

# Bylaws of the 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) was created in 1997 by the Capital Area Council of Governments (CAPCOG), for coordinating and affecting the mutual development, implementation, sharing and maintenance of geospatial data and GIS applications among federal, state and regional and local governments; institutions; and organizations of the ten-county State Planning Region 12. The CAPCOG GISPC was formed to meet local and regional needs and in response to recommendations of the Texas GISPC’s Statewide Geographic Information Systems Plan. The plan called for the formation of Regional Geographic Coordinating Councils in partnership with Councils of Governments in Texas. CAPCOG recognized the need for establishing consistent GIS infrastructure and data exchange standards to assure maximum benefits of joint data development and information sharing, and resolved to 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 provides advisory support and guidance to CAPCOG administration, its Executive Committee, GIS staff, and committees in planning for programs or projects with GIS related applications. Emphasis will be placed on achieving the coordination, development, and implementation of cooperative programs, projects and agreements to establish GIS communications and data exchange standards; online 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 and 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.

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 Capital Area Emergency Communications District (CAECD) Strategic Advisory Committee to accomplish the requirements of CAECD and entity contracts for implementation and coordination of GIS activities.

## Article II - Membership

### Number

The GISPC will be made up of seventeen members, representing the following:

Table 1. GISPC Membership

County/City	Number of Representatives
Bastrop County	1
Blanco County	1
Burnet County	1
Caldwell County	1
Fayette County	1
Hays County	2

<b>County/City</b>	<b>Number of Representatives</b>
<b>Lee County</b>	<b>1</b>
<b>Llano County</b>	<b>1</b>
<b>Travis County</b>	<b>2</b>
<b>City of Austin</b>	<b>2</b>
<b>Williamson County</b>	<b>3</b>
<b>Executive Committee Liaison (non-voting)</b>	<b>1</b>
<b>TOTAL</b>	<b>17 total 16 voting</b>

CAPCOG’s Director or Regional Planning Services or a staff member designated by the Director shall serve as the committee staff liaison and shall attend each Committee meeting.

## **Qualifications**

Committee members must reside in or be employed in Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, or Williamson Counties. Council members representing a city or county must reside in or work in that city or county. Representatives must have actual experience working with GIS. Desirable appointee affiliations include local government, county appraisal districts, 9-1-1 addressing/GIS coordinators, special districts or authorities, and colleges and universities with GIS programs.

## **Term**

1. The term of appointment for a member of the Committee be through the first Executive Committee meeting of each even-numbered year.
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 in writing to the staff liaison and the Committee Chair with notification to the Executive Committee at its next regular meeting.; 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 Committee member absences will be maintained by the staff liaison. If a committee member is unable to attend a scheduled meeting, notification must be made to the CAPCOG Committee liaison at least five business days prior to the meeting for an absence to be excused in order to allow sufficient time to ensure there will be a quorum. 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 no longer considered in good standing and is subject to removal when, within one calendar year, he or she has unexcused absences for more than 50 percent of the actual number of meetings held. The staff liaison shall notify a member in writing if they become subject to removal due to this policy.

4. If the staff liaison decides to remove a member due to attendance, he or she will notify the committee member in writing.
5. 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**

The Committee shall elect a Chair and Vice Chair from among its members. Election of the Chair and Vice Chair will occur at the first meeting of each even-numbered year.

### **Term**

1. Officers serve a two-year term that expires on the date of the first meeting of the next even-numbered year following their election.
2. Officers may serve a maximum of two (2) consecutive terms.

### **Vacancy**

In the event of either officer is unable to complete his/her term, the Committee will elect a replacement at the next meeting to serve the remainder of the term.

### **Duties**

1. The Chair shall preside at all meetings of the Council.
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 Committee 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 staff liaison.
2. Written notice, including an agenda, of each regular meeting shall be prepared by the staff liaison and electronically transmitted to each Committee member at least 72 hours prior to the meeting start time.

### **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 Committee business.
2. A majority vote of the members present at a meeting at which a quorum is present is necessary for action by the Committee. During a meeting at which a quorum has been established, and then subsequently lost due to members leaving, all remaining business items requiring a Committee 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 Committee shall be open to the public. CAPCOG's Executive Committee considers the GISPC strictly advisory and therefore the Committee's meetings are not considered meetings of a "government entity" subject to the Texas Open Meetings Act (Chapter 551 of the Texas Government Code).
2. Minutes of Committee meetings, documents distributed, and other records are property of CAPCOG and shall be maintained in accordance with CAPCOG's Records Retention Schedule. These materials are available for public view, at CAPCOG's offices or 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. To the extent that the Committee may review and make recommendations on any grant applications submitted to CAPCOG, a Committee 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 Committee and may not participate in discussion of or vote on the application. The Committee member is counted in determining the existence of a quorum.
2. A vote cast in violation of this section is not counted.

## **Professional Conduct**

Committee members should maintain objectivity and professionalism when carrying out business of the Committee. Committee members will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or age. In the event that a Committee member acts in a manner which brings the work of the Committee into question or controversy, it shall be the responsibility of the CAPCOG Executive Director to address the incident with the appointing member of the Executive Committee and if appropriate, to recommend removal from the committee to the Executive Committee.

## **Article V – Subcommittees**

1. Ad hoc subcommittees may be created by the Committee Chair or the staff liaison with the approval of the full Committee and shall serve for special purposes to comply with special needs
2. Membership on ad hoc subcommittees shall be set by the Committee Chair and established to achieve the purpose for which the committee was created. Members of the Committee Chair that are not in good standing are not eligible to appointment to ad-hoc subcommittees.
3. The method for calling ad hoc subcommittee meetings shall be the same as that for calling Committee meetings or at the discretion of the ad hoc subcommittee membership to discharge their responsibility.

4. Chairs of the ad hoc subcommittees shall be appointed by the Committee Chair.
5. Ad-hoc subcommittee meetings are considered strictly advisory and not subject to the Texas Open Meetings Act.

## **Article VI – Amendments**

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.

## **Bylaws History**

- Adopted 5/14/1997
- Revised 4/8/1998
- Revised 12/8/1999<sup>1</sup>
- Revised 2/14/2001
- Revised 3/12/2003
- Revised 12/8/2004
- Revised 5/10/2012
- Revised 10/23/2015
- Revised 12/19/2018
- Revised 3/13/2019
- Revised 12/13/2023

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<sup>1</sup> There is a version of the bylaws dated 7/14/1999 but there is no record in the minutes or agenda for that Executive Committee meeting of any GISPC bylaws revisions