

# **GIT GOVERNANCE**

State Models and Best Practices

## **Arizona**

Prepared for  
Wisconsin Geographic Information Office  
Wisconsin State Cartographer's Office

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The **Wisconsin Geographic Information Office (GIO)** has the responsibility to coordinate Wisconsin's geospatial information activities, to implement standards to facilitate interoperability of information related to homeland security, to make recommendations on awarding grants to fund geospatial data, and to create information sharing agreements with state, local and tribal governments.

The **Wisconsin State Cartographer's Office (SCO)** is a unit within the Department of Geography at the University of Wisconsin-Madison. With an outreach mission, the SCO gathers, maintains and disseminates information about mapping and geo-spatial data in the state.

The **Land Information & Computer Graphics Facility (LICGF)** of the University of Wisconsin-Madison provides research, training, and outreach in the use of land and geographic information systems while focusing on land records modernization, land and natural resource management applications, and the use of information for land-use decision-making.

The **US Geological Survey (USGS)** has realigned its spatial programs into a National Geospatial Program Office (NGPO), bringing The National Map, Geospatial One-Stop, and the Federal Geographic Data Committee into a single program office. With the creation of the NGPO, the essential components of delivering the National Spatial Data Infrastructure (NSDI) and capitalizing on the power of place will be managed as a unified portfolio that benefits the entire geospatial community.

This state GIT governance profile was compiled as part of *GIT Governance: State Models and Best Practices*, a summary report in support of a proposal for a geographic information council for the State of Wisconsin (April 2007), and was prepared by L. Shanley, Land Information & Computer Graphics Facility, University of Wisconsin-Madison, and the National Consortium for Rural Geospatial Innovations (RGIS), with assistance from Eugene Trobia, State Cartographer, and Gary Irish, ALRIS Program Manager, Arizona State Land Department, and with additional assistance from D. David Moyer, and Stephen J. Ventura, Director, Land Information & Computer Graphics Facility, University of Wisconsin-Madison. This report was funded by a "50 States Initiative" grant award through the Federal Geographic Data Committee's (FGDC) 2006 National Spatial Data Infrastructure (NSDI) Cooperative Agreement Program (CAP). This CAP grant – Agreement Number 06HQAG0109 – was administered through the Wisconsin Geographic Information Office (GIO), in cooperation with the Wisconsin State Cartographer's Office (SCO).

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# Arizona GIT Governance

## GEOSPATIAL COORDINATION STRUCTURES AND PROCEDURES

Arizona has fostered statewide governance and coordination of mapping activities for more than thirty years. In 1979, Governor Bruce Babbitt recognized the importance of a coordinated approach to mapping, and encouraged the formation of the Arizona State Mapping Advisory Committee (SMAC). A decade later, Governor Rose Mofford replaced SMAC with the Arizona Geographic Information Council (AGIC) through an executive order. The Arizona Legislature also supported formal coordination with the statutory creation of the Arizona State Cartographer's Office (SCO) in 1989. Subsequent executive orders over time have served to reaffirm and revise AGIC's mission and structure.

Today, statewide geospatial coordination activities in Arizona are authorized under Arizona Revised Statutes § 37-172 through 174, which authorizes the Arizona State Cartographer's Office (SCO), and by 2004 Executive Order 2004-19, which authorizes the Arizona Geographic Information Council (AGIC) (see Appendix). AGIC, the state's primary GIS coordinating body, is comprised of an Executive Management Board and standing committees, in addition to ad hoc committees needed to implement recommended actions. AGIC is supported administratively by the State Cartographer, who also serves as the GIS coordinator for the state. While not specifically mentioned in the statutes, the Arizona Land Resources Information System (ALRIS) Program is specified under Arizona Revised Statutes § 37-173, which defines the duties of the Administrative and Resource Analysis Division of the Arizona State Land Department. ALRIS

functions as a state-wide GIS data developer and provider. A 1993 Strategic Plan<sup>1</sup> defines the “relationship of the Arizona Geographic Information Council, as a [coordination and] policy board, the State Cartographer’s Office, as the standards and data base coordinator, and the Arizona Land Resource Information System Program, as the state GIS data base developer.”<sup>2</sup> All three entities are organized within the Administrative and Resource Analysis Division of Arizona State Land Department (see Figure 1).

## Arizona State Cartographer’s Office

Created by the Legislature under Arizona Revised Statutes § 37-172 in 1988, although the State Land Department was not able to obtain funding until 1996, the State Cartographer’s Office<sup>3</sup> serves as the statewide GIS coordination office. The duties and powers of the SCO are defined in A.R.S. § 37-173 and § 37-174 respectively (see Appendix). The SCO “serves the Arizona GIS community by coordinating GIS standards and policies, [by] coordinating the development of common projects, [by] developing web-based information services, [by] establishing a clearinghouse of information about data resources, [by] improving access to GIS databases, and [by] providing support for the Arizona Geographic Information Council.”<sup>4</sup> The State Cartographer also plays an important administrative role in implementing the AGIC Strategic Plan; the AGIC Executive Management Board may request the SCO to form ad hoc working groups to address needed tasks under this Plan and to report back to the Board. The SCO is comprised of two full-time staff, including the State Cartographer and the Assistant State Cartographer, and project-related limited term employees. The number of time limited positions is based on project and funding availability. In addition, support has been made available to the SCO through grant or project agreements with other State agencies and State universities.

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<sup>1</sup> 1993 AGIC Strategic Plan, AGIC Website: <http://agic.az.gov/docs/strategic.pdf>, accessed September 1, 2006.

