

BYLAWS of the STATE OF GEORGIA GEOGRAPHIC INFORMATION SYSTEM COORDINATING COMMITTEE (GISCC)

The Georgia Information Technology Policy Committee (GITPC) was created by Ga. L. 1995, p. 761. The GITPC Policy No. 1: Statewide Geographic Information Systems (1998) created the Georgia Geographic Information System Coordinating Committee (GISCC). Under O.C.G.A. 50-29-1, the Georgia Technology Authority (GTA) became the successor in interest to GITPC. Hereby, the GISCC operates as an entity of the GTA.

The purposes of the GISCC are charitable, scientific, literary, and educational. Any business being conducted by the GISCC will operate as permitted under the sanction of the Georgia Technology Authority as authorized by the Official Code of Georgia.

The GISCC is a governing body to provide statewide guidance on **sustainable geospatial governance, investments, policies, and data-driven decisions within the State of Georgia.**

The GISCC is not a Geographic Information System (GIS) technical user group or professional association dedicated to the practice of GIS or related geospatial technology.

The GISCC facilitates the improvement of statewide geospatial strategic planning, coordination, governance, education, outreach, and development.

The role of the GISCC is to enhance the efficiency and effectiveness of geospatial service delivery by the State of Georgia to the public.

As an organization, the GISCC does not endorse specific vendors or products. However, the GISCC may endorse policies or actions that support a specific approach to obtain the best value or quality for the State of Georgia.

The laws and regulations of the State of Georgia shall supersede the bylaws of the GISCC where in conflict.

Article I ***GISCC VISION AND MISSION***

The vision of the GISCC is for all levels of government to become highly effective and efficient through the coordination and use of geospatially-related data, standards and technologies.

The mission of the GISCC is to provide statewide guidance on **sustainable geospatial governance, investments, policies and data-driven decisions influencing the State of Georgia.**

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Article II **MEMBERSHIP**

Qualifications

The GISCC will have two categories of membership: **General Membership** and **Committee Membership**

General Membership facilitates openness and participation from the geospatial community. General Membership is open to any resident of the State of Georgia that has a vested interest in best leveraging public or private investments in the development of GIS or related geospatial activities.

Committee Membership provides statewide representation in decision-making on geospatial governance, investments, policies and data-driven decisions. Committee Membership is open to Executive Officers and any State of Georgia agency/authority, the Board of Regents, Association of County Commissioners of Georgia, Georgia Municipal Organization, each Regional Commission, and other Committees/advisory boards created by Executive or Legislative Order. Only one representative from each entity may serve on the Committee.

Executive Officers may request documentation showing, proof of residency, employment, or business ownership for verification of membership qualifications.

See Article III – Rights and Responsibilities of Members - Voting for how membership relates to voting.

Application for Membership

General Membership is obtained by attending 3 consecutive meetings or 6 meetings within the fiscal year of the GISCC. Meeting sign-in sheets will be used to document attendance.

Attendee participation in meetings via a teleconference or online will count as attending a meeting.

Committee Membership requests will be submitted in writing or email to an Officer of the GISCC. Requests will be ratified by the Committee Membership.

Membership will be in effect until a written or email request is received by an Officer to withdraw membership.

Dues and Finances

Dues or other revenue will not be collected by the GISCC. The GISCC depends on voluntary non-financial contributions of time and effort of its membership.

Records

The Secretary will maintain records of membership, meeting attendance and voting.

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Article III RIGHTS and RESPONSIBILITIES of MEMBERS

Meetings

All members will have the right to attend general and specially-called meetings of the GISCC.

Voting

Any member may submit a motion for voting.

Any member will have the right to cast one vote. Any member may abstain from a vote.

Voting will be conducted in a public and open forum. Proxy or mail-in votes will be accepted where membership identity can be verified.

A written or electronic vote is required for revisions to the bylaws and for elections. Formal action taken by the GISCC shall require a qualified majority of 60% of the Committee Membership.

Committee Membership may elect to refer requested actions to Subcommittees or the General Membership for further clarification, elaboration, or consensus building.

A simple majority of the members present shall be used for the approval of minutes, documents, letters, or other materials produced by the GISCC.

Votes will be ratified by Executive Officers in attendance.

