

## **Southeastern California Geographic Information Systems Council Charter**

### **Article I. Name**

The Name of this consortium shall be the Southeastern California Geographic Information Systems (GIS) Council, hereafter referred to as SCGC.

### **Article II. Purpose**

The Southeastern California Geographic Information Systems Council (SCGC) is a collaboration of local jurisdictions and associated agencies in Riverside and San Bernardino County focused on advocating the Inland Empire's GIS and data needs in the larger context of their neighbors and the State GIS Council while emphasizing the effective collection, preparation and sharing of spatial data.

### **Article III. Objectives**

- Section 1** To advise and make recommendations to policy makers at the local, sub-regional, regional, and state level where concerning geographically bound data and geographic information systems (GIS) in the Inland Empire.
- Section 2** To provide an open forum for local data/GIS users to share common issues and concerns as well as exchange information.
- Section 3** To encourage cooperative partnerships amongst local, state and federal agencies and, where appropriate, the private sector to address the geographic information needs and services within the Inland Empire.
- Section 4** To promote a bottom up approach to data development and maintenance.
- Section 5** To provide Inland Empire representation and advisement to the California GIS Council and Southern California Association of Governments.
- Section 6** To encourage and facilitate the education of SCGC members, policy makers, and all other interested parties as to the benefits of using credible data and GIS.
- Section 7** To further the technical skills of Regional Council members and other interested parties, where GIS and data analysis are concerned, through workshops and/or lectures.
- Section 8** To formulate and recommend standards for data architecture, quality, accuracy, resolution and maintenance.

### **Article IV. Membership**

- Section 1** SCGC meetings are open to the public and everyone is encouraged to participate. However, voting membership is limited to one member each from the government run organizations listed below. It is at the discretion of each of these organizations to select their own representatives.

- a) Local Jurisdictions
- b) Counties
- c) Transportation Commissions
- d) Councils of Governments
- e) Municipal Water Districts
- f) Public Transit Authorities
- g) Air Quality Management Districts
- h) Education Facilities
- i) Fire Departments
- j) Native American Tribes

**Section 2** Private consulting firms are not allowed to cast a vote unless designated to represent one of the organizations listed in Article IV, Section 1. Documentation from the government agency designating consultant representation must be provided to one of the Secretaries. Public/non-government participation would be through requested advisement and open discussion only.

#### **Article V. Subcommittees**

**Section 1** All standing subcommittees shall meet, amongst themselves, a minimum of two times a year. The standing subcommittees include the:

- a) Administration Subcommittee which will consist of interested members responsible for distributing funds acquired through the efforts of the Funds/Grants Subcommittee and assisting the Secretaries with their responsibilities as described in Article VII, Section 4.
- b) Data Subcommittee which will consist of interested members responsible for advising the SCGC on issues related, but not limited, to data standards and distribution.
- c) Technology Subcommittee shall consist of interested members responsible for advising the SCGC of the latest technological advances and as well as provide advice concerning technical and operational issues.
- d) Funding/Grants Subcommittee shall consist of interested members responsible for researching funding availability (i.e. grants) and drafting proposals for funding data acquisition and/or administrative costs.

**Section 2** Other committees may be authorized, created, directed or dissolved by majority vote of SCGC members.

#### **Article VI. Officers**

**Section 1** The elected officers for SCGC shall be two Co-Chairs, two Liaisons, and two Secretaries who must be able and willing to serve without compensation from the SCGC. Travel and time expenses may be

augmented should the Funding/Grants Subcommittee be successful in securing funds for the SCGC.

**Section 2** The Liaisons may an elected officer or any other elected SCGC voting member.

**Section 3** Officers shall be elected by members of the SCGC from among the members of the SCGC. Nominations shall be accepted from the floor. If an office fails to elicit a nomination from the floor, nominations shall be accepted from volunteers. In order to be eligible for election, all candidates shall submit a signed letter stating that they will serve if elected prior to being placed on the ballot.

**Section 4** Elected officers will serve one-year terms and be retained in office not more than three consecutive terms but may resume an office after one term out of office. The terms of the office shall begin on the first day July and end on the last day of June, or until a successor is elected.