<sup>2</sup> Arizona State Cartographer’s Office Website, Background: <http://sco.az.gov/about.htm>, accessed September 1, 2006.

<sup>3</sup> Arizona State Cartographer’s Office Website: <http://sco.az.gov/>, accessed September 1, 2006.

<sup>4</sup> Arizona Geographic Information Council, 2005. Mapping Arizona: 2005 Report on Geographic Information Systems, p. 19. [http://agic.az.gov/docs/Mapping\\_Arizona\\_2005.pdf](http://agic.az.gov/docs/Mapping_Arizona_2005.pdf), accessed September 1, 2006.

## Arizona Land Resources Information System Program

Established in 1982 by statute, the Arizona Land Resource Information System (ALRIS)<sup>5</sup> program is organized under the Administration and Resource Analysis Division of the Arizona State Land Department. ALRIS is tasked with providing operational support to public agencies for the development, maintenance, and distribution of core GIS data sets, with responding to data requests and providing a clearinghouse for geospatial data in Arizona, and with providing education and consultation to public agencies in the use of GIS technology. ALRIS actively maintains and distributes key data sets utilized by public agencies throughout the state, such as, public lands data and city boundaries. The program also processes and distributes other data sets such as digital elevation data, census geographic files, school districts and other data sets. ALRIS is comprised of 3.5 full-time staff members.

## State Geodetic Advisor

The National Geodetic Service (NGS) State Geodetic Advisor Program is “a cost-sharing program that provides a liaison between NOAA and the host state.” The NGS State Geodetic Advisor Liaison to Arizona, located within the Arizona State Cartographer’s Office, guides and assists the state’s geodetic and surveying programs.<sup>6</sup> The State Geodetic Advisor position full-time, and is funded 50% by the State of Arizona and 50% by NGS. Currently, the Advisor is focusing on the Arizona Height Modernization Program and is assisting in the Arizona PLSS modernization project.

## Arizona Geographic Information Council

At its own recommendation, the Arizona State Mapping Advisory Committee (SMAC), which had existed for ten years, was sunsetted in 1989 and replaced with the Arizona Geographic Information Council (AGIC) through the Governor’s 1989 Executive Order 89-24. Comprised of a 34-member Executive Management Board and standing technical committees, the Arizona

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<sup>5</sup> Arizona Land Resources Information System Program Website: <http://www.land.state.az.us/alris/index.html>, accessed September 1, 2006.

<sup>6</sup> Arizona State Geodetic Advisor Website: <http://sco.az.gov/ngs.htm>, accessed September 1, 2006.

Geographic Information Council (AGIC)<sup>7</sup> serves as Arizona’s primary GIS coordination body; “[t]hrough cooperation and partnerships, AGIC facilitates the acquisition, exchange, and management of geographic information and related technology to benefit state agencies and the Arizona community.”<sup>8</sup> To meet long-term goals, AGIC’s strategies include coordinating data resources, improving data access, and improving communication and information exchange. Under the February 2004 By-Laws (see Appendix), AGIC meets every three months and conducts an Annual GIS Conference.

As mentioned above, Governor’s Executive Order 89-24 established AGIC in 1989. Over the years, this executive order has been superseded to “revise the composition of AGIC’s Executive Management Board and organizational structure as necessary to balance operational efficiency with broad representation.”<sup>9</sup> Originally, AGIC Executive Management Board was comprised of twenty-five (25) members, including:

- Thirteen (13) representatives from state agencies;
- Six (6) from federal agencies;
- Three (3) from the state universities;
- One (1) from the League of Arizona Cities and Towns;
- One (1) from the Arizona Association of Counties; and
- One (1) from the private sector.

But in 1992, membership was expanded to include four newly-created regional GIS consortia (EO 92-17). More recently, Executive Order 2004-19 (see Appendix) expanded membership again to thirty-four (34) members, including:

- Fifteen (15) representatives from state agencies;

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<sup>7</sup> Arizona Geographic Information Council Website: <http://agic.az.gov/>, accessed September 1, 2006.

<sup>8</sup> Arizona Geographic Information Council Website, About AGIC: <http://agic.az.gov/about>, accessed September 1, 2006.

<sup>9</sup> 1993 AGIC Strategic Plan, p. 67, AGIC Website: <http://agic.az.gov/docs/strategic.pdf>, accessed September 1, 2006.

- Seven (7) federal agencies;
- Three (3) from the state universities;
- One (1) from the League of Arizona Cities and Towns;
- One (1) from the Arizona Association of Counties;
- One (1) from the private sector;
- Five (5) from regional GIS consortia, including two associations of governments; and,
- One (1) from the Arizona Professional Land Surveyors Association.

EO 2004-19 also enables members to send a substitute or to designate a proxy if they are unable to attend.

The Governor designates and approves over which agencies and organizations are represented on the Board. In addition, individual Board members are appointed by the Governor. Although originally intended to be top level executives with the power to approve budgets and policies, Board members are now typically GIS or mid-level managers designated by their agency's or organizations' directors.

