



MidAmerica GIS Consortium

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Purpose

This *Operating and Management Guidelines (OMG)* documents the routine operations of the MidAmerica GIS Consortium (MAGIC) to ensure the ease and efficiency of MAGIC business. Some of the information in this *OMG* may duplicate Bylaw directives. However, this related information is clarification of schedule and scope. This *OMG* must be modified to reflect any changes in Bylaws.

1) Authority

The MAGIC Executive Committee and all Consortium-related Committees shall conduct business as referenced in the Bylaws and this *OMG*. The Executive Committee may modify this *OMG* as necessary. The *OMG* shall be reviewed annually by the Executive Committee.

2) Policies and Procedures

a. Bank Accounts

- i. All banking accounts shall be transferred to the new Treasurer by August 1 of even years.
- ii. At the discretion of the Executive Board, the Treasurer can change financial institutions.

b. Budget

- i. The MAGIC fiscal year shall be October 1 – September 30 of any given year.
- ii. MAGIC will conduct budgetary business on a 2-year cycle.
- iii. Year 1 of the budget cycle shall commence on October 1 of even years, following the biennial Symposium. Year 2 of the budget cycle shall commence on October 1 of odd years.
- iv. The Treasurer will present a proposed Symposium and Consortium budget to the Executive Committee by September 1 of even years.
- v. The Executive Committee will discuss and approve budget proposals at the September Consortium meeting of even years.
- vi. The Treasurer will maintain and report budgets on a 1-year cycle in the budget software. Each monthly Treasurer report will also include a report on budget status in the 2-year cycle.
- vii. In years following a Symposium, every effort shall be made to transfer 15% of net profits to the MAGIC savings account or equivalent.

c. Elections

- i. Elections shall be in even years following the biennial Symposium.
- ii. Call for nominations for nine (9) Executive Committee positions shall be made by May 1.
- iii. The election of the Executive Committee shall occur at the May Consortium meeting.

- iv. Members of the Steering Committee and current Executive Committee may vote on a new Executive Committee.
 - v. The Executive Committee shall transfer leadership to the new Executive Committee on July 1 of even years.
- d. Taxes
- i. A federal tax return must be filed on behalf of MAGIC by August 15 of each calendar year.
- e. Travel Policies
- i. Travel Requests
 - 1. MAGIC Travel Request forms can be found on the MAGIC website.
 - 2. All persons traveling on behalf of MAGIC will submit a Travel Request form to the Treasurer no later than 30 days prior to travel commencing.
 - 3. Failure to submit a Travel Request may be subject to non-reimbursement.
 - ii. Due Diligence
 - 1. All persons requesting travel reimbursement from MAGIC will exercise due diligence to book transportation at discounted early purchase rates.
 - iii. Reimbursements
 - 1. Meals, mileage and lodging will be reimbursed at the federal per diem rate. Travel above per diem rate shall be covered by attendee.
 - 2. MAGIC Expense Report forms can be found on the MAGIC website.
 - 3. Expense Reports will be submitted to the Treasurer within 21 days of completion of travel.
 - 4. Expense Reports submitted after 21 days of completion will not be eligible for reimbursement.
 - iv. Payments
 - 1. Payments will be processed and completed within 30 days of receipt of Expense Report.
- f. Web Master
- i. Shall ensure all Committee lists and contact information are current and accurate.
 - ii. Shall ensure all travel forms are available and accurate.
 - iii. Shall update the MAGIC website as directed by the Executive Committee and/or the Communications and Outreach Committee.

3) Duties of Executive Committee

In addition to duties and procedures governed by the MAGIC Bylaws, the Executive Committee shall perform the duties outlined below.

