

**NORTH CAROLINA  
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**GIS TECHNICAL ADVISORY COMMITTEE  
BYLAWS  
May 19, 2021**

**Article I. Name**

The name of this organization shall be the GIS Technical Advisory Committee, hereinafter referred to as the GIS TAC, 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**

To support the mission of the Council, and as directed by the Council, the GIS TAC will respond to GIS technical opportunities and issues affecting state and local governments in North Carolina. The GIS TAC will provide guidance on technical issues related to geospatial data and GIS as a component of the statewide strategies. Under the auspices of the Council, the GIS TAC will exercise foresight and leadership, and it will approach technical matters in a competent and timely manner. The GIS TAC shall abide by the policies and procedures set forth in these bylaws.

**Article III. Objectives**

- Sec. 1. Review and recommend specifications for directing and coordinating the implementation and use of GIS from a statewide perspective. Relevant items for GIS TAC research should include:
- A. Standards and Guidelines – Detailed specifications to ensure interoperability of hardware, software, and databases, and to facilitate data exchange.
  - B. Implementation Strategies – Approaches or guidelines for developing, installing, and managing the components of the GIS infrastructure.
- Sec. 2. Provide technical advice, expertise, and leadership to the Council. Specific technical issues will be anticipated, reviewed, researched, and evaluated; and appropriate recommendations will be submitted to the Council for final approval.
- Sec. 4. The findings and recommendations of the GIS TAC shall complement and align, when practical, with the policies and standards of the National Spatial Data Infrastructure (NSDI).

## **Article IV. Membership**

Sec. 1. The GIS TAC is composed of the following voting members:

- A chair, appointed by the Chair of the Council;
- One representative of the State Government GIS Users Committee (SGUC), appointed by the committee;
- One representative of the Local Government Committee (LGC), appointed by the committee;
- One representative of the Federal Interagency Committee (FIC), appointed by the committee;
- One additional representative from the GICC, appointed by the Chair of the Council;
- One staff member of the Land Records Management Section of the Department of the Secretary of State, selected by the Land Records Manager for his/her technical expertise; and
- One staff member of the Center for Geographic Information and Analysis, selected by the CGIA Director for his/her technical expertise (also a voting member).

Sec. 2. Terms. Members shall serve a two-year term, with half of the members elected in odd years and half in even years.

## **Article V. Officers**

Sec. 1. Chair. The Chair of the GIS TAC shall be appointed by the Chair of the Council. The GIS TAC chair shall be appointed or reappointed annually in January.

Sec. 2. Vice-Chair. The Vice Chair shall be appointed by the Chair of the GIS TAC from among the 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.

## **Article VI. Duties of the Officers**

Sec. 1. The Chair shall coordinate all of the business and affairs of the GIS TAC and shall represent the GIS TAC on the Council. He/she shall preside at all meetings of the GIS TAC and shall be responsible for the implementation of the GIS TAC'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 GIS/TAC 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 TAC as a substitute.

Sec. 3. The Chair will seek approval or clarification from the Council for any endeavors of the GIS TAC 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 TAC. 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 TAC web site, and the distribution of correspondence in both paper and electronic forms.

#### **Article VII. Meetings**

All meetings of the GIS TAC are open to the public. Meeting schedules, agendas, and minutes are posted on the Council web site. The GIS TAC shall conduct meetings in accordance with the following guidelines:

Sec. 1. Meetings will be held at least biannually. Notice of meetings and agendas shall be provided with as much advance notice as possible. Attendance at meetings may be in person, by telephone, or by other electronic media.

Sec. 2. 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 GIS TAC meetings. A quorum is established when more than one-half of the members of the GIS TAC, 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**

All members attending a meeting may vote.

Sec. 1. 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. 2. A majority of affirmative votes by voting members in attendance on any issue will establish a GIS TAC decision.

Sec. 3. In the absence of a quorum, voting shall not occur.

**Article X. Subcommittees**

The GIS TAC may establish any work group or subcommittee it deems necessary to assist in performing its duties. These work groups will be provided an issue/problem statement with a desired outcome. The work group recommendations shall be submitted to the GIS TAC. The criteria for work group membership shall be based on the purpose of the subcommittee and the skills needed to meet the subcommittee’s desired outcome. The GIS TAC chair may solicit subject matter experts to serve as work group members as required.

**Article XI. Amendment of Bylaws**

The power to approve, change, repeal or amend the bylaws of the GIS TAC rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the GIS TAC. A two-thirds supporting majority vote of the GIS TAC is required to request Council action on GIS TAC 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 GIS TAC, including communications, maintenance of the GIS TAC website, and membership file maintenance. 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 GIS Technical Advisory Committee are hereby approved.

Alex Rankin  
Chair, Geographic Information Coordinating Council

May 19, 2021  
Date of Adoption