



The City of
OKLAHOMA CITY

OKC Data Governance Board Charter

Last Updated: 5/2024

1. **Purpose:** This Charter defines the scope, mission, objectives, principles, responsibilities, membership, roles, and decision-making process of the OKC Data Governance Board (DGB).
2. **Scope:** Data governance is the process of effectively coordinating and overseeing data strategy, management, and policy priorities to ensure that data can be leveraged as a strategic asset in service of the City's mission. This includes supporting evidence-based decision making and ultimately improving outcomes aligned with the City's strategic plan and other high-level priorities. The DGB maintains sufficient authority and leadership in development, implementation, and ensuring adherence to data policies and processes.

Effective implementation of data governance requires a cross-departmental data governance body that, at a minimum:

- Supports City priorities, such as those identified in strategic plans and learning agendas, by informing Strategic Business Plans for the City and identifying resources to implement those priorities.
 - Proposes specific recommendations on how to improve data quality, ensure a balance between data access and data security, prioritize data inventory efforts, and raise the level of data literacy across City departments. Recommendations will complement, but not supplant, the statutory authority of established positions.
 - Takes a leadership role in the creation, implementation, and oversight of the City's information and data management goals, standards, practices, and processes in alignment with the goals of the City.
3. **Mission:** The DGB provides leadership and oversight for the development and implementation of the policies and processes which govern the collection or creation, management, use, and disclosure of data belonging to the City of Oklahoma City and its related Trusts (hereafter referred to as the City).
 4. **Objectives:**
 - a. To manage data as a strategic business asset
 - b. To leverage data in informing evidence-based strategic and operational decisions
 - c. To build a culture that values data and promotes its shared, effective, and ethical use
 - d. To support the governance, management, and protection of City data in partnership with Information Technology Department and other relevant stakeholders



The City of OKLAHOMA CITY

5. Guiding Principles:

- a. *Openness*: Facilitating and promoting the open sharing of knowledge about City data, including an understanding of how and where City data are collected or created, stored, managed, and made available for use.
- b. *Communication*: Facilitating partnerships across the City to reduce duplication of effort, unauthorized release of data, and one-off solution designs.
- c. *Equity*: Collecting and leveraging data to identify disparities, monitor progress, and guide action to make the City more inclusive and equitable.
- d. *Accountability*: Ensuring City-wide compliance with approved data management principles and policies, as well as adherence to identified best practices.
- e. *Security*: Partnering with the Information Technology Department and other relevant departments to promote best practices regarding data privacy and security as needed. Supporting adherence to IT Security policies to protect data from unauthorized access, corruption, and breaches, and to generally strengthen risk management and preparedness.

6. **Authority**: The DGB derives its authority from the City Manager's Office. Authority lies with the DGB itself, as a board, and not with any specific individual. Escalation of specific Data Governance issues may be referred to appropriate Department and/or working groups as required.

7. Board Responsibilities:

- a. **Vision and Direction**: Establishes the vision and direction for the City on data governance matters. Promote data governance at a senior management and management level.
- b. **Oversight and Decision-Making**: Provides a forum for oversight and approval of the City's data management strategies and practices. Data management principles and policies endorsed by the DGB apply to all phases of the data lifecycle (including its collection or creation, documentation, integration, storage, validation, analysis, dissemination, and destruction) and to all City departments.
- c. **Needs Assessment and Advisement on Resource Allocation**: In collaboration with the Information Technology Department and other City governing bodies, the DGB recommends funding and other data-related priorities to maximize the utility of City data and fully leverage its potential across departments.
- d. **Strategic Alignment**: Ensures that investments into data-related initiatives, and the principles, policies and practices established to govern them, align with the City's mission, strategic objectives, and initiatives as well as current privacy and security protocols.



