

Bylaws
Geographic Information Systems Planning Council
of the
Capital Area Council of Governments

Article I – Name, Purpose, Responsibilities

The Regional Geographic Information Systems Planning Council (GISPC) is created by the Capital Area Council of Governments (CAPCOG), for coordinating and effecting the mutual development, implementation, sharing and maintenance of geospatial data and GIS applications among federal, state and regional/local governments, institutions and organizations of the ten (10) county Capital State Planning Region. Staff support for the GISPC is represented by the CAPCOG GIS Section. The CAPCOG GISPC is formed to meet local/regional needs and in response to recommendations of the Texas GISPC, Statewide Geographic Information Systems Plan. The Plan calls for the formation of Regional Geographic Coordinating Councils in partnership with Councils of Governments in Texas. CAPCOG recognizes the need for establishing consistent GIS infrastructure and data exchange standards to assure maximum benefits of joint data development and information sharing, and will pursue the implementation of National Spatial Data Infrastructure (NSDI), Federal Geographic Data Committee (FGDC) and Texas GISPC adopted goals and standards in the region.

The GISPC will provide advisory support and guidance to CAPCOG administration, its Executive Committee, GIS staff, Task Force and Committees in planning for programs or projects with GIS related applications. Emphasis will be placed on effecting the coordination, development, and implementation of cooperative programs, projects and agreements to establish GIS: communications and data exchange standards; on-line data services; geospatial data sharing initiatives; and, Global Positioning Systems (GPS).

The GISPC will work to establish and maintain collaborative cost-sharing partnerships, among state/federal governmental agencies, cooperating local governments; and institutions and organizations in the ten county CAPCOG region that are currently using or have a need for accurate up-to-date aerial photography, digital imagery, map and geospatial data coverage in the CAPCOG region.

Members of the GISPC will assist in the education and promotion of GIS and serve as communication links to local GIS service providers and users from their respective county and/or regional service area. In support of CAPCOG’s on-going effort to enhance 9-1-1 Emergency Services, members will work with County 9-1-1 GIS Coordinators, Database Managers and members of the CAPCOG 9-1-1 Task Force to accomplish the requirements of CAPCOG/county contracts for implementation and coordination of GIS activities.

The GISPC will hold necessary meetings for conducting council business; make biannual progress reports to the CAPCOG Executive Committee and, perform other tasks as directed by the CAPCOG Executive Committee.

Article II - Membership

Number

The GISPC will be made up of sixteen (16) categorical, voting members, representing the following:

- | | | |
|----|-----------------------------|---------------------|
| 1. | County/City Representatives | |
| | Bastrop County | 1 Representative(s) |
| | Blanco County | 1 “ |
| | Burnet County | 1 “ |
| | Caldwell County | 1 “ |
| | Fayette County | 1 “ |
| | Hays County | 2 “ |
| | Lee County | 1 “ |
| | Llano County | 1 “ |
| | Travis County | 2 “ |

City of Austin	2	“
Williamson County	3	“

Nominations for county representatives will be made by the CAPCOG county/city Executive Committee representative(s) in collaboration with the respective county/city governing bodies. Once appointed by the CAPCOG Executive Committee the representative, if the only representative for the county, becomes the CAPCOG/County GIS point of contact. In Hays, Travis and Williamson Counties where more than one representative is to be appointed, representatives are encouraged to designate a CAPCOG/County GIS point of contact for their respective county.

2. A CAPCOG staff member, designated by the CAPCOG Executive Director, shall serve as Council liaison and shall attend each Council meeting.
3. A representative of the CAPCOG Executive Committee may serve on the Council.
4. All active members of the GISPC will follow the ASPRS Code of Ethics for GIS professionals.

Qualifications

Representatives selected to fill vacancies must meet the following qualifications:

1. Be an employee, preferably working with GIS, of the City or County he/she represents in the GISPC.
2. Have actual experience working with or developing GIS operations or data.
3. Willingness to support efforts to improve the capabilities and standards of GIS use in the region.
4. Take responsibility for providing information acquired in the GISPC meetings to the applicable personnel in the county or city they represent.
5. Desirable appointee affiliations: local government (elected officials and/or staff), county appraisal districts, 9-1-1 addressing/GIS coordinators, special districts or authorities, colleges and universities with GIS programs.
6. Members of the Council shall reside or be employed in the county/city they are to represent and must also be representative of the demographics of State Planning Region 12.