- a. Consortium Chair
 - i. Shall assume the call for nominations.
 - ii. Shall schedule meetings and reserve accommodations for Consortium business meetings.
 - iii. Shall solicit bids for conference management in the fall of odd years for the Symposium which will be held in two years.
 - iv. Shall be the signatory for contracts.
- b. Symposium Chair
 - i. Additional procedures and duties for the Symposium Chair have been detailed in the *Symposium Document of Guidelines (DOG)*.
 - ii. Shall be the signatory for contracts directly related to Symposium business.
- c. Secretary
 - i. Shall perform duties as the official MAGIC historian including keeping records of Consortium and Symposium business, award winners and any other information deemed pertinent.
 - ii. Shall register "MidAmerica GIS Consortium Ltd" as a corporation with the State of Kansas Secretary of State's Office in June of each year.
 - iii. Shall conduct Executive Committee elections.
 - iv. Shall maintain the official Executive Committee and Steering Committee membership lists, and publish them to the MAGIC website.
 - v. Shall maintain address information for the MAGIC listservs.
- d. Treasurer
 - i. Shall ensure that MAGIC maintains proper insurance by paying the premium in August of every year.
 - ii. Shall be responsible for maintaining the Domain Name Server (DNS) for the MAGIC website through register.com.
 - iii. Provide monthly financial reports to the Executive Board.
- e. Director-at-Large
 - i. Serve on at least one committee.
 - ii. Recruit participants in member states to serve on Consortium Committees.

4) Responsibilities of Standing Consortium Committees

In addition to duties and procedures governed by the MAGIC Bylaws, the Consortium Committees shall perform the duties outlined below.

- a. All Committee Chairs
 - i. Committee Chairs must submit pertinent information to the Secretary for official record.

- b. Steering
 - i. The recorded Steering Committee membership may be found in *Appendix A*.
 - ii. Shall provide input on the direction of the objectives and goals of MAGIC.
 - iii. Shall vote for the Executive Committee and other members of the Steering Committee.
 - iv. A simple majority vote of the Steering Committee shall determine the appointment or dismissal of Steering Committee members should there be a question.
 - v. Member appointments:
 - 1. Steering Committee members may be nominated at any time.
 - 2. There shall be a 6-month waiting period between nomination and voting.
 - 3. Executive Committee or Steering Committee members may nominate any MAGIC participant for appointment on the Steering Committee, provided they meet the following criteria:
 - a. Reside or are employed by a MAGIC state.
 - b. Have actively participated in both Consortium and Symposium Committees.
 - vi. Member dismissal:
 - 1. Members shall be removed after three (3) consecutive unexcused absences. Members shall advise the Consortium Chair and Secretary of their absence prior to the meeting.
 - 2. Steering Committee members may be dismissed at any time.
 - 3. A member can be dismissed at his or her own request.
 - 4. A member may be considered for dismissal if the Executive Committee or Steering Committee has deemed him or her to be non-participatory or engaged in conduct unbecoming to the organization.

- c. Symposium
 - i. Additional duties and procedures for the Symposium Planning Committee can be found in the *Symposium DOG*.

- d. Clearinghouse
 - i. The scope and duties of the Clearinghouse Committee may be found in *Appendix B* of this OMG.
 - ii. Shall coordinate and communicate with state clearinghouses and stakeholders.
 - iii. May choose to hold an annual summit.

- iv. Shall submit a report of the Clearinghouse Summit to the Secretary.
- e. Communications & Outreach
 - i. The scope and duties of the Communication and Outreach Committee may be found in *Appendix C* of this OMG.
 - ii. Shall provide content approval for the MAGIC website.
 - iii. Announcements directly related to MAGIC business shall be posted on the website.
 - iv. Employment announcements shall not be posted.
- f. Grants & Scholarships
 - i. The MAGIC Grant and Scholarship process can be viewed in detail in *Appendix D* of this OMG.
 - ii. All grants shall be closed at the end of the budget cycle.
 - iii. Standing Grants
 - 1. Only participating MAGIC states are eligible for standing grants.
 - 2. Grant Application, Travel Request and Expense Report forms can be found on the MAGIC website.
 - a. See *Section 2-E* for more information on MAGIC Travel Policies.
 - 3. State Conference Sponsorship:
 - a. MAGIC may choose to sponsor a state's GIS conference once in each two-year budget cycle in the amount deemed appropriate by the Executive Committee.
 - b. The state must request the funding through the Executive Committee.
 - 4. NSGIC Conferences:
 - a. The MAGIC Executive Committee may allocate travel funds for the NSGIC Annual and Mid-Year conference.
 - b. State NSGIC representatives may apply for a travel grant to travel to NSGIC.
 - c. Payment is on a reimbursement basis.
 - 5. Clearinghouse Summit:
 - a. The MAGIC Executive Committee may allocate travel money, for lodging only, for the annual Clearinghouse Summit for government-employed representatives of MAGIC.
 - b. There may be no more than 2 representatives per state eligible for MAGIC funding.
 - c. Payment is on a reimbursement basis.