AGIC Executive Board members elect a President, Vice-President, and Secretary for a one-year term of office. In addition, a representative from the Arizona State Land Department serves as an assistant to the president. As per Article V Section 3 of the by-laws (see Appendix), the President and Vice President may not serve more than one consecutive term in the same office, but may be re-elected after one term out of office. The Executive Management Board's standing technical committees are chaired by appointees of the President and are "organized to study and recommend a course of action for critical strategic issues, goals, objectives, and specific activities. The committees meet to identify, discuss and resolve issues as needed to carry out the goals of AGIC."<sup>10</sup> These committees are subject to change, but currently include the Administrative and Legal Committee, Conference, Outreach and Education Committee, Data

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<sup>10</sup> Arizona Geographic Information Council Website, Organization: <http://agic.az.gov/about/organization.htm>, accessed September 1, 2006.

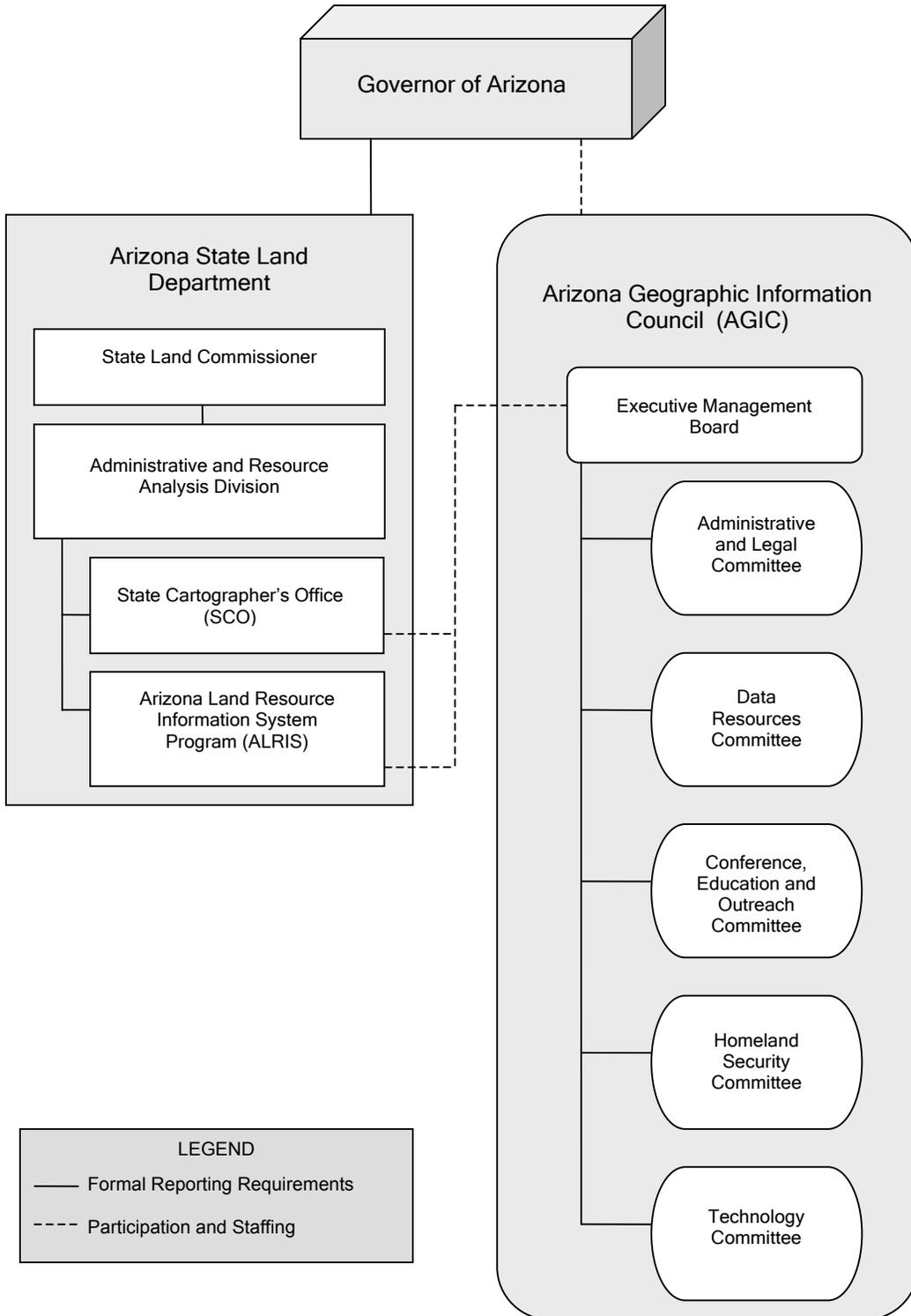
Resources Committee, Homeland Security Committee, and Technology Committee (see Figure 1).

Traditionally, the focus of AGIC activities has been on state agency issues. Over time, however, an effort has been made to broaden representation and participation in AGIC activities. For example, the addition of representatives from Arizona's self-forming regional GIS groups in 1992 and from the surveyors' association in 2004 as members of AGIC's Executive Management Board expanded local participation without making the Board overly large. Further, participation in AGIC's standing technical committees is open to all and actively encouraged. Moreover, because AGIC is a public body created by the Governor of Arizona, the Executive Management Board and committee meetings are subject to the State's open meeting laws, and hence are open to the general public.<sup>11</sup>

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<sup>11</sup> Arizona Geographic Information Council Website, How to Participate in AGIC: <http://agic.az.gov/participation/>, accessed September 1, 2006.