Term

1. The term of appointment for a member of the Council shall begin on the date of appointment by the CAPCOG Executive Committee, and be through December 31st of odd numbered years.
2. A member may be reappointed by the CAPCOG Executive Committee.
3. In the case of a vacancy, the CAPCOG Executive Committee shall appoint a replacement to serve for the remainder of the unexpired term.
4. A member may be removed for good cause by the CAPCOG Executive Committee.

Vacancy

A vacancy occurs when

1. a member dies; or
2. a member's term expires and the member is not reappointed; or
3. a member resigns (resignations shall be in writing to the CAPCOG Council liaison and the Council Chair); or
4. a member is removed; or
5. a member no longer satisfies the qualification requirements.

Attendance

1. Members are expected to attend all meetings.
2. Attendance records documenting Council member absences will be maintained by the CAPCOG Council liaison. If a member is unable to attend a scheduled meeting, notification must be provided to the Council liaison prior to the meeting to receive an excused absence; notification must be received in enough time to ensure there will be a quorum. Non-attendance at a GISPC meeting without notification to the CAPCOG Council liaison will be considered an unexcused absence. If a member is unable to attend a meeting, the member may send a representative who assumes all but the voting rights and responsibilities of the member.

3. A member is removed when, within one calendar year, he/she misses 50% of the minimum number of meetings to be held or two (2) consecutive meetings, with at least one of the meetings being an unexcused absence, whichever is greater. The member will be notified in writing of such removal.
4. Members so removed may appeal in writing to the CAPCOG Executive Committee within two (2) weeks of the date of notification. Appeals will be dealt with in a timely manner and the member will be notified in writing of the decision.

Article III - Officers

Election

Election of a Chair and Vice-Chair will occur at the first meeting of the calendar year.

Term

1. Officers serve one-year terms, beginning on the date of election.
2. Officers may serve a maximum of two (2) consecutive terms.

Vacancy

In the event an Officer is unable to fulfill his/her term, the Council shall elect a replacement, at a regular or specially called meeting, who serves for the remainder of the unexpired term.

Duties

1. The Chair shall preside at all meetings of the Council. The Chair shall represent the Council in presentations to the CAPCOG Executive Committee unless such responsibility is delegated by the Chair.
2. In the case of a tie during a vote at which a quorum is present, the Chair will be deemed to have the authority to break the tie.
3. The Vice-Chair shall perform all the duties of the Chair in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the Council.
4. In case the Chair and Vice-Chair are absent or unable to perform their duties, the Council may appoint a Chair pro tem.

Other Officers

The Council may elect other Officers from time to time to carry out its responsibilities. This may be done by a simple majority vote of the Council members at any regularly scheduled meeting where a quorum is present.

Article IV - Meetings

Regular

1. The Council shall meet at least quarterly on a day, time and place specified by the CAPCOG Executive Director, the CAPCOG Council liaison or the Council as a whole.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the CAPCOG Council liaison and mailed, or electronically transmitted, or hand-delivered to each Council member at least five (5) business days before the meeting date.

Special

1. The Council shall meet specially if called by the CAPCOG Executive Director, the CAPCOG Council liaison, the Council Chair or requested in writing by at least one-third of the membership, excluding vacancies, of the Council.
2. A request by the membership for a special meeting must be in writing, addressed to the Chair, and describe the purpose or purposes of the meeting. Only that business reasonably related to the purpose or purposes described in the request may be conducted at a special meeting.
3. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

Quorum and Action

1. A majority of the total voting membership, excluding vacancies, constitutes a quorum for conducting Council business.
2. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Council. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Council vote or action must be postponed until the next scheduled meeting at which a quorum is established.
3. A Council member may not transfer voting rights by proxy.

Open Meetings and Records

1. All meetings of the Council shall be open to the public. The meetings are not subject to the Texas Open Meetings Act.
2. Minutes of the Council meetings, documents distributed and other records are the property of CAPCOG. The Council liaison representing the Capital Area Council of Governments or his/her designee shall be the recording clerk. The recording clerk shall keep tape recordings and/or written copies of summary minutes according to the CAPCOG Records Retention Schedule. These materials are available for public view, at the CAPCOG offices, upon receipt of a written request by the interested party.
3. Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of Council meetings.

