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DETAILED OUTLINE OF GEOBOARD PROCEDURES

Major Sections of the Procedures Outline Document (Hyperlinked)

A. Executive Director

1. Defined
   a. The Executive Director is generally responsible for overseeing the administration, programs, and strategic plan of Pennsylvania's State Geospatial Coordinating Board (the "GeoBoard").

   b. Specifically, the GeoBoard's Executive Director is to facilitate the GeoBoard's membership in providing advice and recommendations to the Governor and the citizens of this Commonwealth on geospatial issues and provide uniform data standards, coordination and efficiency in geospatial policy and technology issues among Federal, State and local government agencies, academic institutions and the private sector.

2. Organizational Reporting Structure
   a. The Executive Director is to perform his or her duties via the collective direction of the GeoBoard as relayed by the Geoboard Leadership Team; which includes the lead of all Task Forces and the GeoBoard's Chairperson/Co-Chairperson.
      i. The Executive Director is required to attend all GBLT meetings.
      ii. The Executive Director does not have a formal vote with respect to official GeoBoard actions, and likewise does not have the ability to veto any GeoBoard official actions.

   b. Evaluation of Performance
      i. On behalf of the GeoBoard general membership, it is the responsibility of the GBLT to define a standard of metrics and system of evaluation for the Executive Director's performance.
      ii. The Executive Director is an employee of the Commonwealth of Pennsylvania, and ultimately reports to the Commonwealth's Chief Information Officer (CIO).

B. Products of the GeoBoard

1. Reports
    a. **Annual Reports**: comprehensive annual report published during the first quarter each calendar year for delivery to Administration and Legislative leadership. This report requires a majority vote by the Geoboard prior to release.

    b. **Special Reports**: report created by a Task Force or Subcommittee with no fixed schedule of approval. This report requires identification of publication and delivery details as part of vote and requires majority vote by GeoBoard prior to release.

2. Recommendations
    a. **Data Development Recommendations:** Specific descriptions to Executive Agencies or to the Governor of priority investments in data and/or data management technologies; containing details of which agencies should be involved and estimates of expected costs and benefits; no fixed schedule. Requires majority vote, including affirmative vote by the agency recommended for leadership of the data set in question.

    b. **Official Position of the Geoboard:** Public statement regarding policy, practice, or process which is ratified by the Geoboard in a regular quarterly meeting via a recorded vote.

    c. **Policy Recommendations**: Concise descriptions of policy directions or decisions to be taken by Executive or Legislative bodies, generally supported by additional documents, briefs, and/or endorsements; no fixed schedule. Requires majority vote by GeoBoard and may contain a record of objections documented during the vote.

C. Introduction of Business Topics to the Geoboard (see Section I. – Definitions)

1. **Via Geoboard Member:** A current Board member serving on a Task Force (TF) or as part of a Joint Task Force (JTF) meeting introduces an item.
    a. Board members at large may introduce items by contacting the Geoboard Leadership Team (GBLT) or by contacting & working with a Task Force Lead (TFL).
    b. Board members at large may bring up a potential new topic for processing during an open discussion at a Geoboard Quarterly Meeting (GQM).
    c. All topics must be processed via the GBLT in accordance with "Section D" below.

2. **Via Public Inquiry or Stakeholder:**
   a. A formal inquiry or comment from the general public or a stakeholder via the GeoBoard's **email resource account** is forwarded to the GBLT by the GeoBoard's Executive Director (EXD) or designated staff member (as of right now, OA is managing the account).
   b. A formal inquiry or comment from the general public at the GQM.

3. **Via Other Means of Communication:**
   a. Other means of communication with the Geoboard such as a verifiably reliable web resource or social media outlet, or a new technology that outdates this document.

D. Initial Processing of Business Topics

1. The **GBLT** gathers new business topics via the sources outlined in "Section B" above, and processes these items for possible Geoboard acceptance and action accordingly **per the Status Designation system** outlined in Section D.3 below.

2. The new business topics of interest introduced to the Geoboard's attention via the methods outlined in "Section C" above will be listed on shared documentation available on the Geoboard's SharePoint site. Both voting and non-voting Geoboard members will then have an opportunity to state their choice of Status Designation for each new business topic.
   a. The GBLT will be responsible for managing the list and survey noted above in order to identify **five (5) of the proposed new business topics as top priorities**. All other topics will be designated accordingly.
   b. The GBLT will summarize the status designations given by members and create a list of topics for appropriate action at the next Joint Task Force (JTF) meeting; see Section d.4 below.