**Section 5** Officer(s) may be removed by a majority vote of the SCGC members.

**Section 6** If an elected officer should change employer and no longer meet the SCGC voting membership requirement, that person may serve the remainder of the term as described in Article VI, Section 4, as a non-voting member, if approved by a majority vote. If the officer is not retained, the co-officer shall assume full responsibilities for the remainder of the term.

**Section 7** Two Secretary Officers may exist where there is a tie and/or where the election winner chooses to have the second runner up assist as a Co-Secretary. If two people are to perform the duties of Secretary, then it is recommended that each person represent a county/region that is different from the other. If both of the persons involved in a tie prefer not to share the position, they may request to have the current acting Chair's vote decide or one of them may volunteer not to serve.

## **Article VII. Officer Duties**

**Section 1** The Co-Chairs shall work with the Co-Secretaries to select agenda items, preside over SCGC meetings and actively represent the SCGC within the Inland Empire through meetings, presentations, and any other engagement deemed necessary.

**Section 2** The co-officers will assist the each other in the discharge of their duties.

**Section 3** At least one of the Liaisons shall represent the SCGC as an active participant on both the California GIS Council's Regional Standing Committee and Southern California Association of Governments' Data Task Force and to report back to the SCGC as to the activities of these two groups. The Liaisons will provide copies of agendas and minutes from both of these affiliated Councils so that they may be posted on the SCGC website.

**Section 4** At least one of the Secretaries shall preside over the Administrative Subcommittee and work with them to coordinate agendas, draft minutes, keep record of names and contact information of the members of the SCGC, document procedures and keep the County of San Bernardino hosted website current.

**Section 5** Officers shall conduct an annual Charter review prior to elections for the first five years (until June 2008).

#### **Article VIII. Quorum and Amendments**

**Section 1** A quorum is established when ten or more members of the SCGC, or their designated proxies, are present in a meeting, or attending remotely (i.e. via teleconference).

**Section 2** A majority of affirmative votes on any issue will establish an SCGC decision. In the event of a tie, the Co-Chair from Riverside will cast the deciding vote in odd years and the Co-Chair from San Bernardino will cast the deciding vote in even years. If there is only one acting Chair present, then they will cast the deciding vote regardless of county origin.

**Section 4** This Charter may be amended by a simple majority of the membership, including proxies. Members shall be notified of proposed changes in the bylaws at least 15 days prior to the meeting to vote on them.

**Section 5** All members with voting rights will have a minimum of twenty-four hours after a non-routine item (such as approval of minutes) is discussed in a meeting to cast their vote electronically.

#### **Article IX. Meetings**

**Section 1** General meetings of the Council shall be held at least quarterly at a time and place selected by the Council.

**Section 2** Additional meetings of the SCGC may be called by a Co-Chair or at least five SCGC members.

**Section 3** Notice of meetings, agendas, minutes, and action items shall be sent either via e-mail or postal service to SCGC members and made available to all other interested parties via the Internet.

**Section 4** Should members wish to have a meeting amongst members within their own county, they may arrange to do so by requesting one of the Secretaries include time at the end of the agenda to separate into the prospective county groups.

#### **Article X. Administration**

**Section 1** The SCGC shall be administered by its elected officers.

**Section 2** The Secretaries shall coordinate agendas, draft minutes, keep record of names and contact information of the members of the SCGC, and provide

the County of San Bernardino with a copy of all SCGC related documents to be retained for Internet posting purposes.

**Article XI. Dissolution and Distribution of Assets**

**Section 1** The SCGC may be dissolved upon a two-thirds vote of its membership.

**Section 2** In the event the SCGC is dissolved, the books, records, and any other assets will be distributed as soon as practical to the appropriate organizations.

**Article XII. Parliamentary Procedure**

The rules of procedure at meetings of the SCGC and work groups shall be informal as led by the Co-Chairs, 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**

Individual obligations and expenses for participation in the SCGC shall be borne by each member's agency or organization.