

**NORTH CAROLINA  
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**MANAGEMENT AND OPERATIONS COMMITTEE  
BYLAWS**

**May 19, 2021**

**Article I. Name**

The name of this organization shall be the Management and Operations Committee of the North Carolina Geographic Information Coordinating Council, hereinafter referred to as the M&O. 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**

The purpose of the M&O shall be to provide advice and support to the Council on organizational and programmatic matters concerning policy, management, and operations of geographic information, geographic information systems (GIS), and related technology. The M&O shall consider other management and operational matters as related to GIS and as formally requested by the Council, and in the interim between Council meetings. The M&O shall abide by the policies and procedures set forth in these bylaws.

**Article III. Objectives**

- Sec. 1. Advise the Council on organizational and programmatic matters that are referred to the M&O by the Council and on other matters that arise in the interim between Council meetings.
  
- Sec. 2. Promote and gain statewide support for funding cooperative programs among local, state, and federal governments, and other appropriate organizations.

**Article IV. Committee Membership**

The M&O is composed of the following voting members:

Chair of the Council

Vice Chair of the Council

State Budget Officer (or his or her designee on the Council)

Chair, Statewide Mapping Advisory Committee

Chair, GIS Technical Advisory Committee

Chair, Federal Interagency Committee

Chair, State Government GIS Users Committee

Chair, Local Government Committee

The Chair of the Council may appoint other members of the Council to serve on the M&O.

Terms of the Chair and the members will coincide with their term appointments respective to the Council and each standing committee.

#### **Article V. Officers**

**Sec. 1.** The Chair of the M&O shall be the Chair of the Council.

**Sec. 2.** The Vice Chair of the M&O shall be the Vice Chair of the Council.

**Sec. 3.** The Secretary to the M&O shall be the Director of the Center for Geographic Information and Analysis.

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

**Sec. 1. Chair.** The Chair shall coordinate all the business and affairs of the M&O and set the agenda for scheduled meetings of the M&O, with staff support from the North Carolina Center for Geographic Information and Analysis (CGIA). The Chair, in consultation with the Secretary, shall set the agenda for regularly scheduled meetings.

**Sec. 2. Vice Chair.** The Vice Chair shall assist the Chair in the discharge of the Chair's duties as requested, and in the absence or inability of the Chair to act, shall perform the Chair's duties.

**Sec. 3. Secretary.** The Secretary to the M&O shall ensure that minutes are taken of all Council and standing committee meetings. The Secretary shall have charge of all books, papers, records, committee reports and other documents and records of the M&O.

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

All meetings of the M&O are open to the general public. The meeting schedules, agendas and minutes shall be posted on the Council's website. The Committee shall conduct meetings in accordance with the following guidelines:

**Sec. 1.** The Chair will call meetings as requested or required by actions or issues raised at Council meetings. The Chair shall provide a core agenda and notice of meetings 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.** If a voting member cannot attend, a delegate may attend in the voting member's place.

### **Article VIII. Quorum**

A quorum is necessary for all M&O meetings. A quorum is established when more than one-half of the members of the M&O, 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 an M&O decision.

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

### **Article X. Subcommittees**

The M&O may establish any subcommittee it deems necessary to assist in performing its duties. However, the M&O should utilize existing standing committees of the Council as often as possible.

### **Article XI. Amendment of Bylaws**

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

### **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**

CGIA provides staff support for the Council and its committees. CGIA will be responsible for routine operations of the M&O, including communications, maintenance of the M&O web site, and membership file maintenance. A CGIA staff liaison to the M&O will attend meetings in person, by telephone, or 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 Management and Operations Committee are hereby approved.

Alex Rankin  
Chair, Geographic Information Coordinating Council

May 19, 2021  
Date of Adoption

**NORTH CAROLINA  
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**FEDERAL INTERAGENCY COMMITTEE  
BYLAWS**

**May 19, 2021**

**Article I. Name**

The name of this organization shall be the Federal Interagency Committee, hereinafter referred to as the FIC, 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**

The Geospatial Data Act of 2018 (GDA) became law on October 5, 2018 and codifies the committees, processes and tools used to support the National Spatial Data Infrastructure (NSDI). The NSDI is defined as “the technology, policies, criteria, standards, and employees necessary to promote geospatial data sharing throughout the Federal Government, State, tribal, and local governments, and the private sector,” and the GDA recognizes the role of non-Federal partners in advancing the NSDI. The GDA directs federal agencies that collect or produce geospatial data to make that data available electronically through the GeoPlatform (formerly the National Geospatial Data Clearinghouse.) The Council is committed to the advancement of the goals of the NSDI, the use of the Spatial Metadata Standard for digital data, and the creation of framework and other geospatial data sets.

Federal 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 local governmental units, federal 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 can and should be coordinated with other federal agencies and with state and local government users and developers of geospatial data in North Carolina.

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

### **Article III. Objectives**

The objectives of the FIC are as follows:

- Sec. 1. Establish a forum for federal 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 federal 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 FIC Chair and advise the Council on issues, problems, and opportunities relating to GIS in federal agencies and tribal governments in North Carolina.
- Sec. 4. Promote NSDI initiatives in North Carolina.

