

**BYLAWS OF THE  
LOUISIANA GEOGRAPHIC INFORMATION SYSTEMS COUNCIL**

**ARTICLE I. GENERAL PROVISIONS**

Section 1. Establishment:

This body is established by Act 922 of the 1995 Regular Session (R.S. 36:4(B)(1)(e) and hereinafter “Act”) of the Louisiana Legislature and amended by Acts 2001, No. 772 §4, effective July 1, 2001, and by Act 68 of the 2005 Special Session.

Section 2. Name:

As provided by the Act, the name of this body shall be the Louisiana Geographic Information Systems Council (hereinafter “Council”).

Section 3. Location:

As provided by the Act, the Council shall be domiciled in Baton Rouge.

**ARTICLE II. PURPOSE**

The Louisiana Geographic Information Systems Council was established by law to provide for interagency cooperation in the sound development of state geographic information systems and geographically-related information technology for the state of Louisiana.

**ARTICLE III. DUTIES**

As provided by the Act, the duties of the Council are:

1. To direct the activities of a center, the Louisiana Geographic Information Center (LAGIC), established to provide various GIS services to the state.
2. To establish GIS policies, procedures, and guidelines for the sharing of data and technology among state agencies.
3. To promote GIS use and development in Louisiana.
4. To provide a forum for the coordination and cooperation of state GIS efforts.
5. To attract funding for state GIS efforts.
6. To coordinate the acquisition of statewide data sets.

7. To facilitate the establishment of an infrastructure for network communication and data exchange among state GIS users.
8. To advise state agencies on the acquisition and implementation of GIS and related activities.
9. To coordinate GIS activities in state government with the activities of the Louisiana Division of Administration, Office of Electronic Services.

## **ARTICLE IV. MEMBERSHIP**

### Section 1. Initial Membership:

The initial membership shall consist of the representatives of the agencies and organizations as provided by the Act and as amended by Acts 2001, No. 772 §4, effective July 1, 2001.

### Section 2. New Members:

Non-statutory members from an entity shall be added to or removed from the Council upon a positive vote of 2/3 of all the sitting members of the Council.

Non-statutory entities applying for membership in the LGISC shall undergo a review by the LGISC Membership Committee

### Section 3. Members and their Designees:

For the agencies listed in R.S. 49:1053(C)(1) – (17), the agency's appointing authority shall appoint a representative by letter to the Governor's Office of Boards and Commissions. The appointing authority shall also send a copy of the appointment letter to the Chair of the Louisiana GIS Council (with a copy to the former and the current representative).

For the entities listed in R.S. 49:1053(C)(18) – (21), an entity's nominating authority shall nominate three persons by letter to the Governor's Office of Boards and Commissions. The nominating authority shall also send a copy of the nominating letter to the Chair of the Louisiana GIS Council (with a copy to the former representative and the nominees). The Governor shall then appoint the representative for the entity from the list of nominees.

For entities who gain membership in accordance with R.S. 49:1053(D), such entity's appointing authority shall appoint a member by letter to the Governor's Office of Boards and Commissions. The appointing authority shall also send a copy of the appointment letter to the Chair of the Louisiana GIS Council (with a copy to the former and the current representative).

Each representative may appoint a designee who shall have all the rights and privileges as a member of the council when acting in such capacity. Such designees shall be appointed by their respective representatives by a formal letter to the Louisiana GIS Council Chair that contains the designee's name, contact information, and evidence of familiarity with geospatial technology or concepts. No further support is needed for the appointment of designees.

Designees shall be appointed in conformance with the Code of Governmental Ethics, La. R.S. 42:1101, *et seq.*

## **ARTICLE V. MEETINGS**

### Section 1. Conditions:

The Council shall meet at least once each quarter on a fixed day determined by the Council. Additional meetings may be called by the chairman or upon the request of at least one-fourth of the members.

As provided by the Act, a quorum shall consist of a majority of the sitting members of the Council.

Failing a quorum at a meeting the chairman may call the members present into a committee of the whole to consider business. Any action taken by a committee of the whole must be approved by the Council in a meeting with a quorum prior to its taking effect.

An agenda of the upcoming meeting and summary minutes of the last meeting shall be provided to members prior to the meeting.