3. The Status Designation system is designed to associate a level of maturation for each new business topic as it is processed by the Geoboard. The Status of a topic will change. For example, a research item (special report) moves from "Status-2" in subcommittee to a topic for action at a GQM "Status-1" as the research is complete. The basic levels are as follows:

   a. **(Status-1)** Places a topic of new business on the first available quarterly meeting *__agenda__* for further discussion (GQM).
      i. Certain criteria must be met for this Status as determined by the GBLT per "Section C."

   b. **(Status-2)** a topic of technical nature is assigned to the appropriate **Task Force** for research. **Example:** HB1106 was a legislative action that was assigned to the Governance Task Force (GTF)**.**
      i. TF may then create an ad-hoc task force (subcommittee) to focus on the research.
      ii. TF may issue a summary/recommendation (or product as defined below) that is presented to the GBLT for action on a GQM agenda based on the subcommittee's research.
      iii. The TF may also recognize a **Workgroup** formed to research a new business topic (see Section I. Definitions).

   c. **(Status-3)** The GBLT determines that an item is not well defined enough for research. Status-3 is the default designation of all new business topics, until the prioritization and status determination of all items is complete per the timeframe cycle noted in "Section B.3."
      i. New topics are assigned this status by default, and then are reassigned based on the methods outlined in this Section and in Section C.
      ii. Follow-up with the topic submitter for clarification.

      iii.   Provide clarity to the GBLT on the potential topic.

d. **(Status-4)** An item is designated by the GBLT as a relevant topic, but not suitable for further research at that time. The request is archived for transparency purposes and future reference.

e. **(Status-5)** The Geoboard general membership has determined this item as not appropriate for consideration. This is identified via the SharePoint survey.

4. The Geoboard's timeframe for the accepting and listing new business topics and the surveying of the general membership is as follows, and accommodates the timing of Joint Task Force meetings for business topic assignments to each Task Force.
   a. The Geoboard (GBLT) will accept items for inclusion on the list of new business topics for up to five (5) business weeks prior to a regularly scheduled GQM.
   b. Geoboard members will have a one (1) business week (5-day business week) window during which time they can vote via the survey system on SharePoint.

E. Intermediate Processing of Business Topics

1. **Status-1 Topics: Geoboard Quarterly Meeting Agenda Placement**
   a. Placement on the GQM agenda.
      i. The planned agenda for the GQM should be published on the OA site at least 5 working days before the regularly scheduled meeting.
      ii. Timing for agenda creation, distribution, and public review must also be considered. See "Section B" for the cutoff dates of topic submission and initial review.

   b. These topics may include topics with a different status, already in the system for processing.
      i. For example, a topic previously designated "Status-2" for research is now ready to be placed as an "Official Position of the Geoboard" on the GQM agenda for action.

   c. **Caveat:** requests that involve a significant amount of research or technical discussion should not be added to the GQM agenda. These topics should be steered towards a "Status-2" designation.

2. **Status-2 Topics: By Task Force**
   a. Task Force is assigned a topic to research by the GBLT.
      i. Item is placed on a TF agenda at a regularly scheduled meeting, or special meeting of the TF and discussed among members.
      ii. After discussion, the TF lead may assign an individual to come up with a written statement (study report) on a topic based on member discussion. This report can be drawn up per the TF meeting minutes.

   b. Task Force may create an **ad-hoc task force (subcommittee)** that will operate under TF guidance in order to conduct extensive research on a topic.
      i. Subcommittee must have a chairperson.
      ii. Subcommittee must recruit a minimum number of 3 (three) members in order to carry out its practical functions.
      iii. Subcommittee must set a maximum limit of members as decided by the chairperson.
      iv. Subcommittee must create agendas and minutes for each of its meetings.
      v. Subcommittee must present its research to all relevant Task Forces at scheduled meetings.

      vi.   Task Forces and the Joint Task Force will provide appropriate feedback so that topics can be further matured.

3. **Status-3 Topics: <u>Further Inquiry</u>**
   a. The GBLT may determine that an item is worthy of interest, but not developed enough in order to be further processed.
      i. The GBLT may assign the item to a Geoboard TF lead or a TF member who is charged with contacting the submitter and clarifying the topic submission or performing other research.
      ii. The member assigned the research will then reintroduce the item to the GBLT for further processing and an appropriate Status.

