

**NORTH CAROLINA  
GEOGRAPHIC INFORMATION COORDINATING COUNCIL**

**MANAGEMENT AND OPERATIONS COMMITTEE**

**BYLAWS**

**May 11, 2011**

**Article I. Name**

The name of this organization shall be the Management and Operations Committee of the North Carolina Geographic Information Coordinating Council, hereinafter referred to as the M&O. 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**

The purpose of the M&O shall be to provide advice and support to the Council on organizational and programmatic matters concerning policy, management, and operations of geographic information, geographic information systems (GIS), and related technology. The M&O shall consider other management and operational matters as related to GIS and as formally requested by the Council, and in the interim between Council meetings. The M&O shall abide by the policies and procedures set forth in these bylaws.

**Article III. Objectives**

- Sec. 1. Advise the Council on organizational and programmatic matters that are referred to the M&O by the Council and on other matters that arise in the interim between Council meetings.
  
- Sec. 2. Promote and gain statewide support for funding cooperative programs among local, state, and federal governments, and other appropriate organizations.

**Article IV. Committee Membership**

The M&O is composed of the following voting members:

Chair of the Council  
State Budget Officer  
Chair, Statewide Mapping Advisory Committee  
Chair, GIS Technical Advisory Committee  
Chair, Federal Interagency Committee  
Chair, State Government GIS Users Committee  
Chair, Local Government Committee

The Chair of the Council may appoint other members of the Council to serve on the M&O.

Terms of the Chair and the members will coincide with their term appointments respective to the Council and each standing committee.

**Article V. Officers**

The Chair of the M&O shall be the Chair of the Council.

**Article VI. Duties of the Officers**

The Chair shall coordinate all the business and affairs of the M&O and set the agenda for scheduled meetings of the M&O, with staff support from the North Carolina Center for Geographic Information and Analysis (CGIA).

**Article VII. Meetings**

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

- Sec. 1. The Chair will call meetings as requested or required by actions or issues raised at Council meetings. The Chair shall provide a core agenda and notice of meetings 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. If a voting member cannot attend, a delegate may attend in the voting member's place.

**Article VIII. Quorum**

A quorum is necessary for all M&O meetings. A quorum is established when more than one-half of the members of the M&O, 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 an M&O decision.
- Sec. 3. In the absence of a quorum, voting shall not occur.

**Article X. Subcommittees**

The M&O may establish any subcommittee it deems necessary to assist in performing its duties. However, the M&O should utilize existing standing committees of the Council as often as possible.

**Article XI. Amendment of Bylaws**

The power to approve, change, repeal, or amend the Bylaws of the M&O rests with the Council. A motion to approve or change the Bylaws may be made at any time by a voting member of the M&O. A two-thirds supporting majority vote of the M&O is required to request Council action on Committee Bylaws. Notice of the meeting where a vote is to be taken must have been provided at least ten days in advance.

**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**

CGIA provides staff support for the Council and its committees. CGIA will be responsible for routine operations of the M&O, including communications, maintenance of the M&O web site, and membership file maintenance. A CGIA staff liaison to the M&O will attend meetings in person, by telephone, or 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 Management and Operations Committee are hereby approved.

Lee Mandell  
Chair, Geographic Information Coordinating Council

May 11, 2011  
Date of Adoption