

# Idaho Geospatial Council Bylaws

Provisions of the Bylaws shall not be in conflict with the Executive Order creating the Idaho Geospatial Council.

## Article I. Identity

I.1. We are the Idaho Geospatial Council (IGC) a committee of the Idaho Technology Authority (ITA).

I.2. We are composed of a General Council called the Idaho Geospatial Council and an Executive Committee called the Idaho Geospatial Council Executive Committee.

## Article II. Mission, Purpose

II.1. The mission of the Idaho Geospatial Council is to provide a forum for the Idaho Geospatial Community to facilitate the use, development, sharing and management of geospatial data; and to communicate the value of geospatial information to citizens and decision-makers.

II.2. The purpose of the Idaho Geospatial Council acting through the Executive Committee is to provide policy-level direction and promote efficient and effective use of resources for matters related to Geographic Information. To that end they shall:

- a. Promote cooperation among all stakeholder groups in addressing geographic data and information needs and services in Idaho;*
- b. Review priorities for statewide Geographic Information needs and assist in the development of projects, plans, policies, standards, priorities and guidelines for geographic information;*
- c. Facilitate cooperative and contract arrangements to develop and maintain high-priority geospatial databases, applications, and services, collectively referred to as the Idaho Spatial Data Infrastructure (ISDI) [The Idaho Map (TIM)];*
- d. Promote and seek financial support for ISDI [The Idaho Map (TIM)] as described and planned in the Strategic and Business Plans for Development and Deployment of Idaho's Spatial Data Infrastructure (March 2009); and*
- e. Provide recommendations to ITA, the Governor and the Legislature, when appropriate, concerning issues related to Geographic Information in Idaho.*

# Article III. Membership

## III.1. Idaho Geospatial Council General Membership

III.1.1 The Idaho Geospatial Council is open to all persons interested in geospatial information and applications. The Idaho Geospatial Council should include representatives from all stakeholder groups, including federal government, state government, regional government, county government, municipal government, tribal government, higher education institutions, public utilities, private companies, and the public at large. Membership is open and may also include elected officials, executives, surveyors and others whose business needs or interests intersect with or depend on Geographic Information and services.

III.1.2 The purpose of the Idaho Geospatial Council is to broaden and deepen participation in statewide geospatial efforts and decisions.

III.1.3 To become a member an individual must add their name to the membership registry.

III.1.4 Members that intend to withdraw are encouraged to have their names removed from the membership registry.

III.1.5 Each member of the Idaho Geospatial Council is accorded one vote or one proxy.

## III.2. Idaho Geospatial Council Executive Committee Membership

III.2.1 The purpose of the Idaho Geospatial Council Executive Committee is to act as the decision-making and steering body for the Idaho Geospatial Council.

III.2.2 The Idaho Geospatial Council Executive Committee is composed of sixteen (16) members: four (4) standing members and twelve (12) elected members.

### III.2.3 Standing Members

a. Standing members shall remain part of the Idaho Geospatial Executive Committee in perpetuity as long as they hold their position in the community as listed in Article III Section 2.3 b.

b. Standing members shall include:

1. The current Idaho Geospatial Information Officer
2. The current Idaho Geospatial Clearinghouse/Portal Manager
3. The current GIS Training and Research Center Manager
4. The current USGS Liaison for the State of Idaho

c. Standing members shall not be eligible to hold the position of Chair of the Idaho Geospatial Council Executive Committee.

### III.2.4 Elected Members

- a. Twelve members shall be elected to the Idaho Geospatial Council Executive Committee from the Idaho Geospatial Council general membership.
- b. The twelve members shall be selected to represent the following stakeholder group sectors:
  1. Two state agency representatives – Seat 1 & 2
  2. Two federal agency representatives – Seat 3 & 4
  3. Three local government representatives – Seat 5, 6, 7
  4. One tribal representative – Seat 8
  5. One utility representative – Seat 9
  6. One private sector representative – Seat 10
  7. Two open representatives – Seat 11 & 12
- c. A nominating committee shall put forth candidates. Positions up for election shall be nominated to office by a nominating committee. Additional nominations may be made when the slate is presented to the membership for approval vote. Nominees for all Executive Council positions shall be current members of the General membership body of the IGC. No member shall hold more than one (1) elective office during a term.
- d. Elections will be held. Idaho Geospatial Council General Membership shall vote for candidates. A simple majority of votes is required to determine the outcome of these elections.
- e. The Idaho Technology Authority must approve elected members to the Idaho Geospatial Council Executive Committee. The Idaho Geospatial Executive Committee shall submit a list of elected representatives to ITA for approval at their next regular meeting.
- f. Each Idaho Geospatial Council Executive Committee member is allowed one vote or one proxy.
- g. A Chair shall be elected from within the Idaho Geospatial Council Executive Committee. The sixteen Executive Committee members shall participate in this election. A simple majority of votes is required to determine the outcome of this election.