Elections

All members will have the right to vote for Executive Officers of the GISCC for the next fiscal year during June of each fiscal year. Officer terms run from July 1 to June 30 and correspond with the State of Georgia Fiscal Year.

Nominations for Executive Officers and Subcommittee Chairs will be opened in May. Any member can nominate a candidate for election.

Any member can serve as an Executive Officer or as a Subcommittee Chair.

Accepting candidates shall submit a platform statement of goals and objectives for the position they are nominated.

See Article V – Executive Officers for additional descriptions of the roles and responsibilities of Executive Officers.

Vacancies

When an Executive Officer or Subcommittee Chair has vacated their position before the term has expired, the Chair may call for elections or appoint a member to fill the vacancy for the remainder of the calendar year.

Access to Records

All members will have access to the written records of the GISCC. Records include the bylaws, meeting minutes, membership, attendance, and voting.

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Rules of Conduct

Members must conduct themselves in a manner that is professional, respectful, and does not cause excessive and/or consistent disruption. Additionally, members are prohibited from issuing verbal or physical threats wherever and whenever the business of the GISCC is conducted.

Disciplinary Action

Members who violate the Rules of Conduct will be subjected to disciplinary action by the membership. The membership will have the right to call for a vote for disciplinary action, which may lead to the censure, suspension, expulsion, or request for resignation of any member. This vote may take place during the next general meeting or at a specially-called meeting at the discretion of the membership.

1. Censure – Members will receive a formal written reprimand with corrective action to be taken to avoid further disciplinary action.
2. Suspension - Members will be notified that they cannot attend the next general meeting.
3. Expulsion - Members will be notified that they cannot attend any function of the GISCC for the remainder of the fiscal year. Expulsions will be automatic after three suspensions.
4. Request for Resignation – Members will be notified in writing to resign in their official capacity as a member of the GISCC.

Members will lose all Rights of Members as stated in Article III during suspension or expulsion.

Written Documents, Physical Materials, Intellectual Property

When any member(s) have in their possession any written documents or physical materials that would constitute intellectual property developed for, or purchased by the GISCC, such items are considered property of the GISCC. Any documents printed on behalf of the GISCC for the purpose of distribution to GISCC members constitute a publication of the GISCC. When any member(s) who holds such property in any form vacates his/her position, or membership, they must relinquish any and all such documents and items to the body at the time of vacating the committed position, or membership. Failure to do so can result in legal action taken by the GISCC.

Article V *EXECUTIVE OFFICERS*

Chair

The Chair will preside at general and specially-called meetings. The Chair will perform all administrative duties required by the office. The Chair will:

1. Provides leadership for the administration, activities, and actions of the GISCC
2. Serve as the Chair of the Executive Subcommittee
3. Preside at general, executive, and specially-called meetings

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4. Acts or appoints a liaison between the GISCC and key partners which demonstrate interest in the development of geospatial coordination and collaboration in the State of Georgia
5. Create the agenda for general and specially-called meetings. The agenda for the general meeting will include reports from the standing and ad hoc committees.
6. Conduct the general membership, executive officer, and specially-called meetings
7. Serve as ex-officio of subcommittee meetings by attending any meeting as an observer and/or participant
8. Appoint the Chairs of ad hoc committees or task forces established during the term of office
9. Enforce the Bylaws of the Georgia GISCC

Chair Elect

The Chair Elect will serve in the position of Chair in the absence of the Chair, or in the event of his or her inability or refusal to act or to perform the duties of the Chair. The Chair Elect will:

1. Assist the Chair in the administration, activities, and actions of the GISCC
2. Act as a liaison and facilitate the progress of all standing or ad hoc committees, technical working groups, and task forces
3. Notify the Chair at least one week prior to the general meeting of the amount of time on the agenda requested by all standing or ad hoc committees, technical working groups, and task forces
4. Ensure filing of all standing or ad hoc committees, technical working groups, and task force records, minutes, and documents with the Secretary
5. Serve as the Chair in the absence of the Chair, or in the event their inability or refusal to act or to perform the duties of the Chair
6. At the request of the Chair, serve as ex-officio of subcommittee meetings by attending any meeting as an observer and/or participant

