

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 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

ARTICLE IV, MEMBERSHIP (amended 3/15/07)

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).

Comment [v1]: For these positions, the agency head has appointing authority.

For the agencies listed in R.S. 49:1053(C)(18) – (21), an agency’s nominating authority shall nominate three persons by letter to the Governor’s Office of Boards and Commissions. The nominating authority should 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 from the agency from the list of nominees.

Comment [v2]: For these positions, the agency is solely the nominating authority. The Governor is the appointing authority.

For agencies who gain membership in accordance with R.S. 49:1053(D), an agency’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).

Comment [v3]: For these position, the newly admitted agency head has appointing authority.

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. (amended 3/15/07)

Comment [v4]: This is directly from the statute. The representative has the sole authority to choose a designee. The GIS Council cannot require that the member produce a “letter of support” from the appointing or the nominating authority. That would be more than is required by the statute. The nominating/appointing authority could require collaboration on the designee before appointing/nominating the representative(s). You could require the member to submit Each representative gets ONLY 1 designee. You can require that the member submit the name and the contact information of the designee in writing.

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 chairman 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.

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. (The term of the initial officers shall extend to the first meeting of the Council in calendar year 1997.) Officers are not restricted from reelection. In the event of a Chair or Vice Chair being unable to complete their term, the LGISC Executive Committee will appoint a replacement to complete their term. 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 statutory members and their designees (amended 3/15/07)

ARTICLE VII. COMMITTEES

Standing or special committees may be established by the chairman or by direction 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.

ARTICLE VII. ACCEPTANCE, AMENDMENT AND REPEAL OF BYLAWS

These bylaws shall be adopted upon approval of 2/3 of the sitting membership of the council in meeting. These bylaws may be amended or repealed by 2/3 of the sitting membership at a meeting of the Council, provided that a copy of any proposed amendment has been provided to each member at least thirty days prior to the date of the meeting.