**Figure 1. Arizona GIS Coordination Organizational Structure, 2006**



## FUNDING AND SUPPORT

The administrative and travel expenses of the State Cartographer’s Office (SCO) and Arizona Land Resource Information System (ALRIS) are covered by general revenue through the Arizona State Land Department. In 2006, the operating budget for the SCO was roughly \$250,000. Initiatives and projects, on the other hand, are supported through grants and contracts that are managed under a non-lapsing Resource Analysis Division Revolving Fund (Special Fund) established by Arizona Revised Statutes § 37-176 (see Appendix). Under this statute, expenses are “limited to data processing supplies and support for the geographic information system, including equipment, software and supplies, contract services, maps, equipment and software maintenance, equipment repair and geographic system training.” The overall budget for statewide GIS activities runs between \$600,000 and \$650,000 per year.

As noted earlier, the State Cartographer’s Office (SCO) is comprised of two (2) full-time staff, including the State Cartographer and the Assistant State Cartographer, and project-related limited term employees. The Arizona SCO’s estimated geospatial coordination costs and staffing for 2006 are provided in Table 1. The Arizona Land Resources Information Systems (ALRIS) program is comprised of 2 to 4 FTEs.

**Table 1.** Arizona’s Estimated Geospatial Coordination Costs and Staffing, 2006

<b>GIS COORDINATION</b>	<b>Allocated Budget</b>	<b>Allocated Staff (FTE)</b>
Governance Council	\$15,000	0.25
State Agency Coordination	\$30,000	0.5
Local Government Coordination	\$15,000	0.25
Federal and National Coordination	\$30,000	0.5
<b>Total Coordination</b>	<b>\$90,000</b>	<b>2.0</b>

The State Cartographer’s Office and the ALRIS program provide technical and administrative support to the Arizona Geographic Information Council (AGIC), which runs between \$30,000

and 35,000 per year, including hosting the AGIC Annual Conference at a cost of about \$25,000 per year. Each AGIC Executive Management Board member agency pays a minimum of \$100 in annual dues. These dues, which average about \$5000 in total per year, along with proceeds from the AGIC-sponsored annual conference, are deposited with the Arizona State Land Department in a Resource Analysis Division Revolving Fund (Special Fund) established by Arizona Revised Statutes § 37-176 (see Appendix) for the Council's activities. Council members are not compensated for their time or travel expenses to attend Board meetings.

One of the main duties of the State Cartographer's Office is the exploration of funding sources for the development and maintenance of core state GIS data sets, which includes examining legal issues related to the access, cost recovery, and sharing of that data. To aid in this process, the SCO and AGIC prepared *Mapping Arizona*, a layman-friendly document that describes and graphically depicts "the current state of GIS development in Arizona, including spatial information infrastructure, organizational requirements and the coordination needed to allow GIS to be fully implemented for bioterrorism planning and other first-response needs in Arizona. In this way, *Mapping Arizona* [provides] a useful tool in communicating with decision-makers on how GIS can be used to better meet health services and bioterrorism planning, homeland security, wildfire management, critical infrastructure mapping, first responder, and other Arizona business needs." <sup>12</sup> The content of this document was drawn from local stakeholder input from around the state. Not surprisingly, this document has proven to be an invaluable tool for building bi-partisan political support for the SCO's and AGIC's statewide geospatial coordination efforts and programs, and for obtaining funding both at the state and national levels.

In order to build additional political and financial support for statewide geospatial coordination, the Arizona Geographic Information Council (AGIC) and State Cartographer's Office (SCO) also have proactively supported other coordinated state initiatives, particularly those where a geospatial component would be important. For example, the Governor's Forest Health Initiative, which identified "the need for mapping and assessment tools that could facilitate the integration

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<sup>12</sup> Arizona Geographic Information Council, October 2004. *Mapping Arizona: 2005 Report on Geographic Information Systems*. [http://agic.az.gov/docs/Mapping\\_Arizona\\_2005.pdf](http://agic.az.gov/docs/Mapping_Arizona_2005.pdf), accessed September 1, 2006.

of forest health data across jurisdictions to facilitate planning, reporting and decision making.”<sup>13</sup> To this end, the State Cartographer’s Office is working cooperatively with the State Forester’s Office on the Arizona FIRE MAP (Fuels, Information, Restoration, and Education Mapping and Assessment Program), a project to develop “a number of potential tools to help track, plan, and prioritize fuel treatment and other forest activities throughout Arizona,” including an interactive Internet map viewer.<sup>14</sup> Plans also are underway to assist with the identification of fissures for Arizona home buyers and Fusion center support.

Finally, the State Cartographer’s active participation in the National States Geographic Information Committee (NSGIC) has provided information which led to several cooperative partnerships with federal agencies for the collection of GIS data and imagery in Arizona, greatly reducing the actual cost to the state.

## CHALLENGES AND OPPORTUNITIES

One of the major strengths of Arizona’s coordination model has been the inclusion of federal agencies as voting members of the Arizona Geographic Information Council’s Executive Board, which again has resulted in mutually beneficial cooperative partnerships and substantial cost savings, such as for orthophotography, elevation and hydrography data, to the state. For example, the digital orthophotography acquired in Arizona in 2007 as part of the USDA National Agriculture Imagery Program (NAIP) cost roughly 1.5 million dollars, of which the State of Arizona contributed approximately \$200,000.

In addition, the inclusion of local governments and the private sector representation on the Board has greatly enhanced the state’s GIS coordination efforts and provided an important framework for data creation and collection. In all, the success of statewide GIS coordination in Arizona can be attributed to the enthusiastic and proactive participation of its AGIC Board and committee members, to the contributions of a highly technically-skilled staff in the ALRIS

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<sup>13</sup> Arizona State Cartographer’s Office, Arizona FIRE MAP: Background, <http://sco.az.gov/fire/background.htm>, accessed September 1, 2006.