5) Responsibilities of Operational Consortium Committees

The Operational Committees will change and cycle depending on the needs of the MAGIC region and the consensus of the group. *Appendix F* details the specific committees for any given period.

- a. Shall set goals and objectives that are measurable and timely.
- b. Shall report their status to the Executive Committee at each Consortium meeting.

6) Calendar

Below is a general calendar of events which note events detailed in this *OMG*.

Date (Even Years)	Duties
January	
February	
March	
April	<ul style="list-style-type: none"> • Biennial Symposium
May	<ul style="list-style-type: none"> • May 1 – Call for Nominations for Executive Committee deadline • May Consortium Meeting – Voting occurs
June	<ul style="list-style-type: none"> • June 1 – Review NSGIC Liaison Position • June 1 – Register MAGIC as corporation with the Kansas Secretary of State
July	<ul style="list-style-type: none"> • July 1 – Transfer of Leadership to new Executive Committee
August	<ul style="list-style-type: none"> • August 1 – Review OMG • August 1 – Bank accounts must be transferred • August 1 – Pay insurance premium • August 15 – Tax return must be filed
September	<ul style="list-style-type: none"> • September 1 – Present proposed budget to Executive Committee • September Consortium Meeting – Executive Committee discusses proposed budget • September 30 – End of MAGIC Fiscal Year • September 30 – End of MAGIC 2-Year Budget Cycle
October	<ul style="list-style-type: none"> • October 1 - Beginning of MAGIC Fiscal Year • October 1 – Beginning of MAGIC 2-Year Budget Cycle
November	
December	<ul style="list-style-type: none"> • Dec 15 – File “Not For Profit Corporation Annual Report” with the Kansas Secretary of State

Date (Odd Years)	Duties
January	
February	
March	
April	
May	
June	<ul style="list-style-type: none"> • Review NSGIC Liaison Position • June 1 – Register MAGIC as corporation with the Kansas Secretary of State
July	
August	<ul style="list-style-type: none"> • August 1 – Review OMG • August 1 – Pay insurance premium • August 15 – Tax return must be filed
September	<ul style="list-style-type: none"> • September 30 – End of MAGIC Fiscal Year
October	<ul style="list-style-type: none"> • October 1 – Beginning of MAGIC Fiscal Year • October 1 – Solicit bids for conference management for Symposium to be held in 2 years.
November	
December	<ul style="list-style-type: none"> • Dec 15 – File “Not For Profit Corporation Annual Report” with the Kansas Secretary of State

APPENDIX A: STEERING COMMITTEE MEMBERS (2012 - 2014)

Approved: September 29, 2012

Updated: January 12, 2014

Arkansas

Learon Dalby
Shelby Johnson
Tracy Moy
Susan Norton
Phyllis Poché
Bill Sneed
Suzanne Wiley

Kansas

Christian Cooley
Ed Crane
Ingrid Landgraf
Ken Nelson
Amber Reynolds
Ivan Weichert

North Dakota

Bob Nutsch

Illinois

Marty Bausano
Shelley Silch

Missouri

Mark Duewell
Heather Eisenbarth
Eric Foster
Ray Fox
Tim Haithcoat
Steve Marsh
Tony Spicci

Oklahoma

Mike Sexton
Shellie Willoughby
Charles Brady III

Iowa

Kevin Kane
Paula Lemke
Jon Paoli

Nebraska

Jim Langtry
Nathan Watermeier

South Dakota

“Steering Committee - Members of the sitting Steering Committee may appoint two individuals from each participating state in the Mid America region, and other individuals to serve on the Steering Committee. Members of the Steering Committee must be active members of MAGIC and demonstrate a willingness to pursue and fulfill the purposes and objectives of the Consortium. The Steering Committee shall strive to promote and improve the overall activities of the Consortium and oversee the activities of the following committees, as well as any other committees that may be deemed necessary:...” excerpt from Section I, Article V of the MAGIC bylaws.

