

**NORTH CAROLINA
GEOGRAPHIC INFORMATION COORDINATING COUNCIL
STATE GOVERNMENT GEOGRAPHIC INFORMATION SYSTEMS USERS COMMITTEE
BYLAWS
August 20, 2002**

Article I. Name

The name of this organization shall be the State Government Geographic Information Systems Users Committee, hereinafter referred to as the State GIS Users Committee (SGUC), 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

Geographic information is critical to efficient and effective government operations. Decisions require the support of accurate, timely and integrated information about land based issues and factors. Geographic Information Systems (GIS) consist of automated applications; telecommunications; data processing resources and services; the supporting elements such as funding, personnel, facilities, contracts, training and related spatial and tabular data and information associated with geographic land based issues.

Maximum benefits and effective use of GIS can only be fully realized through coordinated efforts and sharing of resources. The SGUC shall monitor, evaluate, and make recommendations to the Council on the needs, direction, priorities, standards, funding and responsibilities for GIS projects and initiatives in state government.

Article III. Objectives

The objectives of the SGUC are as follows:

- Sec. 1. Advise the Council on issues, problems, and opportunities relating to GIS in state government.
- Sec. 2. Establish a forum in state government to identify opportunities and to develop and promote initiatives for the application of GIS.
- Sec. 3. Identify, recommend and communicate adequate planning, standards, and quality controls for the implementation and operations of GIS in general state government agencies.
- Sec. 4. Assist the Council in coordinating the management, application and sharing of GIS resources and services.

- Sec. 5. Inform users of geographic information about the status of GIS activities in state government and about the actions of the Council.
- Sec. 6. Promote training and the use of GIS services and resources in support of agency operations.

Article IV. Membership

- Sec. 1. General membership in the SGUC is open to all interested employees of general state government agencies.
- Sec. 2. The business affairs of the SGUC will be managed by the Chair and the SGUC Executive Committee.
- Sec. 3. The SGUC Executive Committee will be comprised of one employee from each state government agency represented on the Council by a Cabinet Secretary or Council of State officer. Council members will appoint a representative from their agency to the SGUC Executive Committee for a two-year term in July of even-numbered years. The SGUC Executive Committee may appoint up to two additional members from the general membership.
- Sec. 4. Only Executive Committee members may vote on SGUC matters. The Chair may choose to survey or poll the general membership on issues at any time.

Article V. Officers and Representatives

The Chair of the SGUC shall be appointed to a two-year term by the Chair of the Council. If the Chair resigns, the Chair of the Council shall appoint a successor.

The Vice Chair, Secretary and Statewide Mapping Advisory Committee representatives shall serve for a term of two years beginning in July of each even-numbered year.

- Sec. 1. Vice Chair. The Vice Chair shall be appointed by the SGUC Chair, from among the Executive Committee members.
- Sec. 2. 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. 3. The Chair of the SGUC shall appoint two (2) representatives from the general membership to serve on the Statewide Mapping Advisory Committee (SMAC) for terms concurrent with those of the SGUC Executive Committee.
- Sec. 4. At the request of the chair of the GIS Technical Advisory Committee (TAC), the SGUC Chair may appoint two (2) representatives from the general

membership with appropriate technical competence to serve on TAC committees.

Article VI. Duties of the Officers

- Sec. 1. The SGUC Chair shall be the principal officer and shall in general coordinate all of the business affairs to the SGUC.
- A. The Chair shall serve as the SGUC representative on the Council.
 - B. The Chair, with support from the Executive Committee and CGIA, will set the agenda for regularly scheduled meetings.
 - C. The Chair, when in attendance, shall preside at all meetings of the SGUC.
 - D. The Chair of the SGUC will seek approval or clarification from the Council for any endeavors of the SGUC not clearly defined above.
 - E. The Chair shall serve as a member of the Management and Operations Committee of the Council.
- Sec. 2. 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. 3. Secretary
- A. The Secretary shall have charge of all books, papers, records, committee reports and other documents of the SGUC.
 - B. The Secretary shall maintain an up-to-date roster of members.
 - C. The Secretary shall be responsible for the maintenance of distribution lists and the distribution of correspondence in both paper and electronic forms.

Article VII. Meetings

All meetings of the SGUC are open to the general public. The SGUC shall conduct meetings in accordance with the following guidelines:

- Sec. 1. General Meetings (all members)
General meetings will be once each quarter at a time and place approved by the Chair. A core agenda and notice of meetings shall be provided by the Chair with as much advance notice as possible. Additional substantive issues may be added to the agenda with Chair approval.
- Sec. 2. Executive Committee Meetings
Executive Committee Meetings will be once each quarter. Attendance at the meetings may be in person, by telephone, or by other electronic media.
- Sec. 3. Called Meetings
Additional meetings, usually to discuss critical issues, may be called by the Chair.

Article VIII. Voting

- Sec. 1. A majority of affirmative votes by the Executive Committee on any issue will establish a SGUC decision.
- Sec. 2. Each Executive Committee member, including the Officers, shall have one vote.
- Sec. 3. A quorum is established when more than one-half of the voting members of the Executive Committee, exclusive of vacancies, is present at a meeting.
- Sec. 4. 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.

Article IX. Committees and Subcommittees

The SGUC may establish any committee it deems necessary to assist in performing its duties.

Article X. Amendment of Bylaws

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

Article XI. 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

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 SGUC, including communications and membership file maintenance. Obligations and expenses for participation in the SGUC by representatives from state agencies 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 State Government GIS Users Committee (SGUC) are hereby approved.

Dempsey Benton	August 21, 2002
Chair, Geographic Information Coordinating Council	Date of Adoption