<sup>14</sup> Arizona State Cartographer’s Office, Arizona FIRE MAP Project, <http://sco.az.gov/fire/>, accessed September 1, 2006.

program, and to the long-term stability and broad institutional experience of the State Cartographer's Office.

Major barriers to statewide GIS coordination in Arizona include a lack of adequate funding, lack of a high-level champion and a lack of consistent policy to share and exchange GIS data. Coordination at the local level is hindered by a perception that GIS data is valuable as a commodity. Positive incentives are needed to encourage local entities to share their data with state and federal agencies; and, those without GIS capacity need training and assistance. But, the most significant barrier to statewide GIS coordination and data sharing, which the AGIC and SCO need to address, is the fear of liability generated by a clause in the state's statutes (A.R.S. § 39-121.03) that requires state agencies to determine whether the data requester will use the data for a "commercial purpose," which under statute is ambiguously defined, before sharing or distributing their GIS data.<sup>15</sup>

Notable ongoing and future GIS coordination initiatives of the Arizona Geographic Information Council include the Core Data Resources Initiative lead by the Data Resources and Administrative and Legal committees. This effort includes: 1) determining the status of and prioritizing core GIS data sets for Arizona; 2) conducting a statewide, ongoing inventory of potential data sources for core GIS data sets; 3) researching and developing a template data access and data sharing agreement (MOU) between state agencies and other jurisdictions; 4) acquiring core GIS data sets; and 5) developing standards for GIS data and technology. Additional initiatives include the Arizona Preparedness Initiative lead by the Homeland Security committee; the GeoData Portal Initiative lead by the Technology committee; the Arizona Map Initiative, an OGC implementation of the National Map for Arizona, lead by the Technology committee; a Height Modernization Initiative lead by the Data Resources committee; and, a GIS Education and Outreach committee, which includes an annual conference, newsletter, and statewide geospatial workshops as well as a review of the Executive Board makeup and levels

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<sup>15</sup> Under A.R.S. § 39-121.03, state and county government employees can be held liable if they share their agency's GIS data and it is released to a third party who, in turn, uses the data for a commercial purpose without properly reporting and reimbursing the agency for this use. This potential liability has made state agencies reluctant or unwilling to share their GIS data. Importantly, this statute has limited the State's ability to effectively and efficiently provide GIS data via the Internet. The State Land Department is currently seeking clarification of the 'commercial use' statute from the Arizona Attorney General's Office in an effort to enhance the State agencies abilities to use the Internet to share geospatial data and provide GIS services.

of commitment, lead by the Education and Outreach committee.<sup>16</sup> In addition to these and other initiatives, the SCO is working in collaboration with the USGS and many other agencies on the Arizona Imagery Project to obtain new natural color 1-meter digital orthoimagery for 12 of the 15 counties in Arizona and statewide orthoimagery through the National Agriculture Imagery Program (NAIP) in 2007.

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<sup>16</sup> Arizona Geographic Information Council, February 2005. AGIC 2005 Workplan, AGIC Website, Documents: [http://agic.az.gov/docs/AGIC\\_2005\\_Workplan.ppt#1](http://agic.az.gov/docs/AGIC_2005_Workplan.ppt#1), accessed September 1, 2006.

# Appendices

## A. AUTHORIZING LEGISLATION FOR THE ARIZONA STATE CARTOGRAPHER'S OFFICE AND ARIZONA LAND RESOURCES INFORMATION SYSTEM

Arizona Revised Statutes <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=37>

Arizona Revised Statutes Title 37, Chapter 1.2 Resource Analysis Division,  
Article 1 General Provisions

### **37-172. Resource analysis division; administrator; employees; compensation; state cartographer**

- A. There is established within the state land department the resource analysis division.
- B. The state land commissioner shall appoint an administrator of the division.
- C. The administrator shall be responsible for the administrative functions of the division.
- D. The administrator may employ, with the approval of the commissioner, the employees necessary to carry out the provisions of this chapter.
- E. Compensation for the administrator and other employees of the division shall be established pursuant to section 38-611.
- F. The office of state cartographer is established within the division. The commissioner is designated the state cartographer, but the commissioner may delegate the responsibilities and functions of the state cartographer under this chapter to an administrative officer of the division.

**37-173. Duties**

The division shall:

1. Establish a clearinghouse of information and a central repository for map and imagery products and digital cartographic data.
2. Provide a geographic information system for the state land department and other public agencies in this state. The system shall be capable of input, processing, display, compositing, analysis, synthesis and manipulation of data from maps, aerial photos, orthophotos, remote sensing devices and other spatial data sources. The division shall provide training and consultation in the use of the system, related technical assistance and limited production services to system users.
3. Provide current land resource information and monitor changes over time by remote sensing techniques.
4. Prepare standards and specifications for developing and producing cartographic and aerial photographic products and geographic information systems.
5. Produce maps and inventories at standard scales for various areas to include combinations of data elements.
6. Provide maps, aerial photographs and other remote sensing data to help analyze the following natural resources:
  - (a) Producing mines, improvements to such mines and mills and smelters operated in conjunction with such mines.
  - (b) Producing oil, gas and geothermal resources.
  - (c) Rights-of-way on state trust lands.
  - (d) Urban trust lands.
  - (e) Forestry management lands and standing timber.

(f) Rangeland resources.

(g) Cropland resources.

(h) Water ditches constructed for mining, manufacturing or irrigation purposes on state trust lands.