The City of OKLAHOMA CITY

- e. **Facilitate Knowledge Sharing:** Ensures DGB-approved policies, procedures, and related decisions are documented and made available to City employees and, where appropriate, external entities. Liaises with stakeholders across departments to properly adopt these policies and procedures to facilitate appropriate sharing of data resources.
 - f. **Compliance Monitoring:** Monitors implementation of DGB-approved data principles and policies and acts to compel adherence.
 - g. **Accountability:** Sponsors or mandates the creation of steering committees, boards, and other forms of working groups to focus on specific tasks or achieve specific data-related goals. Reviews and approves charters that specify the tasking, relationship between, and reporting requirements of these entities. The DGB will continually assess progress by receiving updates from these bodies at DGB meetings.
8. **Membership:** The DGB is comprised of City employees, all of whom have a stake in the collection or creation, use, and/or disclosure of City data. Members must be appropriately qualified and designated by their respective Department Heads.
- Permanently Represented Departments
 - City Auditor's Office (non-voting, advisory member)
 - Municipal Counselor's Office (non-voting, advisory member)
 - Information Technology Department
 - Finance Department
 - City Clerk's Office
 - City Manager's Office
 - Oklahoma City Police Department
 - Oklahoma City Fire Department
 - Four At-Large Members (rotating from various City Departments)
 - At least one representative from a department that uses spatial data (Public Works, Utilities, and/or Planning)
 - At least one representative from a department not otherwise represented

Each Department and Trust may have a maximum of one representative on the DGB at a time. Representatives from Permanently Represented Departments will be re-evaluated by their Department Head every two years. At-Large Members will serve for terms of two years, after which Departments and/or Trusts who are not currently represented will be requested to nominate someone to represent their Department. If fewer nominations than open seats are received, currently represented Departments will be offered the chance to make a nomination. If the number of nominations received exceeds the seats available, a random selection will be made. Expiration of initial terms will occur at a staggered cadence to ensure some continuity of membership.

A Department or Trust may decline to nominate or replace a member from their department. If an unexpired term is vacated, the relevant Department Head is responsible for selecting another



The City of OKLAHOMA CITY

representative for the remainder of the term. The DGB will remain in compliance whether the position is left vacant or is filled by an alternative Department or Trust.

Meetings are open to City staff who wish to attend. Depending on the topic for discussion, guest subject matter experts may be invited to speak at or otherwise contribute to the meetings at the request of their DGB representative or the DGB Chair.

Chair: A Chair will be elected by the voting members of the DGB by majority vote. To be eligible to serve as the Chair, members must have at least one year of experience serving on the DGB. The Chair must be a voting member of the DGB. The position holds no term limit, but an election must take place at least annually. The DGB Chair is responsible for:

- Coordinating with Department Heads for Selection of At-Large Members
- Liaising between the DGB and the City Manager's Office
- Chairing and facilitating DGB meetings
- Defining meeting agendas
- Providing meeting support
- Scheduling meetings and disseminating materials
- Ensuring action items are addressed by their assigned owners
- Calling items for a vote by the DGB
- Maintaining DGB artifacts, including minutes

- 9. Meetings:** The DGB meets at least quarterly, and more often as needed, depending upon the type and urgency of issues that arise. DGB meetings may occur in person or virtually based on the needs of the membership.
- 10. Decision Model:** The DGB is a decision-making body and strives for consensus when making decisions. Each voting member organization has a single vote in the voting process and decisions will be made by a simple majority of members. Electronic voting is permitted. The DGB Chair retains the right to vote as a member of the board. Members have the right to abstain from voting. Member attendance and votes (including abstentions) will be recorded in the meeting minutes, which are subject to correction and a vote for approval by the DGB. In addition, the DGB may identify smaller working groups that will be responsible for completing activities at their discretion, whose work is subject to similar voting requirements and to approval by the full DGB.
- 11. Reporting:** The DGB Chair will present the City Manager's Office with relevant policy and funding recommendations drafted by the DGB. The City Manager has the right to overturn decisions and/or reject recommendations made by the DGB.
- 12. Approving Revisions to the Charter:** At least once a year, or more frequently as necessary, the DGB will review the Charter. Revisions to the Charter are subject to a vote of the DGB and will be



**The City of
OKLAHOMA CITY**

presented by the DGB Chair to the City's Manager Office. Revisions are subject to the final approval of the City Manager.