

## Chapter 2.46 GEOGRAPHIC INFORMATION SYSTEMS STEERING COMMITTEE

### Sections:

#### 2.46.010 Geographic Information Systems (GIS) steering committee created.

Salt Lake County hereby establishes a steering committee to be known as the Geographic Information Systems steering committee ("GIS steering committee"). The GIS steering committee shall review and develop consistent geographic information systems ("GIS") policies and procedures for county departments and agencies, and make recommendations for adoption by the county council, through the county mayor.

(Ord. 1552 § 1 (part), 2005)

#### 2.46.020 Membership.

- A. The GIS steering committee shall be comprised of one voting representative from each of the following elected offices and departments: Assessor, auditor, clerk, district attorney, recorder, sheriff, surveyor, treasurer, and ~~the directors of~~ the departments of human services, public works, administrative services, [regional development](#), and community services. A member or representative of the county council shall serve as a non-voting member. The director of the county information services section shall serve as a non-voting member of and as staff to the committee, and provide such technical advice, assistance and input as the committee may request. Committee members who are appointed by the various county offices, divisions and departments must be persons who are authorized to make significant policy decisions as members of the GIS steering committee.
- B. The committee chair may, from time to time, request the attendance and assistance of representatives of other county offices, departments or divisions as may appear necessary to the conducting of current committee business.

(Ord. 1619A § 2, 2007; Ord. 1552 § 1 (part), 2005)

#### 2.46.030 Chair.

The GIS steering committee shall be chaired by an individual elected from among the voting members of the GIS steering committee. Each year, in ~~June~~[January or the first meeting of the new calendar year](#), a ~~chair and vice~~[chair and vice](#) chair shall be elected from the voting members of the GIS steering committee ~~who shall succeed the chair in June of the year following the vice chair's election.~~

(Ord. 1619A § 3, 2007; Ord. 1552 § 1 (part), 2005)

#### 2.46.040 Meetings.

- A. The GIS steering committee shall meet regularly, as requested by any member or if convened by the chair as necessary to conducting the committee's business.
- B. The administrative staff to the GIS steering committee shall be provided by the office, division or department represented by the committee chair and shall be responsible for the preparation of agendas, notices and meeting minutes.

- 
- C. The GIS steering committee shall be responsible to adopt, by majority vote of the voting members of the steering committee, internal operating procedures which govern the means and process by which committee business is conducted, including but not limited to, the responsibilities of chair and vice chair; the preparation and dissemination of committee notices, agendas and minutes; voting procedures, including proxy or absentee voting; and such other procedures as may be reasonably necessary to the appropriate conducting of committee business.

(Ord. 1619A § 4, 2007: Ord. 1552 § 1 (part), 2005)

## **2.46.050 Powers and duties.**

- A. The GIS steering committee shall recommend the adoption of county policies and ordinances by the county council, which affect more than one county department or agency, and on directions and priorities for GIS systems. Recommendations shall be made through the mayor's office.
- B. The GIS steering committee shall make recommendations to county agencies, offices, and departments and to the county council regarding equipment and software issues as follows:
1. Prioritization of existing and future GIS development projects;
  2. GIS equipment and software acquisitions and standards for such acquisitions through the county;
  3. Maintenance and development of equipment and GIS program inventory to include the addition of new equipment and programs as well as the deletion of existing equipment and programs;
  4. Research and analysis of such relevant data as may be necessary to provide recommendations to county agencies, offices, and departments and to the county council; and
  5. Policies and procedures for the management of the county's GIS data and regarding information and systems which relate to GIS matters.
- C. The GIS steering committee shall make recommendations to county agencies, offices, and departments and to the county council regarding GIS management and operations as follows:
1. Mapping and platting standards;
  2. Collection of fees and distribution of funds; and
  3. Research and analysis of such relevant data as may be necessary to provide recommendations to county agencies, offices, and departments and to the county council.
- D. All GIS matters which affect more than one county department or agency shall be referred to the GIS steering committee for its consideration, recommendations and actions.

(Ord. 1619A § 5, 2007: Ord. 1552 § 1 (part), 2005)

## **2.46.060 Advisory subcommittees.**

- A. The GIS steering committee may establish advisory subcommittees or dissolve existing subcommittees as necessary.
- B. Each subcommittee shall be chaired by such person as the GIS steering committee shall elect from among its voting members on an annual basis.

(Ord. 1552 § 1 (part), 2005)