(i) Other data relating to land and water resources in this state such as subsidence locations, irrigation districts and groundwater active management areas.

7. Function as the Arizona affiliate office for the national cartographic information center, with support from the United States geological survey and the Arizona state library, archives and public records, to access archived maps and imagery data sources to assist the mapping, inventorying and data handling segments of the division and outside users.

8. Establish a liaison relationship with the Arizona geological survey, the United States geological survey, regional federal mapping organizations and other state and local government organizations in order to coordinate activities in this state relating to collecting, compiling, producing and processing cartographic materials, satellite imagery and land resource information.

9. Identify local digital cartographic data to include in the national digital cartographic data base.

10. Coordinate the development of a public land survey system monument data base.

### **37-174. Powers**

The division may:

1. Apply for and accept grants, contributions and appropriations for carrying out the functions of the division.

2. Contract for professional services if such work or services cannot be satisfactorily performed by its employees or by any other state agency.

3. Request and utilize the advice and services of all federal, state, local and regional agencies.
4. Correspond, confer and represent its own interest or the interest of any political subdivision upon request.

**37-175. Information; cost**

The division shall make information available to any person requesting such information at a uniform rate adequate to cover the cost of providing such information.

**37-176. Revolving fund; source of monies; claims**

A. Monies received by the division pursuant to this article, other than appropriations, shall be promptly deposited, pursuant to sections 35-146 and 35-147, by the administrator in a fund to be known as the resource analysis division revolving fund. Monies in the resource analysis division revolving fund are exempt from section 35-190, relating to the lapsing of appropriations.

B. Expenses to be paid from the resource analysis division revolving fund shall be limited to data processing supplies and support for the geographic information system, including equipment, software and supplies, contract services, maps, equipment and software maintenance, equipment repair and geographic system training. Claims for expenses shall be approved by the administrator.

**B. EXECUTIVE ORDER 2004-19 ARIZONA GEOGRAPHIC INFORMATION COUNCIL, 2004**

Governor of Arizona Website: [http://azgovernor.gov/dms/upload/2004\\_19.pdf](http://azgovernor.gov/dms/upload/2004_19.pdf)

**Executive Order 2004-19**

ESTABLISHMENT OF AN ARIZONA GEOGRAPHIC INFORMATION COUNCIL  
(Supersedes Executive Orders 89-24, 92-17 and 2003-01)

WHEREAS, a broad based effort, commitment, policy direction and framework is needed for Arizona to develop and manage its geographic information resources, and

WHEREAS, the Arizona State Land Department is charged with establishing a clearinghouse of information and central repository for maps, imagery products and digital cartographic data pursuant to A.R.S. § 37-173(1); and

WHEREAS, the Arizona State Land Department provides a geographic information system for public agencies in Arizona pursuant to A.R.S. § 37-173(2); and

WHEREAS, the Arizona State Land Department prepares standards and specifications for developing and producing cartographic products, aerial photographic products and geographic information systems pursuant to A.R.S. § 37-173(4); and

WHEREAS, the Arizona Geographic Information Council (“AGIC”) was originally established by Executive Order 89-24 to coordinate the management of statewide geographic information and serve as an advisory council to the Arizona State Land Department to provide guidance and direction to the management of the State Geographic Information System; and

WHEREAS, the composition and membership of AGIC needs to be expanded to include regional geographic information systems consortia and the duties of AGIC need to be confirmed;

NOW THEREFORE, I, Janet Napolitano, Governor of the State of Arizona, by virtue of the authority vested in me as Governor by the Constitution and Laws of this State, hereby order as follows:

1. The composition and membership of AGIC shall be as follows:

a. AGIC shall be composed of an Executive Management Board and standing technical committees to advise the Board on technical issues related to mapping and geographic information systems and to assist the Board in the implementation of AGIC programs.

b. Members of the Executive Management Board shall be appointed by the Governor, serve at the pleasure of the Governor, and consist of one voting representative from each of the following:

State Government

AZ Department of Administration  
AZ Department of Commerce  
AZ Department of Economic Security  
AZ Department of Education  
AZ Department of Environmental Quality  
AZ Game & Fish Department  
AZ Geological Survey  
AZ Department of Health Services  
AZ State Land Department  
AZ State Parks  
AZ Department of Revenue  
AZ Department of Transportation  
Z Department of Water Resources  
AZ State Cartographer's Office  
AZ Department of Public Safety  
Arizona State University  
Northern Arizona University  
University of Arizona

Federal Government

Bureau of Indian Affairs  
Bureau of Land Management  
U.S. Bureau of Reclamation

U.S. Forest Service  
U.S. Geological Survey  
National Geodetic Survey

County Government  
AZ Association of Counties

Municipal Government  
League of AZ Cities & Towns

Regional Geographic Information Systems Consortia  
Northern Arizona Geographic Information Forum  
Southern Arizona Geographic Information System  
Yuma Regional Geographic Information System  
Pima Association of Governments  
Maricopa Association of Governments

Private Sector  
One member

c. Members of the Executive Management Board shall elect from among the representatives a president, vice-president and secretary.

d. The members of the Standing Technical Committees shall be appointed by the Executive Management Board as deemed necessary.

e. Members of the AGIC Executive Management Board, or their designees, shall meet at the call of the President, adopt by-laws, rules and procedures for the orderly conduct of operations, and conduct the duties of AGIC.

f. Members shall not receive additional beyond their existing salaries as public employees.

