

**NORTH CAROLINA  
GEOGRAPHIC INFORMATION COORDINATING COUNCIL  
STATEWIDE MAPPING ADVISORY COMMITTEE  
BYLAWS  
February 10, 2021**

**Article I. Name**

The name of this organization shall be the Statewide Mapping Advisory Committee, hereinafter referred to as the SMAC, 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**

Local, state, and federal governmental agencies contribute to geographic information system (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 local, state, and federal government users and developers of geospatial data in North Carolina.

The purpose of the SMAC shall be to consolidate statewide mapping requirements and attempt to gain statewide support for funding cooperative programs. The SMAC shall monitor, evaluate, and make recommendations to the Council on the needs, direction, priorities, standards, funding, and responsibilities for statewide GIS projects and initiatives; and shall aid in the coordination of geospatial data activities in North Carolina. The SMAC shall abide by the policies and procedures set forth in these bylaws.

**Article III. Objectives**

- Sec. 1. Consolidate information on SMAC work plan activities related to policy and procedures for geospatial data distribution, technical standards, funding, statewide geospatial data collection, and base and image mapping requirements for use by the Council for preparation of the annual report to the Governor and the Joint Legislative Commission on Governmental Operations.
- Sec. 2. Inform users of geographic information about the status of GIS activities in the state and the actions of the Council.
- Sec. 3. Promote and gain statewide support for funding cooperative programs among local, state, and federal governments, and other appropriate organizations.

Sec. 4. Serve as a member of the Council through the SMAC chair and advise the Council on issues, problems, and opportunities relating to GIS in North Carolina.

**Article IV. Membership**

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

Permanent Members:

- Director of the Department of Transportation/GIS Unit
- Director of the Center for Geographic Information and Analysis
- Director of the Secretary of State's Office, Land Records Management Section
- State Photogrammetric Engineer
- State Geologist
- Chief of the State Geodetic Survey
- The US Geological Survey's state representative

Additional (non-permanent) members of the Executive Committee shall include:

- Two representatives of the State Government GIS Users Committee
- Two representatives of the Local Government Committee
- One representative of the Federal Interagency Committee
- One representative to be named by the NC League of Municipalities
- One representative to be named by the NC Association of County Commissioners
- One representative of the university system to be named by the Council member representing the university.
- One representative of the Department of Cultural Resources, Division of Archives and Records, to be appointed by the State Archives & Records Administrator.

Sec. 2. The non-permanent members shall serve two-year terms, effective July 1. To the extent possible, the terms for representatives from within each user group committee shall be staggered. Members may be reappointed. If a vacancy occurs on the SMAC, the member organization will make an appointment to fill the unexpired term.

**Article V. Officers**

Sec. 1. Chair. The Chair of the SMAC shall be appointed by the Chair of the Council from among the Council members.

Sec. 2. Vice-Chair. The Vice Chair shall be appointed by the Chair of the SMAC from among the SMAC members.

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

- Sec. 1. The Chair shall coordinate all of the business and affairs of the SMAC and shall represent the SMAC on the Council. He/she shall preside at all meetings of the SMAC and shall be responsible for the implementation of the SMAC's decisions. In the event that the Chair is unable to attend a Council meeting, the SMAC vice-chair will attend in his/her place.
- Sec. 2. The Chair shall serve as a member of the Council's Management and Operations Committee. In the event that the Chair is unable to attend a Management and Operations Committee meeting, the SMAC Vice Chair will attend in his/her place.
- Sec. 3. The Chair of the SMAC will seek approval or clarification from the Council for any endeavors of the SMAC 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 SMAC are open to the general public. The meeting schedules, agendas and minutes are posted on the Council's web site. The SMAC shall conduct meetings in accordance with the following guidelines:

- Sec. 1. Meetings 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. Additional meetings, usually to discuss critical issues, may be called by either the Chair, or at the request of the majority of the voting members

## **Article VIII. Quorum**

A quorum is necessary for SMAC meetings. A quorum is established when more than one-half of the members of the SMAC, 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 SMAC decision.

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

**Article X. Subcommittees**

The SMAC 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 SMAC rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the SMAC. A two-thirds supporting majority vote of the SMAC is required to request Council action on SMAC 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 SMAC, including communications, preparation of meeting minutes, maintenance of the SMAC web site, and membership file maintenance. A CGIA staff liaison to the SMAC 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 Statewide Mapping Advisory Committee are hereby approved.

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Alex Rankin  
Chair, Geographic Information Coordinating Council

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February 10, 2021  
Date of Adoption