

**NORTH CAROLINA
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**MANAGEMENT AND OPERATIONS COMMITTEE
BYLAWS**

August 1, 2002

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 Committee. 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.

Article II. Purpose

The purpose of the Committee 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 Committee 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.

Article III. Committee Membership

Officers and membership of the Committee shall be comprised of the Council Chair and the chairperson of each standing committee of the Council as follows:

- Sec. 1. Chair. The chair of the Committee is the Council chairperson.
- Sec. 2. The remaining membership of the Committee will be comprised of the State Budget Officer, the chair of each of the standing committees including the Statewide Mapping Advisory Committee, the GIS Technical Advisory Committee, the Federal Interagency Committee, the State Government GIS User Committee, the Local Government Committee, and other members of the Council appointed by the Chair.

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

Article IV. Duties of the Officers

- Sec. 1. The Chair shall be the principal officer and shall in general coordinate all the business affairs and set the agenda for scheduled meetings of

the Committee, with staff support from the Center for Geographic Information and Analysis.

Article V. Meetings

All meetings are open to the general public. 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 substantive issues may be added to the agenda with Chair approval.
- Sec. 2. Attendance of voting members at any meeting of the Committee may be in person or by other means using any two-way interactive communication device. If a voting member cannot attend, a delegate may attend in the voting member's place.

Article VI. Quorum

A majority of the filled seats for voting members shall constitute a quorum. In the absence of a quorum, the presiding officer may conduct the meeting for information purposes only or may adjourn the meeting.

Article VII. Subcommittees and Standing Committees

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

Article VIII. Voting

All members as designated in Article III are permitted to vote. The following voting rules apply:

- Sec. 1. Unless otherwise required, a majority of affirmative votes by members in attendance on any issue will establish a Committee decision.
- Sec. 2. In the absence of a quorum, voting shall not occur.
- Sec. 3. Each member shall have one vote.
- Sec. 4. Only members can make motions and vote.

Article IX. Amendment of Bylaws

The power to approve, change, repeal or amend the Bylaws of the Committee rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the Committee. A two-thirds supporting majority vote of the Committee 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 X. Parliamentary Procedure

The Chair may conduct meetings in an informal manner, but Robert's Rules of Order (Revised) may be invoked at any time by a majority vote of the members present.

Article XI. 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 Committee, including communications and membership file maintenance. Obligations and expenses for participation in the Committee by members will be the obligation of 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.

Dempsey Benton
Chair, Geographic Information Coordinating Council

August 21, 2002
Date of Adoption