Secretary

The Recording Secretary will maintain all records and documents of the GISCC. The Secretary will:

1. Record and maintain records of attendance, minutes, and voting at general or specially called meetings
2. Maintain the collection of GISCC records and documents
3. Monitor and facilitate updates of web content on GISCC web pages
4. Distribute draft minutes and documents within 2 weeks of general meetings or as requested by GISCC
5. Provide minutes to the membership for approval at the general meeting, and provide copies of records when requested
6. Provide records to support the clarification of member voting rights and eligibility to hold office

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Subcommittee Chairs

The Chair of the GISCC shall serve as the Chair of the Executive Subcommittee. Chairpersons of each standing committee will:

1. Provide for the administration, activities, and actions of their standing subcommittee
2. Conducts and preside at subcommittee meetings
3. Represent the subcommittee and provide reports at general meetings

Subcommittees are described in Article VI - Subcommittees.

Article VI *SUBCOMMITTEES*

Standing Subcommittees

The GISCC will have five standing subcommittees. This includes the Executive, Data Framework, Education, Outreach, and Strategic Policy and Planning subcommittees. Standing subcommittees should meet at least once a month or as needed. All subcommittee projects, proposals, or actions will be brought to the general membership for approval unless they are of a time sensitive and urgent nature in which such action requires a review by the Executive Subcommittee. In that event, the general membership will be informed of such actions taken by the Executive Subcommittee.

1. The Executive Subcommittee includes the Chair, Chair Elect, and Secretary.
2. The Data Framework subcommittee oversees data development, maintenance and stewardship agreements, data integration (base map content and standards), data access (Clearinghouse), and data management (custodial relationships, metadata and warehousing). The subcommittee promotes the development of framework themes, such as but not limited to transportation, boundaries, hydrography, imagery, wetlands and land use/cover.
3. The Education committee will focus on the development of technical instruction and curriculum to benefit students of geospatial technologies.
4. The Outreach subcommittee will focus on statewide outreach, public involvement, partner liaison, marketing the mission and accomplishments of the GISCC, and educating public officials on the value and potential of GIS.
5. The Strategic Planning and Policy subcommittee oversees the update of GISCC Strategic and Business plans, develops the GISCC and Clearinghouse budgets and financing plans, and formulates policies to guide operations of the GISCC and implementation of the Georgia Spatial Data Infrastructure (GaSDI).

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Technical Working Groups, Ad hoc Subcommittees, and Task Forces

The GISCC may create technical working groups, ad hoc committees, and or task forces to focus on specific activities.

These groups will report to the chair of their respective subcommittees. These groups cannot become separate subcommittees of their own without the approval by the membership.

Reports

All subcommittees will provide a written report summarizing the committee's activities to the Chair Elect or Chair prior to the general meeting.

Article VII *RULES of PROCEDURE*

Procedures

1. The procedure will be parliamentary with a call for a motion, a second to the motion, questions/discussion of the motion, and a call for a vote from the membership.
2. Executive Officers may refer the motion to a standing or ad hoc committee for discussion and review.
3. Formal action to be taken by the GISCC shall require a qualified majority of 60% of the Committee Membership. See Article III – Rights and Responsibilities of Members - Voting.
4. The *Robert's Rules of Order* (newly revised edition) will be the Officer's authority on all questions of procedures not specifically stated in the bylaws.

Meetings

1. All meetings will be conducted in a public and open forum.
2. The general meeting of the membership will be on the third Wednesday of each month.
3. Specially-called meetings of the GISCC may be called for when at least two Executive Officers deem necessary. The Chair will preside at regular and specially-called meetings.
4. Members of the GISCC will be notified of all meetings at least three (3) days in advance of any meeting.
5. The Chair may cancel a meeting or reschedule. Meetings will not be conducted on recognized holidays.

Continuity of Operations

1. Executive Officers shall ensure transition of roles and responsibilities from current Executive Officers to incoming Executive Officers for the subsequent fiscal year.
2. Knowledge, records, documents, and all materials needed to perform duties shall be transferred to incoming Executive Officers no later than the first meeting after the completion of elections.

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3. The incoming Chair may elect an Outgoing Chair to assist in ensuring the continuity of operations of the GISCC.