

**NORTH CAROLINA  
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**LOCAL GOVERNMENT COMMITTEE  
BYLAWS  
May 11, 2011**

**Article I. Name**

The name of this organization shall be the Local Government Committee, hereinafter referred to as the LGC, 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**

Local government agencies in North Carolina are major users of geographic information system (GIS) technology and are primary developers of geospatial data. Along with state and federal governmental units, local government agencies contribute to GIS partnerships that can only be fully and practically utilized with a statewide focus and cooperative effort. To maximize benefits and minimize redundancy of data activities, policy, and procedures for geospatial data distribution, technical standards, funding, data collection, and other matters related to the most effective use of geographic information and GIS technology can and should be coordinated with other local government agencies and with state and federal government users and developers of geospatial data in North Carolina.

The LGC shall monitor, evaluate, and make recommendations to the Council on the needs, direction, priorities, standards, funding, and responsibilities for GIS projects and initiatives in local government; and shall aid in the coordination of geospatial data activities in North Carolina. The LGC shall abide by the policies and procedures set forth in these bylaws.

**Article III. Objectives**

The objectives of the LGC are as follows:

- Sec. 1. Establish a forum for organizations that represent local government GIS users and geospatial data producers in North Carolina to share knowledge and ideas about GIS policies, geospatial data, technology, applications, and related information.
- Sec. 2. Inform local government users of geographic information about the status of GIS activities in the state and the actions of the Council.
- Sec. 3. Serve as a member of the Council through the LGC chair and advise the Council on issues, problems, and opportunities relating to GIS within local governments in North Carolina.

## **Article IV. Membership**

Sec. 1. Membership shall be comprised of a single representative of each of the following organizations:

- Association of Regional Council Executive Directors
- Carolina Chapter of the Urban and Regional Information Systems Association (CURISA)
- NC Association of County Commissioners
- NC League of Municipalities
- NC Local Government Information Systems Association (NCLGISA)
- NC Property Mappers Association (NCPMA)

Representatives of CURISA, NCLGISA, and NCPMA shall be members in good standing of their respective organizations and shall be employees of a North Carolina local government agency. CURISA, NCLGISA and NCPMA are encouraged to appoint an officer or member of their Executive Board as representative to the LGC.

Representatives of the NC Association of County Commissioners and of the NC League of Municipalities shall be employees of a North Carolina county and municipal government respectively.

The representative of the Association of Regional Council Executive Directors shall be an employee of one of the North Carolina lead regional organizations.

Sec. 2. Members shall serve two-year terms effective July 1. Terms shall be staggered, with appointment for three members occurring each year, so continuity in leadership is present within the committee. Members may be reappointed. If a vacancy occurs on the LGC, the member organization will make an appointment to fill the unexpired term.

## **Article V. Officers and Representatives**

Sec. 1. Chair. The LGC shall elect from among its members a Chair, who shall also serve on the Council. The Chair may not already serve in another capacity on the Council. The Chair will be elected annually in July following the appointment of new LGC members for that year.

Sec. 2. The term of the Chair shall be for one year. The LGC may reelect the Chair.

Sec. 3. The LGC shall appoint two persons representing local government to the Statewide Mapping Advisory Committee (SMAC) and one person representing local government to the GIS Technical Advisory Committee (TAC). The LGC may appoint representatives to serve on other Council committees or working groups at the request of the chair of the Council or of the committees or working groups. Representatives to the SMAC, the TAC, and other Council committees

and working groups do not need to be members of the LGC, but must be employees of local government.

#### **Article VI. Duties of the Officers**

- Sec. 1. The Chair shall coordinate all of the business and affairs of the LGC and shall represent the LGC on the Council. He/she shall preside at all meetings of the LGC and shall be responsible for the implementation of the LGC's decisions. In the event that the Chair is unable to attend a Council meeting, he/she will designate another LGC member to attend in his/her place.
- Sec. 2. The Chair shall serve as a member of the Council's Management and Operations Committee, or shall appoint a substitute.
- Sec. 3. The Chair will seek approval or clarification from the Council for any endeavors of the LGC not clearly defined.

#### **Article VII. Meetings**

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

- Sec. 1. Meetings shall be held at least quarterly, generally in the interim between Council meetings. An agenda and notice of meetings shall be provided with as much advance notice as possible. Additional issues may be added to the agenda with Chair approval. Attendance at meetings may be in person or by telephone or other electronic media.
- Sec. 2. Additional meetings, usually to discuss critical matters, may be called by the Chair, or at the request of the majority of the voting members.

#### **Article VIII. Quorum**

A quorum is necessary for LGC meetings. A quorum is established when more than one-half of the members of the LGC, exclusive of vacancies, are present at a meeting. In the absence of a quorum, the presiding officer may conduct the meeting for informational purposes only or may adjourn the meeting.

#### **Article IX. Voting**

All members attending a meeting may vote.

- Sec. 1. 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 or a poll of members attending by telephone.
- Sec. 2. A majority of affirmative votes by voting members in attendance on any issue will establish a LGC decision.

Sec. 3. In the absence of a quorum, voting shall not occur.

**Article X. Subcommittees**

The LGC may establish any subcommittee 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 LGC rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the LGC. A two-thirds supporting majority vote of the LGC is required to request Council action on LGC 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 LGC, including communications, maintenance of the LGC web site, and membership file maintenance. A CGIA staff liaison to the LGC will attend general meetings in person, by telephone, or by other electronic media. Obligations and expenses for participation in meetings by members 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 Local Government Committee are hereby approved.

Lee Mandell  
Chair, Geographic Information Coordinating Council

May 11, 2011  
Date of Adoption