

**NORTH CAROLINA
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**LOCAL GOVERNMENT COMMITTEE
BYLAWS**

February 10, 2021

Article I. Name

The name of this organization shall be the Local Government Committee, hereinafter referred to as the LGC, of the North Carolina Geographic Information Coordinating Council. The North Carolina Geographic Information Coordinating Council, hereinafter referred to as the Council, was established by North Carolina General Statutes §143-725 through 143-727 in August 2001, recodified as Part 11 of Article 15 of Chapter 143B (G.S. 143B-1420 through 143B-1422) by Session Law 2015-241, s. 7A.3(3), effective September 18, 2015.

Article II. Purpose

Local government agencies in North Carolina are major users of geographic information system (GIS) technology and are primary developers of geospatial data. Along with state and federal governmental units, local government agencies contribute to GIS partnerships that can only be fully and practically utilized with a statewide focus and cooperative effort. To maximize benefits and minimize redundancy of data activities, policy, and procedures for geospatial data distribution, technical standards, funding, data collection, and other matters related to the most effective use of geographic information and GIS technology can and should be coordinated with other local government agencies and with state and federal government users and developers of geospatial data in North Carolina.

The LGC shall monitor, evaluate, and make recommendations to the Council on the needs, direction, priorities, standards, funding, and responsibilities for GIS projects and initiatives in local government; and shall aid in the coordination of geospatial data activities in North Carolina. The LGC shall abide by the policies and procedures set forth in these bylaws.

Article III. Objectives

The objectives of the LGC are as follows:

- Sec. 1. Establish a forum for organizations that represent local government GIS users and geospatial data producers in North Carolina to share knowledge and ideas about GIS policies, geospatial data, technology, applications, and related information.
- Sec. 2. Inform local government users of geographic information about the status of GIS activities in the state and the actions of the Council.

- Sec. 3. Serve as a member of the Council through the LGC chair and advise the Council on issues, problems, and opportunities relating to GIS within local governments in North Carolina.

Article IV. Membership

- Sec. 1. General membership of the LGC is open to all interested employees of North Carolina local government.

- Sec. 2 The LGC Executive Committee shall be comprised of a single representative of each of the following organizations:

- Association of Regional Council Executive Directors
- Carolina Chapter of the Urban and Regional Information Systems Association (CURISA)
- NC Association of County Commissioners
- NC Chapter of the American Planning Association (APA-NC)
- NC League of Municipalities
- NC Local Government Information Systems Association (NCLGISA)
- NC Property Mappers Association (NCPMA)

One additional member representing local government may be appointed by the Council Chair.

The representatives from member organizations may appoint an additional member from the general membership by a simple majority vote.

Representatives of APA-NC, CURISA, NCLGISA, and NCPMA shall be members in good standing of their respective organizations and shall be employees of a North Carolina local government agency. CURISA, NCLGISA and NCPMA are encouraged to appoint an officer or member of their Executive Board as representative to the LGC.

Representatives of the NC Association of County Commissioners and of the NC League of Municipalities shall be employees of a North Carolina county and municipal government, respectively.

The representative of the Association of Regional Council Executive Directors shall be an employee of one of the North Carolina lead regional organizations.

- Sec. 3. Members of the Executive Committee shall serve two-year terms effective July 1. Terms shall be staggered, with appointment for three members occurring each year, so continuity in leadership is present within the committee. Executive Committee Members may be reappointed. If a vacancy occurs on the LGC, the member organization will make an appointment to fill the unexpired term.

Article V. Officers and Representatives

- Sec. 1. Chair. The LGC shall elect a Chair from among its Executive Committee members or from among Council members employed by a local government. The LGC Chair shall also serve on the Council. The Chair will be elected annually in July following the appointment of new LGC members for that year.
- Sec. 2. The LGC shall elect from its Executive Committee members a Vice Chair. The term of the Vice Chair shall be for one year. The LGC may reelect the Vice Chair.
- Sec. 3. The LGC shall appoint two persons representing local government to the Statewide Mapping Advisory Committee (SMAC) and one person representing local government to the GIS Technical Advisory Committee (TAC). The LGC may appoint representatives to serve on other Council committees or working groups at the request of the Chair of the Council or of the committees or working groups. Representatives to the SMAC, the TAC, and other Council committees and working groups do not need to be members of the LGC but must be employees of local government.

