

**NORTH CAROLINA
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**FEDERAL INTERAGENCY COMMITTEE
BYLAWS
May 11, 2011**

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 Coordination Council, hereinafter referred to as the Council, was established by North Carolina General Statutes §143-725 through 143-727 in August 2001.

Article II. Purpose

As established by Executive Order 12906 and amended by Executive Order 13286, the National Spatial Data Infrastructure (NSDI) provides guidelines for acquiring, processing, storing, distributing, and increasing utilization of geospatial data. NSDI requires federal agencies that collect or produce geospatial data to make that data available electronically through the National Geospatial Data Clearinghouse. The Council is committed to the advancement of NSDI and the formation of the National Geospatial Data Clearinghouse, 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 guidelines in North Carolina.

Article IV. Membership

- Sec. 1. General membership in the FIC is open to any federal employee 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 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 three or four 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 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 as one of the eight members on the Executive Committee.
- Sec. 3. Secretary. The Secretary shall be elected from the membership of the FIC and shall serve as one of the eight members on the Executive Committee.
- 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 of 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 another FIC 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 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, with support from the NC Center for Geographic Information & Analysis (CGIA) staff, shall record minutes 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 minutes are posted on the 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 semiannually. 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 semiannually. 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 General 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.

Lee Mandell
Chair, Geographic Information Coordinating Council

May 11, 2011
Date of Adoption