2. The duties of AGIC shall be as follows:

a. AGIC shall collect information on user requirements for maps, imagery products and geographic information systems.

b. AGIC shall prioritize and relate such requirements to the U.S. Geological Survey, the Arizona Land Resource Information System and other producers of geographic information and cartographic products.

c. AGIC shall serve as a forum to share information about Federal, State, and local government and private sector map production and geographic information system activities.

d. AGIC shall participate in activities to define those categories of spatial data appropriate for standardization and establish standards of content, format and accuracy for the identified data categories.

e. AGIC shall coordinate interagency map production or acquisition and geographic data base development.

f. AGIC shall study cartographic and geographic information systems and make recommendations to responsible entities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.

GOVERNOR

DONE at the Capitol in Phoenix on this \_\_\_\_ day of August in the Year of Our Lord Two Thousand and Four and of the independence of the United States of America the Two Hundred and Twenty-Ninth.

ATTEST:

SECRETARY OF STATE

Filename: 2004\_19

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### **C. ARIZONA GEOGRAPHIC INFORMATION COUNCIL (AGIC) BY-LAWS, ADOPTED 2004**

AGIC Website: [http://agic.az.gov/docs/agicbylaws02\\_05\\_04.pdf](http://agic.az.gov/docs/agicbylaws02_05_04.pdf)

ARIZONA GEOGRAPHIC INFORMATION COUNCIL

BYLAWS AS ADOPTED

FEBRUARY 5, 2004

Article I. Name

The name of this association shall be the Arizona Geographic Information Council, hereafter referred to as AGIC.

The Arizona Geographic Information Council was originally established by Arizona Executive Order No. 89-24 and modified by Arizona Executive Order No. 92-17. Exhibit A, containing a copy of Executive Order No. 89-24 and Exhibit B, containing a copy of Executive order 92-17, are hereto made a part of these bylaws.

Article II. Purpose

The purpose of AGIC is:

To foster cooperation and standardization of the acquisition, exchange and management of spatially referenced geographic information as it applies to automated geographic information systems in the State of Arizona.

This organization shall abide by the policies and procedures set forth in these bylaws.

Article III. Objectives

The objectives of AGIC are as follows:

- Sec. 1 To coordinate the management of statewide geographic information and provide guidance and direction in the management of a statewide geographic information system.
- Sec. 2 To identify, make known and recommend actions to meet automated geographic information needs in the State of Arizona.
- Sec. 3 To foster communication and cooperation in matters related to geographic information systems among federal, state, local and private entities in Arizona.
- Sec. 4 To formulate and recommend standards for data architecture, quality, accuracy, resolution and maintenance.
- Sec. 5 To promote sharing of geographic information by recommending standard methods and means, devising model agreements, publishing directories and newsletters and performing other appropriate information-sharing actions.

Article IV. Membership

- Sec. 1 Voting membership shall be limited to those sharing the objectives of AGIC as follows:
- a. Members of AGIC's Executive Management Board shall be from agencies that create, use and/or maintain data used in automated geographic information systems.
  - b. Executive Order 92-17 establishes AGIC membership. Representatives shall be at the management or higher level and shall be designated by the director of the organization and appointed by the Governor.
- Sec. 2 AGIC's Executive Management Board may petition the Governor to add members to AGIC by amending Executive Order 92-17.
- Sec. 3 It is the responsibility of each member to be active in AGIC and to attend scheduled meetings. Representatives may send alternates to Executive Management Board meetings and the alternates may vote for the Representatives on official matters if designated in writing as proxies. However, the agency representative should attend at least 50% of all meetings called by the AGIC President.
- Sec. 4 If a vacancy in voting or non-voting membership as described in Article IV occurs, the President shall contact the designating organization within 15 days of the notification of, or occurrence of, the vacancy to request that the designated organization recommend to the Governor or Arizona the appointment of a replacement.
- Sec. 5 Any member may withdraw from AGIC upon giving notice in writing thereof to the AGIC President.

Article V. Officers

- Sec. 1 The elected officers of AGIC shall be the President, Vice President (also known as President-elect), Past-President and Secretary, all of whom shall serve without compensation from AGIC.
- Sec. 2 A Representative from the Arizona State Land Department shall also serve as an assistant to the President.
- Sec. 3 Elected officers shall assume their official duties at the end of the first Board meeting of the calendar year and shall serve one-year terms ending at the close of the first Board meeting of the following calendar year or until a successor is elected. The President and Vice President shall not be retained in office more than one consecutive term in the same office, but may reassume an office after one term out of office.
- Sec. 4 Officers shall be elected by the voting members of AGIC, as hereinafter provided. Officers may be removed by a majority vote of the voting members of AGIC's Executive Management Board.
- Sec. 5 If a President should change employer and no longer meets AGIC membership criteria as defined by Executive Order 92-17, the President may serve the remainder of the term as described in Article V. Sec. 3, as a non-voting member, if approved by a majority vote of the voting members of AGIC's Executive Management Board. If the President is not retained in office, the Vice President shall assume the office of President.

Article VI. Duties of Officers

- Sec. 1 The President shall preside at all meeting of AGIC and shall be responsible for the implementation of the Council's decisions. The President and Vice President, or person specifically appointed in writing by the President, are authorized to represent AGIC with other organizations.
- Sec. 2 The Vice President will assist the President in the discharge of the President's duties as requested and, in the absence or inability of the President to act, shall perform the President's duties.
- Sec. 3 The Secretary shall perform duties usually incumbent upon such an officer.
- Sec. 4 The Past-President shall perform duties as designated by the President.

