1.1 Required Communication Actions of the SanGIS Executive Director

Once rules are adopted by Management Committee they are in effect. Rules after review are compiled into the Management Committee Charter. All language and rules finalized in the Management Committee Charter supersede rules presented in Management Committee meetings.

1.1.1 Contacts with the SanGIS Board

The SanGIS Executive Director must report all contacts with the SanGIS Board or any one board member to the Management Committee. The report must include the contact time and date, the subject or attached any relevant emails. The report can be in the form of cc in email of the original conversations in email. If the contact is in the form of email, the committee must be cc'd. If the contact is in person or on the phone, an email must be sent within 16 hours to Management Committee members detailing the time and date of the contact and the subject matter discussed.

1.1.2 Public Noticing of SanGIS Board of Directors Meeting Agendas

The agenda for a SanGIS Board of Directors meeting is prepared by the SanGIS executive director. The final draft must be approved by the Management Committee to confirm the content and subject matter that may be requested by SanGIS board members is present on the agenda. Specific items that have been requested to be removed or added to the agenda by SanGIS board members will be communicated through the Management Committee to the SanGIS Executive Director. This communication will occur in a Management Committee meeting prior to the agenda being posted for a SanGIS Board of Directors meeting. At this Management Committee meeting, the Committee will approve the agenda in writing. The agenda must be approved by the Management Committee prior to being posted for the SanGIS Board meeting.

1.1.3 Contacts with the Press

All contacts with the press must be communicated immediately to the Management Committee and the rule of engagement with them shall be followed. The rules of engagement with the media/press and specific departments are detailed in Appendix 1.

1.1.4 Contacts with outside business and public sector vendors

All meeting and contacts with vendors not under contract to SanGIS shall be reported to the Management Committee within 24 hours. All preliminary contract discussions with outside business vendors, regardless if they are under contract to SanGIS, for products, services, or business partnerships for SanGIS shall be reported to the Management committee within 16 hours. The SanGIS Executive director may not enter into a final verbal or written agreement/contract without the Board of Directors or Management Committee's approval, per the JPA. Management Committee approval is limited to $50,000 in a single transaction and $150,000 in cumulative transactions in a fiscal year (specifics can be found in the Management Charter letter from City and County).

1.1.5 Contacts with JPA Members and External Governmental Agencies or Bodies

All meeting and contacts with external governmental agencies and SanGIS JPA members shall be reported to the Management Committee within 24 hours. All discussions with JPA members or external governmental agencies for products, services, or business partnerships for SanGIS shall be reported to the Management committee within 16 hours. The SanGIS Executive director may not enter into a final verbal or written agreement/contract without the Board of Directors or Management Committee's approval, per the JPA. Management Committee approval is limited to $50,000 in a single transaction and $150,000 in cumulative transactions in a fiscal year (specifics can be found in the Management Charter letter from City and County).

1.1.6 Contacts with SanGIS Counsel

All contacts with County counsel must be immediately reported to the Management Committee. The report must be in the form of cc in email or if the contact is over the phone or in person, an email must be sent within16 hours to Management Committee members detailing the time and date of the contact and the subject matter.

These rules are retroactively adopted by the SanGIS Management Committee on December 9th 2008 – Per board action.

X Phyllis Chapin Date 12/23/2008

Phyllis Chapin
Citywide Application and Technologies Program Manager
City of San Diego Office of the Chief Information Officer
City of San Diego

X Ross Martin Date 12/23/2008

Ross Paul Martin
County of San Diego GIS Manager
Land Use and Environment Group Executive Office
County of San Diego

Appendix 1 – Board adopted and amended "Rules of Engagement" for SanGIS when interacting with the Press/Media or specific agencies or government departments.

Following the board direction to be more aware of regional political impacts of SanGIS interacting with other jurisdictions, agencies and the media/press, SanGIS staff must follow these general rules of engagement with members of the public and media:

1. **Relay all contacts with the press or communications and inquiries from the press through County Counsel and Management Committee.**

2. **Ask for all press requests in writing. This applies to requests for data/information from the press or custom GIS work projects or GIS analysis requested by the press, to be presented in the form of a written request to SanGIS.**

3. **Do not agree to do work for any members of the press unless the scope and intent is known *and* the SanGIS Board of Directors or Management Committee has approved it**

4. **Report all contacts with public safety officials (of any kind) to the City and County GIS Managers**

5. **Report all contacts with regulatory agencies (local, state, and federal) to City and County GIS Managers. This would include the City and the County departments that have requested work from you (for the sake of coordination). Pay special attention to the hot topics of our region: water quality, wild land fires, public safety, housing, airports, transportation problems and population growth, endanger species, sexual predator laws, etc.**

6. **Error on the side of caution, SanGIS is not a public safety agency and can reasonably say no to individuals asking for projects that involve public safety. SanGIS can do so on the grounds that it does not have the expertise or background to adequately create GIS products or analysis without consultation on the matter with the City and County GIS managers.**

7. **When in doubt ask first and over communicate on the above issues to the City and County GIS Managers**

8. **Be prepared to take special directions from the SanGIS Board of Directors or Management Committee on these issues.**