### **Article IV. Membership**

- Sec. 1. General membership in the FIC is open to any federal employee, federal government contractor, or member of a Tribal government interested in the promotion of geospatial data sharing with no limits to the number of members per agency or Tribal government.
- Sec. 2. The business and affairs of the FIC shall be managed by the Chair and the Executive Committee.
- Sec. 3. The general membership shall elect the members, except the Chair, to the Executive Committee, which shall be comprised of at least eight persons with no more than two persons representing the same agency. Terms of the Executive Committee shall be for two years corresponding to the Federal fiscal year. Terms served by Executive Committee members shall be staggered, with elections for approximately half of the Committee members occurring each year, so continuity in leadership is present within the committee. Executive Committee members may be reelected. If a vacancy occurs on the Executive Committee the Executive Committee will accept nominations and make an appointment to fill the unexpired term.

### **Article V. Officers and Representatives**

- Sec. 1. Chair. The Federal Representative to the Council, appointed by the Governor, shall serve as the Chair of the FIC.
- Sec. 2. Vice Chair. The Vice Chair shall be elected from the membership of the FIC and shall serve on the Executive Committee for a term of two years. The Vice Chair may be re-elected.
- 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 shall appoint a member of the FIC to the GIS Technical Advisory Committee (TAC) and the Statewide Mapping Advisory Committee (SMAC). The FIC 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 Chair shall coordinate all the business and affairs of the FIC and shall represent the FIC on the Council. He/she shall preside at all meetings of the FIC and the Executive Committee, and shall be responsible for the implementation of the FIC'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 FIC 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 FIC Executive Committee as a substitute.
- Sec. 3. The Chair will seek approval or clarification from the Council for any endeavors of the FIC 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, from the NC Center for Geographic Information and Analysis (CGIA) staff, shall record notes of the Executive Committee and the general membership meetings, and is responsible for communications with the membership, such as, but not limited to, meeting notices and communications presented to the Council on behalf of the FIC. The Secretary shall also be responsible for the maintenance of distribution lists.

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

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

- Sec. 1. General Meetings shall be held at least semi-annually. An agenda and notice of meetings shall be provided to FIC members with as much advance notice as possible. Additional issues may be added to the agenda with Chair approval. Attendance at general meetings may be in person, by telephone, or by other electronic media.
- Sec. 2. Executive Committee Meetings shall be held at least semi-annually. Notice of the meeting shall be provided with as much advance notice as possible. Attendance at Executive Committee meetings may be in person, by telephone, or by other electronic media.

- Sec. 3. Additional meetings may be called by the Chair, or at the request of the majority of the voting member.

**Article VI. Duties of the Officers**

- Sec. 1. The Chair shall coordinate all the business and affairs of the FIC and shall represent the FIC on the Council. He/she shall preside at all meetings of the FIC and the Executive Committee, and shall be responsible for the implementation of the FIC'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 FIC 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 FIC Executive Committee as a substitute.
- Sec. 3. The Chair will seek approval or clarification from the Council for any endeavors of the FIC 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, from the NC Center for Geographic Information and Analysis (CGIA) staff, shall record notes of the Executive Committee and the general membership meetings, and is responsible for communications with the membership, such as, but not limited to, meeting notices and communications presented to the Council on behalf of the FIC. The Secretary shall also be responsible for the maintenance of distribution lists.

**Article VII. Meetings**

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

- Sec. 1. General Meetings shall be held at least semi-annually. An agenda and notice of meetings shall be provided to FIC members with as much advance notice as possible. Additional issues may be added to the agenda with Chair approval. Attendance at general meetings may be in person, by telephone, or by other electronic media.
- Sec. 2. Executive Committee Meetings shall be held at least semi-annually. Notice of the meeting shall be provided with as much advance notice as possible. Attendance at Executive Committee meetings may be in person, by telephone, or by other electronic media.
- Sec. 3. Additional meetings 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 members of the Executive Committee, 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**

Members attending a general meeting or Executive Committee 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 FIC decision.

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

### **Article X. Subcommittees**

The FIC 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 FIC rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the FIC Executive Committee. A two-thirds supporting majority vote of the Executive Committee is required to request Council action on FIC Bylaws. Notice of the meeting where a vote is to be taken must have been provided at least 10 days before the Executive 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 XII. Obligations and Expenses**

CGIA provides staff support for the Council and its committees. CGIA will be responsible for routine operations of the FIC, including communications and maintenance of the FIC web site. A CGIA staff liaison to the FIC will attend general meetings in person, by telephone, or by other electronic media. Obligations and expenses for participation in meetings by FIC members shall be borne by each member's agency or Tribal government.

With a two-thirds majority affirmative supporting vote of the Geographic Information Coordinating Council, the Bylaws of the Federal Interagency Committee (FIC) are hereby approved.

Alex Rankin  
Chair, Geographic Information Coordinating Council

May 19, 2021  
Date of Adoption

**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 Office of the State Chief Information Officer (SCIO), appointed by the SCIO;~~
- 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