approved:  4/16/08
Thomas H. Dyer
Idaho State Director
Date