### Section 2. Voting:

Any item called to a vote is approved by the majority vote of the sitting Council or 2/3 of the members present, whichever is smaller.

### Section 3. Conduct:

The latest edition of *Robert's Rules of Order* shall be used for the conduct of meetings unless in conflict with these bylaws. Reference to *Robert's* shall be made only upon the request of a Council member.

The public is invited to attend meetings of the Council and, until a vote is called on an issue, is encouraged to participate in the discussions of the Council. The Chair has the discretion to limit discussion whenever it is in furtherance of the orderly conduct of business and progress of the meeting.

All meetings shall be voice recorded and a summation provided to all members.

#### Section 4. Council Correspondence:

All Council correspondence, written on Council letterhead, that involves a statement of policy, statement of position, or request for action shall require the approval of the majority of the Council. In addition, all Council correspondence, written on Council letterhead, that involves a statement of policy, statement of position, or request for action shall require the signature of an officer (Chair or Vice Chair) of the Council. All official correspondence will be written on Council letterhead.

In extraordinary cases of emergency, Council correspondence written on Council letterhead, that involves a statement of policy, statement of position, or request for action may be issued upon a vote of a majority of the Council's Executive Committee.

### **ARTICLE VI. OFFICERS**

In addition to the election of a Chair (as required by the Act), the Council shall elect a Vice Chair to serve in the absence of the Chair. Officers' terms shall be one year. Officers are not restricted from reelection. Officers cannot serve more than two consecutive terms in any one officer position. In the event that a Chair is unable to complete his or her term, the Vice Chair shall ascend to the vacant Chair position. In that event or in the event that the Vice Chair is unable to complete his or her term, a new Vice Chair shall be nominated and elected pursuant to the rules herein. In the event that the Chair and Vice Chair are unable to attend a scheduled Council meeting then the Director of LAGIC will temporarily perform those duties.

The offices of Chair and Vice Chair are open to all members and their designees who are authorized to vote by their appointing authority.

### **ARTICLE VII. COMMITTEES**

Standing or special committees may be established by the Chair or by direction of the Council. Chairs of committees so established may be appointed by the Chair of the Council or by a majority vote of the Council. The size and membership of such committees shall be established by a majority vote of the Council.

An executive committee, composed of the present Chair and Vice Chair, three past Chairs of the Council, the Director of the Office of Electronic Services, the Director of LAGIC, and any other member designated by the Chair will provide advice and assistance to the sitting Chair.

Reports of committees to the Council shall be approved by a majority of the members of the committee. Minority reports may be presented to the Council by any member of a committee.

The Louisiana Open Meetings Law, La. R.S. 42:4.1, *et seq.*, and the Louisiana Public Records Law, La. R.S. 44:1, *et seq.*, do not provide for the creation of recordings of committee meetings. Thus, it will be in the discretion of each committee chair as to whether to create such recordings.

Meeting minutes are required of all committees under La. R.S. 42:7.1 and La. Atty. Gen. Op. Nos. 83-728; 83-728A; 84-395; and 01-0081. The minimum requirements for such meetings are the notice provisions provided for below, a basic agenda for such meeting, and the minutes of such meetings as required by La. R.S. 42:7.1. Items not included on the agenda may be discussed upon a majority vote of the committee.

Any recommendations of a committee must be presented to and voted upon by the full Council, pursuant to the general voting rules, to have force and effect.

Pursuant to Louisiana Attorney General Opinion Number 01-0081, any and all committee meetings must be noticed in the manner provided for special meetings, pursuant to the Louisiana Open Meetings Law, La. R.S. 42:7. In the event that an emergency requires a meeting of a committee, the provisions of La. R.S. 42:7(A)(1)(b)(iv) for notice may be followed.

#### **ARTICLE VIII. ACCEPTANCE, AMENDMENT AND REPEAL OF BYLAWS**

These bylaws shall be adopted upon approval of  $2/3$  of the sitting membership of the Council. These bylaws may be amended or repealed by  $2/3$  of the sitting membership of the Council. Any changes voted upon at a regular meeting must have been provided to the sitting membership no later than the close of the previous regular meeting.