### III.2.5 Term of Office

- a. The elected members of the Idaho Geospatial Executive Committee will serve a term of two calendar years. Elected members of the Idaho Geospatial Executive Committee shall assume office on April 1<sup>st</sup> after the election and hold office for two years ending March 31<sup>st</sup>.
- b. The Chair of the Idaho Geospatial Executive Committee will serve a term of two years. The Chair shall assume office upon election and shall serve their term until the new Chair assumes office.

c. Elected members are encouraged to provide 30 days' notice prior to early withdrawal from the Idaho Geospatial Executive Committee. If the Chair is withdrawing, s/he shall appoint a Chair Pro-Tem to take on the Chair's responsibilities prior to vacating their office. The responsibilities of the Chair Pro-Tem shall be the same as the Elected Chair until such time as a new Chair can be elected. The Chair Pro-Tem will appoint a replacement for the vacant stakeholder group. Nominations for replacement chair will be solicited from the standing IGC-EC and ratified by simple majority vote.

d. The Chair of the Executive Committee shall appoint a replacement for vacated Executive Committee positions for the remainder of the vacated term from the same stakeholder group as the outgoing member. The Executive committee will ratify the replacement by simple majority vote.

e. *Any Elected member may be removed from office as defined by ITA.*

III.2.6. The members of the Idaho Geospatial Council Executive Committee will serve without compensation.

## **Article IV. Meetings**

### IV.1. Idaho Geospatial Council

IV.1.1 The Idaho Geospatial Council shall meet at least twice a year. It is encouraged to hold these meetings in different regions of the state.

IV.1.2 The Idaho Geospatial Council shall require a simple majority of votes from members present or through proxy in making decisions put before the Idaho Geospatial Council.

### IV.2. Idaho Geospatial Council Executive Committee

IV.2.1 The Idaho Geospatial Council Executive Committee shall meet at least twice a year. It is encouraged that meetings be held every other month.

IV.2.2 The Idaho Geospatial Council Executive Committee will require a simple quorum of nine members or their proxies to make decisions.

IV.3. Rules of Order. The current edition of "Robert's Rules of Order" shall govern this Council in all parliamentary situations that are not provided for in the Council's bylaws.

## **Article V. Committees**

V.1. Idaho Geospatial Council Executive Committee shall designate Technical Working Groups (TWGs) as required to support the initiatives and needs of the Idaho Geospatial Council. TWGs are long-term groups formed to provide expertise and focused effort in specific areas of interest, including the Idaho Spatial Data Infrastructure (ISDI) initiative. TWGs shall report to and provide recommendations to the Idaho Geospatial Executive Committee.

V.2. Idaho Geospatial Council Executive Committee shall designate *ad hoc* committees as required to meet the needs of the Idaho Geospatial Council. *Ad hoc* committees are designated as short-term groups formed to provide expertise and focused effort in specific areas as assigned by the Idaho

Geospatial Council Executive Committee. These *ad hoc* committees shall report to and provide recommendations to the Idaho Geospatial Executive Committee. They are normally disbanded after completing their assigned tasks.

## **Article VI. Duties**

VI.1. Idaho Geospatial Council Executive Committee shall maintain a registry of Idaho Geospatial Council Membership.

VI.2. The Idaho Geospatial Council Executive Committee shall provide recommendations to ITA concerning issues related to geospatial information and technologies in Idaho.

## **Article VII. Amendments**

VII.1. These bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of the Executive Committee Members at any duly called meeting thereof provided that a copy of any proposed amendment shall be mailed to the Idaho Geospatial Council and the Executive Committee at least thirty days before the date of such meeting.

VII.2. Once amendments are approved the Executive Committee will establish a plan for implementation and carry out that plan as soon as is practical and feasible.

## **Article VIII. Reports**

The Idaho Geospatial Council Executive Committee shall prepare and submit a report annually to the Idaho Technology Authority describing the Council's activities and achievements of the previous year. Additionally, the report shall include bylaws for this Council and provide a progress report on Idaho Spatial Data Infrastructure [*The Idaho Map (TIM)*] initiative, as set forth in the Strategic and Business Plans for Development and Deployment of Idaho's Spatial Data Infrastructure (March 2009).