4. **Status-4 Topics: <u>Archived</u>**
   a. A topic may be deemed relevant to the Geoboard, but not suitable for further processing.
      i. A member of the GBLT or assigned Geoboard member will make a brief document outlining this item and placing it in the repository for future reference.
      ii. This designation is for the sake of full transparency of all correspondences and to show consistency in topic review.

5. **Status-5 Topics: <u>No Further Consideration</u>**
   a. A new business topic is reviewed, but not identified as appropriate for further processing.
      i. No further action is necessary, other than a notification to the submitter/public.

F.   **<u>Final Processing of Business Topics</u>**

1. Final processing for **Status-1 topics (GQM Agenda Placement)**:
   a. Placement on the GQM agenda for discussion/action by the GBLT.
   b. Geoboard takes action on an item, and it is processed accordingly.
   c. Documentation is migrated to the sharing platform, e.g. SharePoint and a public platform.

2. Final processing for **Status-2 topics (TF Research)**:
   a. JTF approves researched topics and associated findings for submission to the GBLT for further consideration.
   b. The product or recommendation outlining the topic must be defined at this point, e.g. "Official Position of the Geoboard."
   c. GBLT decides on further action, e.g. changing the topic to "Status-1" status for placement on the GQM for formal action.

3. Final processing for **Status-3 topics (Further Inquiry)**:
   a. The Geoboard member or staff member assigned to follow-up with a submitter on a topic (or perform other tangential research) submits his or her brief review of findings to the GBLT for their consideration.
   b. The GBLT changes the status designation of a topic accordingly for processing.

4. Final processing for **Status-4 topics (Archived)**:
   a. The GBLT assigns one of its members or a designated Geoboard member or staff member to draft a brief document explaining why the item was set aside.

5. Final processing for **Status-5 topics (No Further Consideration)**:

a. The GBLT assigns one of its members or a designated Geoboard member or staff member to draft a brief document explaining why the item was rejected.

G. Actions at Geoboard Quarterly Meetings

1. The Geoboard Quarterly Meetings are governed according to Robert's Rules of Order (RRO). This order is a generally accepted procedure for governing the flow of work accomplished during formal meetings.

2. The Geoboard will take action on topics (items/requests/products) per the standards set forth in RRO. Below is an outline of the actions that the Geoboard may utilize in processing an item during a quarterly meeting.
    a. **Main Motions:** an attempt to bring business before the GeoBoard when no other motion is pending. This is the most common type of motion.

    b. **Seconding a Main Motion:** signifies to all that at least one other person besides the mover is interested in seeing the motion discussed or debated.
        i. Seconding a motion does not indicate favor or approval.

    c. **Subsidiary Motions:** motions that affect the main motion. Subsidiary motions can include the following:
        i. **Move to Amend:** a motion to change the pending motion.
        ii. **Move to Commit or Delegate:** a motion to refer the issue to a Task Force or Subcommittee
            1. This item would get an automatic "Status-2" as a topic.
        iii. **Move to Postpone until a Certain Time:** a motion to delay consideration of the main motion until an agreed upon future time or date
            1. This item would get an automatic "Status-3" as a topic.
        iv. **Move to Postpone Indefinitely:** a motion to delay consideration of the main motion until an unspecified future date.
            1. This item would get an automatic "Status-4" as a topic.
        v. **Move to Table:** a motion to suspend consideration of a main motion to allow consideration of urgent business.
            1. The GBLT will decide the next course of action outside of the GQM.

    d. **Open Discussion:** an open debate about the merits of the pending motion.
        i. Debating the merits of the mover should be avoided in this discussion.

    e. **Vote:** an action that closes the discussion of a pending motion and directs Geoboard action.
        i. Votes should indicate the action required, provided there is a quorum of voting members present for the meeting (e.g., to recommend to whom, to accept from, to publish for, to adopt the policy recommendation).
        ii. The vote on an action (e.g. motion to adopt, yea/nay) is determined by the simple majority of the voting members of the Geoboard in attendance at the given GQM.
        iii. The GBLT should record the tally of the vote and any comments associated with it as a formal document, or as an attachment to the topic documentation upon its release to the Geoboard online platform.

