**By-Laws of the Open Government Advisory Committee**

(Reviewed November 19, 2014)

**Article I—Name and Purpose**

Section A. Name of the Committee

The official name of this body shall be the Open Government Advisory Committee.

Section B. Existence of the Committee

The Committee shall exist only during such times as it may be meeting with the presence of a quorum.

Section C. Purposes and Duties

In accordance with Mayor’s Order 2014-250, the purposes and duties of the Committee shall include:

1. Evaluating the District's progress towards meeting the requirements of Mayor's Order 2014-170, the Transparency, Open Government and Open Data Directive or any successor law or administrative issuance ("Directive"), and make specific recommendations for improving the openness and transparency of the District government;
2. Providing a forum for agencies and the public to share best practices on innovative ideas to promote transparency, participation and collaboration. This shall include systems, process solutions, and new technologies designed to further the goals of the Directive;
3. Providing a public forum for receiving input on the goals of the Directive, including input from the general public, information technology entities, nonprofit organizations, and individuals that use government data, such as academic researchers and representatives of media organizations;
4. Providing a forum for sharing best practices and innovative ideas for engaging the public in agency decision-making;
5. Identifying and recommend additional categories and types of government information that should be proactively published online;
6. Recommending to the Mayor and Chief Data Officer policies to:

1. Establish specific criteria for agency identification of additional datasets;

2. Designate categories of protected data in addition to those identified in the Directive;

3. Ensure that new and existing datasets are regularly updated and archived; and

4. Establish the types of open formats to be used for published data;

F. Reviewing and evaluating agency Open Government Reports and provide recommendations on improving the content and format of the reports;

G. Reviewing and recommending whether the terms and conditions applicable to additional categories and types of information published online should be changed;

H. Providing recommendations on technology and methods that District boards and commissions can use to work more openly, including best practices to webcast and archive their meetings;

I. The Chairperson of the Advisory Group shall publish the evaluation and recommendations on the Open Government Web Portal or create an Open Government Dashboard that will provide the public with both graphic and narrative evaluation information; and

J. Undertake other duties as assigned by the Mayor, or his designee.

**Article II—Membership**

Section A. Membership

The Advisory Committee will consist of fifteen (15) members appointed in accordance with section IV of Mayor’s Order 2014-250.:

Section B. Selection of Chairperson

The Mayor shall appoint the Chairperson of the Advisory Committee.

**Article III – Meetings**

1. All meetings of the Committee shall be open to the public, unless otherwise permitted by section 405 of the Open Meetings Amendment Act of 2011, effective March 31, 2011 (D.C. Law 18-350: D.C. Official Code § 2-575(b)).
2. Meetings will be held at [9:30 a.m.] on the [first Wednesday] of March, June, September and December, unless otherwise specified.
3. At least [four] meetings shall be held each year. The exact number of meetings will be determined by the anticipated workload of the Committee.
4. The Chairperson shall endeavor to limit meeting sessions to approximately two (2) hours. In his or her discretion, the Chairperson may limit the number of, and allocate time for testimony in order to conform the testimony to the meeting duration.

**Article IV—Officer and Member Responsibilities**

Section A. Officer Responsibilities

1. The Chairperson shall be responsible for the development of the agenda and preside at all meetings of the Committee.
2. The Chairperson may establish committees or subcommittees when necessary to accomplish the work of the Committee.
3. The Chairperson, or Vice-Chairperson when so delegated by the Chairperson, shall sign all correspondence necessary to carry out the purposes and functions of the Committee.
4. The Vice-Chairperson, in the absence or disability of the Chairperson, shall preside at all meetings of the Committee.

Section B. Member Responsibilities

1. Each member is expected to attend meetings and to participate in committee activities.

2. Each member is expected to study the issues or problems which come before the committee in order to contribute to the resolution process.

**Article V-- Agenda, Order of Business, and Voting**

1. Agendas for all regular meetings of the Committee shall be prepared by the Chair, taking into consideration the recommendations of the members.
2. The Chairperson will circulate a proposed agenda at least 24 hours before each meeting. Any member may propose agenda items.
3. The Order of Business for each regular meeting shall follow the following order of business:
4. Call to Order
5. Announcement of a Quorum
6. Approval of Minutes of the Previous Meeting
7. Consideration of Reports and Recommendations
8. Old Business
9. New Business
10. Adjournment
11. A majority of the appointed members constitutes a quorum for the convening of a meeting and the transaction of business.

**Article VI-- Rules of Procedure**

Rules of procedure not specifically addressed in the Bylaws will follow the current edition of Roberts' Rules of Order.

**Article VII-- Adoption and Amendment of Bylaws**

These Bylaws shall be adopted by two-thirds of the committee as voting membership present. Amendments to the Bylaws must be approved by two-thirds of the voting members present at a meeting. Proposed Amendments to the Bylaws shall be distributed to the membership a minimum of two weeks prior to a vote.