

**NORTH CAROLINA
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**GIS TECHNICAL ADVISORY COMMITTEE
BYLAWS**

August 6, 2009

Article I. Name

The name of this organization shall be the GIS Technical Advisory Committee, hereinafter referred to as the GIS TAC, of the North Carolina Geographic Information Coordinating Council. 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

To support the mission of the Council, and as directed by the Council, the GIS TAC will respond to GIS technical opportunities and issues affecting state and local governments in North Carolina. The GIS TAC will provide guidance on technical issues related to geospatial data and GIS as a component of the statewide technical architecture. Under the auspices of the Council, the GIS TAC will exercise foresight and leadership, and it will approach technical matters in a competent and timely manner.

Article III. Objectives

The objectives of the GIS TAC are as follows:

Sec. 1. Review and recommend specifications for directing and coordinating the implementation and use of GIS from a statewide perspective. Relevant items for GIS TAC research should include:

- A. Standards and Guidelines – Detailed specifications to ensure interoperability of hardware, software, and databases, and to facilitate data exchange.
- B. Implementation Strategies – Approaches or guidelines for developing, installing and managing the components of the GIS infrastructure.

Sec. 2. Provide technical advice, expertise and leadership to the Council. Specific technical issues will be anticipated, reviewed, researched and evaluated, and appropriate recommendations will be submitted to the Council for final approval.

Sec. 3. Provide an assessment of the statewide technical architecture for GIS in an annual report to the Council.

Sec. 4. The findings and recommendations of the GIS TAC shall complement and align,

when practical, with the policies and standards of the National Spatial Data Infrastructure (NSDI).

Article IV. Membership

Sec. 1. Chair

The GIS TAC chair shall be a member of the Council and shall be appointed by the Chair of the Council. The GIS TAC chair shall be appointed or reappointed annually in January and serve at the discretion of the Council Chair. The Chair shall serve as a member of the Council's Management and Operations Committee. The Chair, with staff support from the Center for Geographic Information and Analysis, will set the agenda for scheduled meetings to be held in person or by telephone or other electronic means. The Chair shall preside at all meetings.

Sec. 2. Members

In addition to the GIS TAC Chair, the composition of the GIS TAC shall be as follows:

- 1 Representative of the State Government GIS Users Committee (SGUC), appointed by the committee;
- 1 Representative of the Local Government Committee (LGC), appointed by the committee;
- 1 Representative of the Federal Interagency Committee (FIC), appointed by the committee;
- 2 Representatives from the GICC, appointed by the Chair of the Council;
- 1 Staff member of the Office of the State CIO (SCIO), appointed by the SCIO;
- 1 Staff member of the Land Records Management Section of the Department of the Secretary of State, selected by the Land Records Manager for his/her technical expertise; and
- 1 Staff member of the Center for Geographic Information and Analysis, selected by the CGIA Director for his/her technical expertise, and shall be a voting member.

Sec. 3. Work Groups

The GIS TAC chair has authority to charter work groups (subcommittees) to assist in the accomplishment of TAC purposes. These work groups will be provided an issue/problem statement with a desired outcome. The work group recommendations shall be submitted to the GIS TAC. The criteria for work group membership shall be based on the purpose of the subcommittee and the skills needed to meet the subcommittee's desired outcome. The GIS TAC chair may solicit subject matter experts as work group members as required.

Article V. Meetings

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

Sec. 1. Meetings will be held quarterly, at a time and location selected by the Chair. Notice of meetings and agendas shall be provided to GIS TAC members with at least 15 days advance notice. Agendas and meeting minutes will be posted on the Council website.

Sec. 2. Attendance at meetings may be in person, by telephone, or by other electronic media.

Sec. 3. Work Group meetings, as required, will be called by the Chair.

Article VI. Quorum

Sec. 1. A quorum is necessary for GIS TAC meetings. 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.

Sec. 2. A majority of affirmative votes on any issue will establish a GIS TAC decision.

Article VII. Amendment of Bylaws

The power to approve, change, repeal or amend the bylaws of the GIS TAC rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the GIS TAC. A two-thirds supporting majority vote of the permanent membership is required to request Council action of GIS TAC Bylaws. Notice of the meeting where a vote is to be taken must have been provided at least 15 days before the meeting.

Article VIII. 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 IX. 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 GIS TAC, including communications and maintenance of the GIS TAC website. Participation in meetings by GIS TAC 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 GIS Technical Advisory Committee are hereby approved.

Dr. Lee Mandell

Chair, Geographic Information Coordinating Council

Date of Adoption