

**NORTH CAROLINA
GEOGRAPHIC INFORMATION COORDINATING COUNCIL
STATE GOVERNMENT GEOGRAPHIC INFORMATION SYSTEMS USERS COMMITTEE
BYLAWS
February 10, 2021**

Article I. Name

The name of this organization shall be the State Government Geographic Information Systems Users Committee, hereinafter referred to as the State GIS Users Committee (SGUC), 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 Laws 2015-241, s. 7A.3(3), effective September 18, 2015.

Article II. Purpose

Geographic information is critical to efficient and effective government operations. Decisions require the support of accurate, timely, and integrated information about land-based issues and factors. Along with local and Federal governmental units, state government agencies contribute to GIS partnerships that can only be fully and practically utilized with a statewide focus and cooperative effort. 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 state government agencies and with local and federal users and developers of geospatial data in North Carolina.

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

Article III. Objectives

The objectives of the SGUC are as follows:

- Sec. 1. Establish a forum for state government GIS users and geospatial data producers to share knowledge and ideas about GIS policies, geospatial data, technology, applications, and related information.
- Sec. 2. Inform state government users of geographic information about the status of GIS activities in the state and about the actions of the Council.
- Sec. 3. Serve as a member of the Council through the SGUC chair and advise the Council on issues, problems, and opportunities relating to GIS in state government.

- Sec. 4. Identify, recommend, and communicate adequate planning, standards, and quality controls for the implementation and operations of GIS in state government agencies.
- Sec. 5. Assist the Council in coordinating the management, application, and sharing of GIS resources and services.
- Sec. 6. Promote training and the use of GIS services and resources in support of agency operations.

Article IV. Membership

- Sec. 1. General membership in the SGUC is open to all interested employees of general state government agencies.
- Sec. 2. The SGUC Executive Committee will be comprised of one employee from each state government agency represented on the Council by a Cabinet Secretary, Council of State officer, or State Agency Advisory Member. Council members will appoint a representative from their agency to the SGUC Executive Committee for a two-year term in July of even-numbered years. If the Executive Committee members believe a State Agency has not been represented by Council member appointments, a member from the Agency lacking representation may be nominated by the SGUC Executive committee from the general membership to serve a two-year term. The SGUC Executive Committee may appoint up to two additional members from the general membership by a simple majority vote. Executive Committee members may be reappointed.

Article V. Officers and Representatives

- Sec. 1. Chair. The Chair of the SGUC shall be appointed to a two-year term by the Chair of the Council from one of the agencies represented on the Council. The Chair may be reappointed. If the SGUC Chair resigns, the Chair of the Council shall appoint a successor.
- Sec. 2. Vice Chair. The Vice Chair shall be appointed by the SGUC Chair for a two-year term, from among the Executive Committee members.
- Sec. 3. Secretary. The Secretary must be a full-time permanent employee with the Center for Geographic Information and Analysis (CGIA). The Secretary will be designated by the Director of CGIA.
- Sec. 4. The Chair of the SGUC shall appoint two representatives from the general membership to serve on the Statewide Mapping Advisory Committee (SMAC) and one person representing state government to the GIS Technical Advisory Committee (TAC) for two-year terms beginning July 1. Terms for the two SMAC representatives shall be staggered. The SGUC 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.

Article VI. Duties of the Officers

- Sec. 1. The SGUC Chair shall be the principal officer, shall coordinate all of the business affairs of the SGUC, and shall represent the SGUC on the Council. The Chair, with support from the Executive Committee and CGIA, will set the agenda for regularly scheduled meetings, and shall be responsible for the implementation of the SGUC's decisions. The Chair, when in attendance, shall preside at all meetings of the SGUC. In the event that the Chair is unable to attend a Council meeting, he/she will designate the Vice Chair or, if unavailable, another SGUC Executive Committee member to attend in his/her place.
- Sec. 2. The Chair shall serve as a member of the Management and Operations Committee of the Council or shall appoint the Vice Chair or a member of the SGUC Executive Committee as a substitute.
- Sec. 3. The Chair will seek approval or clarification from the Council for any endeavors of the SGUC 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.
- Sec. 5. The Secretary shall have charge of all books, papers, records, committee reports, and other documents of the SGUC. The Secretary shall maintain an up-to-date roster of members. The Secretary shall be responsible for the maintenance of distribution lists, the maintenance of the SGUC web site, and the distribution of correspondence in both paper and electronic forms.

Article VII. Meetings

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

- Sec. 1. General Meetings (all members) will be at least once each quarter at a time and place approved by the Chair. A core agenda and notice of meetings shall be provided by the Chair with as much advance notice as possible. Additional substantive issues may be added to the agenda with Chair approval.
- Sec. 2. Executive Committee Meetings will be 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 issues, 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 Executive Committee meetings. A quorum is established when more than one-half of the voting members of the Executive Committee, exclusive of vacancies, is 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 SGUC matters. The Chair may choose to survey or poll the general membership on issues at any time.
- Sec. 2. A majority of affirmative votes by the Executive Committee on any issue will establish an Executive Committee decision.
- Sec. 3. Each Executive Committee member, including the Officers, shall have one vote.
- Sec. 4. 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. 5. In the absence of a quorum, voting shall not occur.

Article X. Subcommittees

The SGUC 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 SGUC rests with the Council. A motion to approve or change the Bylaws may be made at any time by a member of the SGUC Executive Committee. A two-thirds supporting majority vote of the SGUC voting members is required to request Council action on SGUC 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 SGUC, including communications, maintenance of the SGUC web site, and membership file maintenance. Obligations and expenses for participation in the SGUC by representatives from state agencies 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 State Government GIS Users Committee (SGUC) are hereby approved.

Alex Rankin

Chair, Geographic Information Coordinating Council

February 10, 2021

Date of Adoption