Article VII. Committees or Subcommittees

- Sec. 1 Committees may be authorized, created, directed or dissolved by majority vote of those in attendance at an AGIC Executive Management Board meeting.
- Sec. 2 The President shall appoint an Executive Management Board Member to serve as advisor to each committee.
- Sec. 3 Each committee shall appoint a Committee Chair to organize the group and to act as a spokesperson representing the committee before the AGIC Executive Management Board.
- Sec. 4 Committee Chairs shall be responsible for maintaining membership on the committees and shall notify the AGIC Executive Management Board of any changes in membership.
- Sec. 5 Committees shall keep a record of all proceedings and provide a copy to the Arizona State Land Department.

Article VIII. Meetings

- Sec. 1 It is the intent of these bylaws to schedule meeting on a regular basis.
- Sec. 2 AGIC Executive Management Board meeting will be held at least quarterly at a time and location selected by the officers. Notice of meeting shall be posted as provided by A.R.S. 38-431.02 and shall be provided to Executive Management Board members at least 7 days prior to the meeting.
- Sec. 3 Additional meetings of the AGIC Executive Management Board may be called by the President with at least a 24 hour notice to discuss and take action on critical issues.
- Sec. 4 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. These meetings may be in connection with AGIC Executive Management Board meeting. If physical presence is not feasible, then written, facsimile, electronic or telephonic communications shall substitute for a group meeting.
- Sec. 5 The President may call meetings of Committee Chairs to obtain progress reports to be presented to the AGIC Executive Management Board.

Article IX. Nomination and Election of Officers

- Sec. 1 There shall be an Elections/Nominating Committee appointed by the President to reate a list of nominees for election as officers and to conduct the AGIC election process.
- Sec. 2 AGIC Executive Management Board members who desire to serve as officers of AGIC shall give their names and resumes, biographic or other appropriate information to the Elections/Nominating Committee as candidates.
- Sec. 3 At least 30 days prior to the end of the current term of office, the Elections/Nominating Committee shall provide each candidate's name and resume, and biographic or other appropriate information to all members of AGIC by mail, facsimile, or electronic mail. Each voting member of the Board has one vote for each officer.
- Sec. 4 The Elections/Nominating Committee will tally the results of the election, notify the newly elected and incumbent officers and announce the results to the AGIC Executive Management Board.
- Sec. 5 Elections shall be conducted by secret ballot, with officers selected by a majority of votes cast.
- Sec. 6 The Vice President will ascend to the office of President at the end of the President's term and a new Vice President will be elected to fill the vacancy.

Article X. Administration

- Sec. 1 AGIC shall be administered by its elected officers.
- Sec. 2 The Arizona State Land Department shall keep the official current and complete books and records of the decisions, actions and obligations of AGIC. The Secretary shall coordinate newsletters, meeting notices and locations and shall keep a record of names and addresses of the members of the AGIC Executive Management Board. All books and records may be inspected by any member of the Board for good purposes at a reasonable time and location.
- Sec. 3 Nothing in these bylaws is intended to restrict AGIC from sponsoring of or collection of fees from meetings, conferences, workshops, seminars or symposia or sharing of Geographic Information related to the State of Arizona.

Article XI. Dissolution of AGIC

- Sec. 1 In the event the Council is dissolved, the Arizona State Land Department will be responsible for the books, records and distribution of any other assets to the Voting Member Agencies of AGIC's Executive Management Board as soon as practical.

Article XII. Quorum and Amendment of By-Laws

- Sec. 1 A Quorum is established when more than one-half of the members of AGIC's Executive management Board, exclusive of vacancies, are present in a meeting of AGIC.
- Sec. 2 A majority of affirmative votes on any issue will establish AGIC decision.

Sec. 3 Voting may be by proxy, when a proxy is designated in writing by the Member or in the case of a vacancy, by the agency unit head.

Sec. 4 Power to repeal or amend these bylaws and to adopt additional By-Laws is hereby delegated to the Executive Management Board of AGIC and may be executed at a meeting of AGIC; provided that notice, at least 15 days prior to the meeting, has first been given to the AGIC Executive Management Board. These bylaws may be amended by a 2/3 vote of Board Members voting.

#### Article XIII. Parliamentary Procedure

Sec. 1 Meetings may be conducted in an informal manner by the President, but Robert's Rules of Order (Revised) may be invoked at any time by a majority vote of the members present.

#### Article XIV. Obligations and Expenses

Sec. 1 It is the intent of these bylaws to set a basis for cooperation between member agencies.

Sec. 2 All AGIC Executive Management Board Members will cooperate with the Arizona State Land Department in efforts to develop funding for AGIC activities, and are expected to assume a leadership role in obtaining funds committed to AGIC by their organizations, including annual dues or any other funds to which their organizations have committed.

Sec. 3 All obligations and expenses for participation in AGIC shall be borne by each Board member's agency or organization.

Sec. 4 All funds will be deposited with the Arizona State Land Department in a Special Fund established specifically for the purposes of this Council.

Sec. 5 Funds collected from member agencies must be deposited within 90 days of issuance of a Bill for Collection from the Arizona State Land Department.

Sec. 6 The Executive Management Board shall authorize all expenditures.

Sec. 7 Each member agency shall pay a minimum of \$100 in annual dues for each year of operation.

#### Article XV. Terminology and Definitions

Sec. 1 All references to Fiscal Year relate to the Arizona State Fiscal Year; July 1, through June 30, inclusively.