City of Austin
Open Government Operating Board

Committee Members	- Assistant City Manager, Chair – Rey Arellano - Assistant City Manager (Acting), Vice-Chair – Mark Washington - Chief Information Officer – Stephen Elkins - Chief Innovation Officer – Kerry O'Connor - Chief Communications Director – Doug Matthews - Department Director – Greg Guernsey - Department Director – Greg Meszaros
Required Attendees	- Open Data Architect - Technical Advisor - City Clerk representative (TBD) - Law Department representative (TBD) - Project Manager

Operating Guidelines

1. **Applicability:** These guidelines are applicable to Open Government Operating Board Members, Designated Substitutes and Required Attendees.
2. **Mission Statement:** To adopt and implement Open Government practices that will promote transparency, citizen participation, and collaboration to improve how government works, provide more effective government services to customers, and establish a more robust democracy.
3. **Purpose and Authority:** The Open Government Operating Board (OGOB) is a Subcommittee of the IT Steering Committee. Its role is to define and implement a framework to support the City of Austin Open Government Initiative and create a culture of Open Government. The group operates on behalf of the City Manager and is authorized to implement and govern the following:

1. Define a strategic roadmap for the participation of all City departments to publish public government information/data online.
2. Promote the utilization of emerging processes, tools and technologies that enable the organization to readily participate in Open Government both internally and externally.
3. Initiate projects that promote transparency, participation and collaboration related to Open Government.
4. Ensure appropriate budgeting to fund Open Government initiatives.
5. Ensure clear communication and coordination among internal and external stakeholders including the general public, businesses, City departments, City management and elected officials.
6. Lead and participate in the national dialogue related to Open Government.

4. **Responsibilities**
   1. Define and oversee working relationships between the key departments involved in provisioning open data and information to the public. (CTM, PIO, Law, OCC)
   2. Define and oversee department participation in identifying, standardizing and releasing public information/data.
   3. Define and oversee City participation and communication with community groups and businesses interested in Open Government issues.
   4. Reduce barriers, facilitate collaboration efforts and align City vision related to Open Government.
   5. Empower City departments with processes, procedures and tools that encourage and enable participation in Open Government.

5. **Roles**
   1. The Chair of the Committee will be appointed by the City Manager and will rotate between the two sitting Assistant City Managers annually. The alternate City Manager will act as Vice-Chair.
   2. The Chair is responsible for setting an agenda, scheduling and managing meetings and ensuring the purpose of the Committee is being achieved.
   3. The Chief Information Officer is responsible for providing perspective related to technology and identifying required technology subject matter experts when needed.
   4. The Chief Innovation Officer is responsible for providing information related to innovation initiatives and private/public interests related to Open Government.
   5. The Corporate Public Information Officer is responsible for providing information related to communication initiatives and private/public interests related to Open Government.

6. Other representation from CTM, CPIO, Law and OCC will be responsible for suggesting solutions, providing specific expertise and contributing to the overall decision making process of the Committee.
7. The Committee may initiate the formation of subcommittees to address specific areas of interest or projects related to Open Government. The subcommittees will be led by a Committee Member and can tap into resources and subject matter experts from across the City to achieve specific goals.

1. **Processes**
   1. Committee decisions and recommendations will be made by majority vote unless otherwise provided in this Charter.
   2. Committee decisions and recommendation will be documented in writing.
   3. Committee meetings will take place monthly; however, ad hoc meetings can be called as needed at the discretion of the Chair or majority of the Committee.
2. **Reporting**
   1. The Chair will periodically provide summary reports to the City Manager's CMO Team as a standing item on the CMO agenda
   2. The Chair, or designee, will periodically provide summary reports to Austin City Council through the Emerging Technology and Telecommunications Committee.
   3. The Chair, or designee, will periodically provide summary reports to the Community Technology and Telecommunications Commission.