Conflict of Interest

1. A Council member, other than an elected public official, who is a member of the governing body, an officer, or an employee of an applicant for funding must disclose his or her status before the application is considered by the Council and may not participate in discussion of or vote on the application. The Council member is counted in determining the existence of a quorum.
2. A vote cast in violation of this section is not counted.

Professional Conduct

Council members should maintain objectivity and professionalism when carrying out business of the council. In the event a council member acts in a manner which brings the work of the council into question or controversy, it shall be the responsibility of the CAPCOG Executive Director to address the incident with the appointing member of the CAPCOG Executive Committee.

Article V – Ad Hoc Committees

Appointment

Ad hoc committees may be appointed by the Chair with the approval of the Council and shall serve for special purposes to comply with special needs.

Term

Membership on ad hoc committees shall be established to achieve the purpose for which the committee was created.

Meetings

The method for calling ad hoc committee meetings shall be the same as that for calling Council meetings or at the discretion of the ad hoc committee membership to discharge their responsibility.

Officers

The Chairs of the ad hoc committees shall be appointed by the Chair of the GISPC.

Article VI - Amendments

By CAPCOG Executive Committee

The CAPCOG Executive Committee may amend these bylaws at a regular or special called meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.

By the Geographic Information Systems Planning Council

The GISPC may recommend an amendment to these bylaws at a regular or special meeting. The written text of a proposed amendment must be recorded at the meeting at which the amendment is discussed and voted upon. An amendment adopted by the GISPC is not effective unless approved by the CAPCOG Executive Committee. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered by the CAPCOG Executive Committee.

Effective Date

An amendment to these bylaws takes effect when approved by the CAPCOG Executive Committee, unless the amendment specifies a later effective date. Copies of amended bylaws will be distributed to Council members by the Council liaison.

Code of Ethics of the American Society for Photogrammetry and Remote Sensing

Honesty, justice, and courtesy form a moral philosophy which, associated with mutual interest among people, should be the principles on which ethics are founded.

Each person who is engaged in the use, development, and improvement of the mapping sciences (Photogrammetry, Remote Sensing, Geographic Information Systems, and related disciplines) should accept those principles as a set of dynamic guides for conduct and a way of life rather than merely for passive observance. It is an inherent obligation to apply oneself to one's profession with all diligence and in so doing to be guided by this

Code of Ethics

Accordingly, each person in the mapping sciences profession shall have full regard for achieving excellence in the practice of the profession and the essentiality of maintaining the highest standards of ethical conduct in responsibilities and work for an employer, all clients, colleagues and associates, and society . . .

1. Be guided in all professional activities by the highest standards and be a faithful trustee or agent in all matters for each client or employer.
2. At all times function in such a manner as will bring credit and dignity to the mapping sciences profession.
3. Not compete unfairly with anyone who is engaged in the mapping sciences profession by:
 - a. Advertising in a self-laudatory manner;
 - b. Monetarily exploiting one's own or another's employment position;
 - c. Publicly criticizing other persons working in or having an interest in the mapping sciences;
 - d. Exercising undue influence or pressure, or soliciting favors through offering monetary inducements.
4. Work to strengthen the profession of mapping sciences by:
 - a. Personal effort directed toward improving personal skills and knowledge;
 - b. Interchange of information and experience with other persons interested in and using a mapping science, with other professions, and with students and the public;
 - c. Seeking to provide opportunities for professional development and advancement of persons working under his or her supervision;
 - d. Promoting the principle of appropriate compensation for work done by person

in their employ.

5. Undertake only such assignments in the use of mapping sciences for which one is qualified by education, training, and experience, and employ or advise the employment of experts and specialists when and whenever clients' or employers' interests will be best served thereby.
6. Give appropriate credit to other persons and/or firms for their professional contributions.
7. Recognize the proprietary, privacy, legal, and ethical interests and rights of others. This not only refers to the adoption of these principles in the general conduct of business and professional activities, but also as they relate specifically to the appropriate and honest application of photogrammetry, remote sensing, geographic information systems, and related spatial technologies. Subscribers to this code shall not condone, promote, advocate, or tolerate any organization's or individual's use of these technologies in a manner that knowingly contributes to:
 - a. deception through data alteration;
 - b. circumvention of the law;
 - c. transgression of reasonable and legitimate expectation of privacy.

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Bylaws History

Adopted 5/97
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Revised 7/99
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