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

(Adopted November 19, 2014)

**Article I—Name and Purpose**

Section A. Name of the Group

The official name of this body shall be the Open Government Advisory Group ("Advisory Group").

Section B. Existence of the Advisory Group

The Advisory Group 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 Advisory Group 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 making specific recommendations to the Mayor, Chief Technology Officer, and Director of the Office of Open Government (“OOG”), 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 existing 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;
4. Providing a forum for sharing best practices and innovative ideas for engaging the public in agency decision-making;
5. Identifying and recommending additional categories and types of government information that should be collected and proactively published online;
6. Recommending to the Mayor, Chief Data Officer, and Director of the Office of Open Government (“OOG”), policies and practices to:

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

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

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

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

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

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

9. 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;

10. Providing recommendations on the use of and contribution to open-source software by the District government and contractors;

11. Providing recommendations on policies, terms and conditions, requirements, and procedures that promote open government data through procurement of goods and services;

12. The Chairperson of the Advisory Group shall publish the evaluation and recommendations on the Open Government Web Portal and/or advise the Chief Technology Officer and the Director of OOG on the creation of an Open Government Dashboard that will provide the public with both graphic and narrative evaluation information; and

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

**Article II—Membership**

Section A. Membership

The Advisory Group shall be comprised of 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 Group.

**Article III – Meetings**

1. All meetings of the Advisory Group 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)) (“Open Meetings Act”).
2. Meetings shall be held at the times and places specified by the Advisory Group; provided, that at least four (4) meetings shall be held each year. The exact number of meetings will be determined by the anticipated workload of the Advisory Group.
3. The Chairperson shall endeavor to limit meetings to approximately two (2) hours. In his or her discretion, the Chairperson may limit the number of, and allocate time for public comment in order to conform the comments to the meeting duration.
4. In accordance with section 407 of the Open Meeting Act, D.C. Official Code § 2-577, meetings may be held, and a member may participate by video conference, telephone conference, or other electronic means.

**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 Advisory Group.
2. The Chairperson may establish committees or subcommittees when necessary to accomplish the work of the Advisory Group.
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 Advisory Group.
4. The Vice-Chairperson, in the absence or disability of the Chairperson, shall preside at all meetings of the Advisory Group.

Section B. Member Responsibilities

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

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

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

1. Agendas for all regular meetings of the Advisory Group shall be prepared by the Chairperson, taking into consideration the recommendations of the members.
2. The Chairperson will circulate a proposed agenda at least five (5) business days 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. Public Comment
11. Adjournment
12. 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 Advisory Group 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.