Article VI. Duties of the Officers

- Sec. 1. The Chair shall coordinate all the business and affairs of the LGC and shall represent the LGC on the Council. He/she shall preside at all meetings of the LGC and shall be responsible for the implementation of the LGC's decisions. In the event that the Chair is unable to attend a Council meeting, he/she will designate the Vice Chair, or if unavailable, another LGC member to attend in his/her place.
- Sec. 2. The Chair shall serve as a member of the Council's Management and Operations Committee, or shall appoint the Vice Chair or another member of the LGC as a substitute.
- Sec. 3. The Chair will seek approval or clarification from the Council for any endeavors of the LGC not clearly defined.
- Sec. 4. The Vice Chair shall assist the Chair in the discharge of the Chair's duties as requested. In the absence of the Chair, the Vice Chair shall perform the Chair's duties.

Article VII. Meetings

All meetings of the LGC are open to the public. The meeting schedules, agendas, and minutes are posted on the Council's Web site. The LGC shall conduct meetings in accordance with the following guidelines:

- Sec. 1. General Meetings (all members) shall be held at least quarterly, generally in the interim between Council meetings. An agenda and notice of meetings shall be provided with as much advance notice as possible. Additional issues may be added to the agenda with Chair approval. Attendance at meetings may be in

person or by telephone or other electronic media.

Sec. 2. Executive Committee Meetings will be held once each quarter. Attendance at the meetings may be in person, by telephone, or by other electronic media.

Sec. 3. Additional meetings, usually to discuss critical matters, may be called by the Chair, or at the request of the majority of the voting members.

Article VIII. Quorum

A quorum is necessary for LGC meetings. A quorum is established when more than one-half of the Executive Committee members of the LGC, exclusive of vacancies, are present at a meeting. In the absence of a quorum, the presiding officer may conduct the meeting for informational purposes only or may adjourn the meeting.

Article IX. Voting

Sec. 1. Only Executive Committee members may vote on LGC matters. The Chair may choose to survey or poll the general membership on issues at any time.

Sec. 2. Voting will generally be conducted orally. The Chair will call for a vote and the members will respond by stating either "aye" or "no." If the response is not clear, then the Chair or any member may call for a show of hands or a poll of members attending by telephone.

Sec. 3. A majority of affirmative votes by voting members in attendance on any issue will establish a LGC decision.

Sec. 4. Each Executive Committee member, including the Officers, shall have one vote.

Sec. 5. In the absence of a quorum, voting shall not occur.

Article X. Subcommittees

The LGC may establish any subcommittee it deems necessary to assist in performing its duties.

Article XI. Amendment of Bylaws

The power to approve, change, repeal, or amend the Bylaws of the LGC rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the LGC. A two-thirds supporting majority vote of the LGC is required to request Council action on LGC Bylaws. Notice of the meeting where a vote is to be taken must have been provided at least 10 days before the meeting.

Article XII. Parliamentary Procedure

Meetings may be conducted in an informal manner by the Chair, but Robert's Rules of Order (Revised) may be invoked at any time by a majority vote of the members present.

Article XIII. Obligations and Expenses

The North Carolina Center for Geographic Information and Analysis (CGIA) provides staff support for the Council and its committees. CGIA will be responsible for routine operations of the LGC, including communications, maintenance of the LGC web site, and membership file maintenance. A CGIA staff liaison to the LGC will attend general meetings in person, by telephone, or by other electronic media. Obligations and expenses for participation in meetings by members shall be borne by each member's agency or organization.

With a two-thirds majority affirmative supporting vote of the Geographic Information Coordinating Council, the Bylaws of the Local Government Committee are hereby approved.

Alex Rankin

Chair, Geographic Information Coordinating Council

February 10, 2021

Date of Adoption