

RPS Governance Group Charter

General Purpose

The purpose of the RPS Governance Group is to provide oversight and direction for the Real Property System (RPS) software that is used for real property tax administration. The group includes assessors, county directors of real property tax services, local government information technology directors and staff from New York State.

Working together the group is a standing committee acting in an advisory capacity to the New York State Department of Taxation and Finance (DTF). The RPS Governance Group is responsible for recommending actions to be taken with respect to RPS or its associated development and support programs. Final decision making authority on recommendations affecting operational or management issues within DTF will remain with DTF.

The RPS Governance Group's responsibilities include:

- Ensuring that RPSv4 continues to meet the needs of local governments and DTF
- Identifying modifications to RPSv4 that are needed as a result of changes to the law and to keep the system functioning
- Guiding the transition from RPSv4 to the next version of RPS, including:
 - Ensuring that the next version of RPS meets the needs of current users
 - Developing recommendations and a communication structure to provide for a smooth transition to the new system
 - Assisting in the development and implementation of a comprehensive communication plan
 - Identifying communities to assist in the testing of the new software
 - Reviewing training programs to ensure that they meet the needs of all users
- Identifying stakeholders and developing support among stakeholders for recommendations of the group
- Reviewing program costs, revenues, fees structures and other pertinent information to assist in the recommendation and determination of RPS licensing fees

- Providing a mechanism for users to submit suggestions and recommendations for improving the system

In addition to these activities, the RPS Governance Group will also perform other activities as appropriate, including but not limited to:

- Working to achieve the most efficient use of resources available from state, local or private sector participants
- Encouraging involvement of others through the use of partnerships among participants
- Exploring wider application of the system's use to better facilitate the flow of information related to the data created and maintained through all Real Property Tax Administration processes

Stakeholders and Reporting

The RPS Governance Group will report regularly to interested/affected stakeholders. Input from stakeholders will be regularly sought by the RPS Governance Group when appropriate and necessary for developing recommendations. Recommendations will be made after considering input from all interested/affected parties. Potential stakeholders include but are not limited to:

- Users both inside and outside DTF
- User organizations such as the NYS Assessors' Association, the NYS Association of County Directors of Real Property Tax Services, NYS Local Government Information Technology Directors Association
- Intergovernmental groups such as the Real Property Tax Administration Committee (RPTAC) and its sub-groups
- New York State Office of Information Technology Services (OITS)
- Other individuals and groups as appropriate

Sub-Groups/Work Groups

The RPS Governance Group shall establish sub-groups or work groups as needed to research and/or investigate particular issues. Sub-groups will provide necessary expertise and information on particular topics and issues to enable the RPS Governance Group to make informed recommendations. Sub-groups may be comprised of appropriate staff from DTF, OITS, local governments or others. Members of the RPS Governance Group shall assist in soliciting participation from the groups they represent as needed and in securing approval from appropriate management for staff participation on a sub-group where necessary.

Membership of the RPS Governance Group

The RPS Governance Group shall be comprised of representatives from the four primary stakeholder groups as shown below. Each stakeholder group is responsible for appointing members to represent it.

Groups	Members
Assessors	4
County Directors of Real Property Tax Services	4
Local Government Information Technology Directors	2
New York State Department of Taxation and Finance	6

Members will be appointed for three-year terms by their representative organizations. Members will agree to represent their respective groups in RPS Governance Group deliberations and will provide appropriate communication to those groups regarding activities of the RPS Governance Group.

In addition to the above members, DTF will provide a team facilitator who will organize and facilitate the meetings and perform other duties as necessary or requested by the RPS Governance Group. DTF will also provide a meeting recorder.

Meetings

The RPS Governance Group will meet at least four times a year. A majority of the appointed members shall constitute a quorum for purposes of convening a meeting. Minutes of all meetings of the RPS Governance Group are to be taken and shall include, but not be limited to, the names of those present and those absent along with the names of any others attending the meeting. Additionally, the minutes shall record any action taken by the RPS Governance Group. -

Decision Making

The RPS Governance Group shall seek to operate by consensus on all issues properly before it. In the event there is not a consensus on an issue, a majority vote of appointed members in attendance (unless otherwise provided in this charter) shall be necessary to pass any motion. Any appointed member may record a minority opinion on any matter.

Length of Agreement

The charter will remain in effect for four years, at which time the charter will be reviewed and re-approved by the participating organizations. Failure on the part of any of the participating organizations to re-approve the charter will result in termination of the RPS Governance Group.

Changes to the Charter

The group may recommend an amendment to this charter, upon circulation of a draft prior to a meeting and a two-thirds vote of the membership; recommendations shall be submitted for approval by the participating organizations, including:

- The Assistant Deputy Commissioner of the Office of Real Property Tax Services representing DTF
- NYS Assessors' Association
- NYS County Real Property Tax Directors Association
- NYS Local Government Information Technology Directors Association

October 27, 2016

Approval shall be indicated by a signed agreement specifying the various changes being implemented in this charter.

Termination of Agreement

This agreement may be terminated 30 days following written notification by any two participating groups to the other participating groups of the desire to terminate or by **approval** of all stakeholder groups as part of the Charter Review Process.