APPENDIX B: CLEARINGHOUSE COMMITTEE

Approved: March 17, 2011

Updated: March 17, 2011

The MAGIC Clearinghouse Committee is established for the sole purpose of facilitating progress and growth among state GIS data clearinghouses in order to enhance statewide and national initiatives and better serve local, state, and national GIS communities. This group may choose to organize an annual summit for state GIS clearinghouse staff and strategic partners. Additionally, the Clearinghouse Committee shall endeavor to expand the technical capabilities of state clearinghouses through the open exchange of information regarding successful programs and projects, strategic plans and standards, technical architecture, and the like.

In addition to the annual summit, the Clearinghouse Committee shall consider the following collaborative projects and activities:

- Quarterly conference calls that highlight a successful GIS project or coordination activity within the MAGIC region;
- Metadata Triage – collaborative proposal to FGDC;
- GIS Server Technology Information Exchange – Esri & open source technologies;
- Annual clearinghouse technical architecture survey;
- Workshops or webinars – ArcGIS Server, GeoPDF, LiDAR, data management and storage.

APPENDIX C: COMMUNICATION & OUTREACH COMMITTEE

Approved: March 17, 2011

Updated: September 29, 2012

The Communication and Outreach Committee's goal is to support the major initiatives of the Consortium via documentary and publications, highlight member states' achievements and events, and provide publicity for the MAGIC Symposium to ensure broad participation. Regularly scheduled communication through MAGIC and state listservs, any MAGIC publications, production of short videos, and use of current technologies such as Facebook and Twitter are used to help spread the word as broadly as possible.

APPENDIX D: GRANTS & SCHOLARSHIPS COMMITTEE

Approved: March 17, 2011

Updated: March 17, 2011

As part of its mission of promoting GIS technology and education in its member states, MAGIC has provided funding for numerous efforts over the past several years. Because there has been revenue generated from past conferences, and as a non-profit entity, the group feels that it must continue with this practice.

Please see the Grants Criteria and Application form for more information.

APPENDIX E: NSGIC LIAISON

Approved: March 17, 2011

Updated: March 17, 2011

In the context of MAGIC's goals of sharing knowledge, strengthening communities, and facilitating communication, MAGIC desires to have representation to the National States Geographic Information Council (NSGIC) through a single point of contact. This NSGIC Liaison would represent the views of MAGIC and its membership. Through its membership, MAGIC has regional needs, ideas, concerns, challenges, and solutions that would benefit from representation at NSGIC.

Responsibilities of the NSGIC Liaison

1. Attend NSGIC Annual and Mid-Year conferences
2. The NSGIC liaison will coordinate a discussion at the MAGIC Consortium meetings that precede the conferences. At this meeting, the NSGIC liaison will develop a list of priorities and position issues from the MAGIC Steering Committee.
3. For the MAGIC Consortium meeting following the NSGIC conferences, prepare a report that will be reviewed at the MAGIC Consortium meeting. This report will include information relating to the objectives previously set by the MAGIC Steering Committee, contacts and topics discussed and any other pertinent information that may apply to the region serviced by MAGIC.
4. Reporting at the monthly Consortium meeting will be done on an ad-hoc basis, as needed. The report, if any, will be made during the Consortium meeting agenda's Committee Reports.
5. The position shall be a one year term, renewed or reallocated in June of each year.

Selection Criteria for the NSGIC Liaison

1. The person will be nominated by and approved by the MAGIC Steering Committee at the regularly scheduled June MAGIC Consortium meeting.
2. The person shall not currently serve as a NSGIC liaison for their home state.
3. The person shall, at the most appropriate time, put in a plug for the MAGIC Symposium.
4. Each year, at the regularly scheduled June MAGIC Consortium meeting, the position will be reviewed by the MAGIC Steering Committee. Criteria for adding an additional term or for filling the position with a different person are:
 - a. Able to attend both of the NSGIC Conferences
 - b. Be a good communicator: stating MAGIC's position to NSGIC and providing timely feedback and documentation back to MAGIC.

APPENDIX F: OPERATIONAL COMMITTEES

Approved: March 17, 2011

Updated: September 06, 2014

For the 2014-2016 cycle, the Consortium will focus on three activities:

1. 9-1-1 Workshop, chaired by Marty Bausano
2. Partnerships with URISA and ASPRS, chaired by Tracy Moy
3. NSGIC 2013 Annual Conference Support, chaired by Tony Spicci