

**NORTH CAROLINA
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**FEDERAL INTERAGENCY COMMITTEE
BYLAWS
August 1, 2002**

Article I. Name

The name of this organization shall be the Federal Interagency Committee, hereinafter referred to as the FIC, 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

Federal agencies, together with State and Local governmental units, contribute to GIS partnerships that can only be fully and practically utilized with a statewide focus and cooperative effort. The National Spatial Data Infrastructure (NSDI) provides guidelines for acquiring, processing, storing, distributing and increasing utilization of geographic data. NSDI requires Federal agencies that collect or produce geospatial data to make that data available electronically through the National Geospatial Data Clearinghouse. The Council is committed to the advancement of NSDI and the formation of the National Geospatial Data Clearinghouse, the use of the Spatial Metadata Standard for digital data, and the creation of Framework data sets. To maximize benefits and minimize redundancy of data activities, procedures for distribution, standards, funding and data collection can and should be coordinated with other Federal agencies, State and Local government users and developers of geographic data in North Carolina.

The FIC shall aid in the coordination of data activities within North Carolina between Federal agencies and other geographic data users and distributors represented on the Council. The FIC shall abide by the policies and procedures set forth in these bylaws.

Article III. Objectives

The objectives of the FIC are as follows:

Sec. 1. To advise the Council on issues, problems and opportunities relating to geographic data in North Carolina.

Sec. 2. To serve as a member of the Council through its Chair.

Sec. 3. To establish a forum for geographic data producers and users in Federal government to share data, technology or procedures that are of benefit to North Carolina.

Sec. 4. To promote National Spatial Data Infrastructure guidelines in North Carolina.

Article IV. Membership

Sec. 1. Membership is open to any Federal employee or member of a Tribal government interested in the promotion of geographic data sharing with no limits to the number of members per agency or Tribal government.

Sec. 2. All members attending a general meeting may vote.

Sec. 3. The business and affairs of the FIC shall be managed by the Executive Committee.

Sec. 4. The general membership shall elect the members to the Executive Committee which shall be comprised of 8 persons, with no more than two persons representing the same agency.

Sec. 5. Terms of the Executive Committee shall be for two years corresponding to the Federal fiscal year.

Sec. 6. Terms served by Executive Committee members shall be rotational, with elections for three or four Committee members occurring each year, so continuity in leadership is present within the committee.

Sec. 7. If a vacancy occurs on the Executive Committee the Executive Committee will accept nominations and make an appointment to fill the unexpired term.

Sec. 8. At the request of the chair of the GIS Technical Advisory Committee (TAC) the FIC Chair may appoint representatives with appropriate technical competence to serve on TAC committees.

Article V. Officers

Sec. 1. Chair. The Federal Representative appointed to the Council by the Governor shall serve as the Chair of the FIC.

Sec. 2. Vice Chair. The Vice Chair shall be elected from the membership of the FIC.

Sec. 3. Secretary. The Secretary shall be elected from the membership of the FIC.

Article VI. Duties of the Officers

- Sec. 1. The Chair shall in general coordinate all of the business and affairs of the FIC. He/she shall preside at all meetings of the Executive Committee and the FIC, and shall be responsible for the implementation of the FIC's decisions. He/she shall serve as the Federal Representative on the Council.
- Sec. 2. The Chair shall serve as a member of the Management and Operations Committee of the Council.
- Sec. 3. The Vice Chair shall assist the Chair in the discharge of the Chair's duties as requested, and in the absence or inability of the Chair to act, shall perform the Chair's duties.
- Sec. 4. The Secretary shall record minutes of the Executive Committee and the general membership meetings, and is responsible for communications with the membership, such as, but not limited to, meeting notices and communications presented to the Council on behalf of the FIC. The Secretary shall also be responsible for the maintenance of distribution lists.

Article VII. General Meetings

- Sec. 1. General Meetings are open to the public. Meetings shall be held at least semiannually, at a time and location selected by the Chair. Notice of meetings and agenda shall be provided to FIC members with as much advance notice as possible.
- Sec. 2. Attendance at General meetings may be in person, by telephone, or by other electronic media.

Article VIII. Executive Committee Meetings

- Sec. 1. Executive Committee Meetings shall be held at least annually, at a time and location selected by the Chair. Notice of the meeting shall be provided with as much advance notice as possible.
- Sec. 2. Additional meetings of the Executive Committee may be called by the Chair, or at the request of the majority of the voting members. Notice of the meetings must be provided at least 48 hours before the meeting.
- Sec. 3. Attendance at Executive Committee meetings may be in person, by telephone, or by other electronic media.
- Sec. 4. 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. In

the absence of a quorum, the presiding officer may conduct the meeting for informational purposes only or may adjourn the meeting.

Sec. 5. A majority of affirmative votes on any issue will establish a FIC decision.

Article IX. Committees and Subcommittees

The FIC 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 FIC rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the FIC Executive Committee. A two-thirds supporting majority vote of the general membership is required to request Council action ofnFIC Bylaws. Notice of the meeting where a vote is to be taken must have been provided at least 10 days before the General 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 FIC, including communications and maintenance of the FIC web site. A CGIA staff liaison to FIC will attend general meetings in person, by telephone, or by other electronic media. Participation in meetings by FIC members will be the obligation of each member’s agency or Tribal government.

With a two-thirds majority affirmative supporting vote of the Geographic Information Coordinating Council, the Bylaws of the Federal Interagency Committee (FIC) are hereby approved.

Chair, Geographic Information Coordinating Council

Date of Adoption