

**NORTH CAROLINA
GEOGRAPHIC INFORMATION COORDINATING COUNCIL
STATEWIDE MAPPING ADVISORY COMMITTEE
BYLAWS
August 1, 2002**

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 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

The purpose shall be to consolidate statewide mapping requirements and attempt to gain statewide support for funding cooperative programs. The committee shall also advise the Council on issues, problems and opportunities relating to federal, state and local government geospatial data programs.

Article III. Objectives

- Sec. 1. Consolidate statewide geographic framework data, base and image mapping requirements into a single annual report; provide the report to the Council for preparation of the annual report to the Governor and the Joint Legislative Commission on Governmental Operations.
- Sec. 2. Inform the users of geospatial information about the status of geographic framework data, base and image mapping programs, including digital and analog topographic maps, and the availability of geographic information and map products.
- Sec. 3. Promote and gain statewide support for funding cooperative programs among local, state and federal governments, and other appropriate organizations.
- Sec. 4. Advise the Council and the Center for Geographic Information and Analysis on issues, standards, problems, and opportunities relating to geographic framework data, base and image mapping programs, including digital and analog topographic maps, and related information.

Article IV. Committee Membership

The SMAC is composed of the following voting members:

Sec. 1. Permanent Members:

Director of the Department of Transportation/GIS Branch
Director of the Center for Geographic Information and Analysis
Director of Land Records Management Division
State Photogrammetric Engineer
State Geologist
Chief of the State Geodetic Survey
The US Geological Survey's state representative

Sec. 2. 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 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.

Sec. 3. The non-permanent members will serve two-year terms, effective July 1 of each year. To the extent possible, the terms for representatives from within each user group committee will be staggered in alternative years.

Article V. Officers

Sec. 1. The Chair of the SMAC shall be appointed by the Chair of the Council to coincide with the term of the Council Chair.

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

Article VI. Duties of the Officers

Sec. 1. The SMAC Chair shall be the principal officer and shall in general coordinate all of the business affairs.

- A. The Chair, with staff support from CGIA, will set the agenda for regularly scheduled meetings.
- B. The Chair, when in attendance, shall preside at all meetings of the SMAC.
- C. The Chair of the SMAC will seek approval or clarification from the Council for any endeavors of the SMAC not clearly defined above.
- D. 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.

Article VII. Meetings

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

Sec. 1. Meetings

Will be held quarterly each calendar year 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. Called Meetings

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.

Sec. 3. Attendance

Attendance of voting members at any meeting of the SMAC may be in person or by other means using any two-way interactive communications.

Article VIII. 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 IX. Voting

Voting members consist of officers and members.

Sec. 1. A majority of affirmative votes by voting members in attendance on any issue will establish a SMAC decision.

Sec. 2. In the absence of a quorum, voting shall not occur.

Sec. 3. A majority of affirmative votes on any issue will establish a SMAC decision.

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 X. Committees and Subcommittees

The SMAC may establish any committee 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 voting members 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 and membership file maintenance. Obligations and expenses for participation in the SMAC 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 Statewide Mapping Advisory Committee are hereby approved.

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