H. Sharing & Platforming

1. The Pennsylvania Office of Administration (OA) has set up a Microsoft SharePoint site in order to serve as the Geoboard's official digital platform of document sharing and archiving.

2. Below is a list of documents that are to be kept on the SharePoint site:
    a. Running agenda for GQMs.
    b. Archive of GQM agendas.
    c. Documents pertaining to topic prioritization.
    d. List of ad-hoc Task Forces (i.e. subcommittees) and members.
    e. All formal documentation that pertains to Geoboard topic processing.

3. The GBLT is responsible for organizing the SharePoint site's directory structure and file naming conventions.
    a. A folder should be available for each TF.
    b. A folder should be available for each subcommittee/work-groups overseen by a TF.
    c. Folders should be designated as public/internal as necessary.

I. Amending Geoboard Procedures

1. **Minor Edits:** edits to the official Geoboard procedures document such as outline structure, sentence structure, or grammar issues in its language may be addressed directly by the GBLT or an assigned staff member. No review by the general Geoboard membership or TF members is necessary.
    a. Minor changes should be noted and reviewed at a subsequently scheduled JTF meeting for the sake of informing the general membership.

2. **Major Amendments and/or Edits:** any significant changes to the official Geoboard procedures documents such as adding a new section (e.g. "Section J thru Z") or the complete rewrite of an existing section must be introduced in a formal manner (e.g. a new business topic, consensus initiative of the GeoBoard, etc.) and processed via the status system outlined above. The results of the amendment processing should be reviewed by the Governance Task Force, and then forwarded to the Joint Task Force for approval and inclusion on a GeoBoard Quarterly Meeting agenda.
    a. The Geoboard must then take formal action at a GQM by accepting, adopting, rejecting, etc. the major amendments/edits prior to any of these proposed procedural changes taking effect.
    b. Any new definitions added to "Section H" or any rewrites of existing definitions shall be processed as a Major Amendment.

J. Definitions (Alphabetical Order)

1. **Executive Director:** Full or part-time staff member of the GeoBoard whose role is to provide coordination and continuity to operations of the GeoBaoard; primarily by increasing communication among the various parties involved, and externally.

2. **Geoboard Leadership Team:** The Geoboard leadership team is comprised of the Chairperson, Vice Chairperson, Executive Director, and the Task Force Leads. This group is responsible for processing new items of business for the GeoBoard and also agenda management for its quarterly public meetings.

3. **Joint Task Force:** Special type of subcommittee wherein all three (3) Task Forces meet in person 3 or 4 weeks prior to the quarterly GeoBoard meeting to finalize the agenda and prepare for final discussions and votes by the full GeoBoard. This subcommittee is where conflicts and duplications among task forces are aired and resolved, and where suggested priorities and proposed advice are prepared for votes at the next GeoBoard meeting.

4. **New Business Topic or Business Topic**: A proposed area of action or research falling within the interests of GeoBoard membership, and joint action on which is more appropriate than action by a single Member or other party. Business Topics will generally include:
   a. Topic Description
   b. Originator name
   c. Originator Contact info
   d. Expected Type of GeoBoard Action

5. **Status Designation System:** Survey tool open to all GeoBoard members in which they judge the relative maturity and importance of Business Topics brought before the GeoBoard for consideration and action.

6. **Task Forces:** Committee comprised of voluntary subsets of GeoBoard members as well as interested members of the geospatial community. They are relatively permanent, have defined goals and roles, and meet on a predictable schedule. Present Task Forces are: Data, Service Delivery, and Governance.

7. **Workgroup:** Temporary subcommittees created by a Task Force with specific tasks and (renewable) term of operation. They generally draw from the extended geospatial community to expand perspectives and resources, and to extend the reach of communications and action. These teams meet on their own schedule, and often as much as weekly. Subcommittees may exist on an ad hoc basis as their purpose and partnerships are being defined.

K. Resources

1. FAQ on the Commonwealth's Sunshine laws: https://www.openrecords.pa.gov/SunshineAct.cfm

2. SharePoint site: https://www.oa.pa.gov/Programs/Information%20Technology/Pages/geoboard.aspx

Revisions:
- Added "Executive Director" section (major amendment). Approved at the 6/14/2021 GQM.
- Reworded the "Amending GeoBoard Procedures" section to clarify ways in which amendments can be introduced for approval (minor amendment). Approved at the 6/14/2021 GQM.