

E-Governance Board Charter



Mission

The board's job is to promote consistency of content throughout the more than 100 Oregon.gov public websites, an important connection between state government agencies and the public being served.

Goals

The E-Governance Board promotes websites that are:

- Easy to read
- Accessible
- Translatable
- Optimized for mobile devices
- Improved continuously
- Consistent with the branding of the Oregon.gov enterprise
- Meeting federal and state requirements for accessibility and readability

Membership

The E-Gov Board membership ranges from small boards and commissions to large state agencies in the Oregon.gov domain. The more than 20 members focus on improving how to best meet the needs of the public and create consistency through website design and function. The E-Gov Board sets website standards and provides guidelines and best practices so the public can find what they need fast.

The Enterprise Information Services, [E-Government Program](#) manages the state's web publisher contract.

Operating Principles

Providing collaborative governance of the ongoing development, deployment, delivery, and maintenance of Oregon.gov and future shared web spaces by aligning with the E-Government Program, the state's contractor for a content management system, and the Electronic Portal Advisory Board (EPAB)

Duties and Responsibilities

1. Make recommendations about strategic direction of Oregon.gov and shared web structure.
2. Suggest global changes – on an enterprise level – to template and component organization, structure, look and feel, styling, etc., with an aim for consistency and a user-friendly experience.
3. Organize cross-agency teams (E-Gov Board) to collaborate and share information about E-Government.
4. Recommend new website functionality, as well as develop and approve processes or procedures.
5. Recommend training and learning resources to members and agency web editors to help ensure web editors have the skills and tools they need to create useful and usable websites.

Organizational Structure

The E-Governance Board is sponsored by the E-Government Program and receives direction from Enterprise Information Services. The board provides leadership to state agencies and provides advice and priority to the Oregon E-Government Program regarding Oregon.gov and the shared web structure.

The E-Governance Board does not make technology decisions; however, it recommends business needs for the enterprise.

Statewide Enterprise View and Perspectives

Facilitate a user experience that is meaningful and relevant. Develop website frameworks and content to create a positive and efficient experience for users, considering all aspects of branding, design, usability, and function to meet their needs, is easy to ask or find, translatable, and relevant. Arrange and present information in a way that will shorten the time spent online and increase the satisfaction of the experience.

Board Composition

- E-Governance Board meetings are open for anyone to attend.
- Board membership is extended to all state agencies using the state's content management system with Tyler Oregon.
- One voting board representative per agency.
- Robert's Rules of Order are initiated on any noticed items for board vote. Board members must be present to have their vote counted.
- Officers of the E-Governance Board consist of a chairperson and vice-chairperson.

- Representatives from EIS Shared Services E-Governance Program work with the board officers to develop meeting agendas, approve meeting minutes, and arrange for training or user presentations. Representatives are nonvoting members.
- Representatives from Tyler Oregon address technical issues and report on tickets, training opportunities, product improvements and patch releases. Representatives are nonvoting members.

Frequency of Meetings

The E-Governance Board meets the first Monday of each month via Microsoft Teams, from 2:30 to 4 p.m.

Decision Process

- Decisions appropriate to the jurisdiction of the E-governance Board will be reached by consensus (or vote) of members present virtually. Any initiatives up for a vote will be noticed on the meeting agenda. Voting results will be documented in the meeting minutes.
- Consensus is defined as achievement of full support for a decision after a complete airing of different viewpoints. Consensus is achieved through discussion.

Agendas and Minutes

Per ORS 192.672, meetings are recorded for replay in the E-Governance Board's Teams channel. Meeting minutes and agendas are also located on the M365 platform. If applicable to the board, materials can also be posted to the [E-Governance Board's website](#).

Board Leadership and Membership Tenure

Officer leadership currently does not have term limits. Agency membership is also open, and members are allowed to participate as long as they are willing to attend meetings. When vacancies in agencies occur, the E-Governance Program representatives will contact the agency for member replacement.

Resources

- [E-Governance Board Guidance](#)
 - [State Website Guidelines](#)
 - [DIY Website Redesign Guidelines](#)
 - [Social Media Best Practices](#)
- [About the E-Governance Board](#)
- [About Oregon's E-Government Program](#)
- [Website Accessibility](#)
- [Tyler Oregon](#)