

Bylaws of the Utah GIS Advisory Council (GISAC)

effective date: _____

Article I: Name and Purpose

Section 1. Name

The name of this organization shall be the Utah GIS Advisory Council, hereinafter referred to as the "Council" or "GISAC."

Section 2. Authority

GISAC is established in [Administrative Rule 895-9](#). The rule is issued by the Chief Information Officer under the authority of Section 63A-16-205 of the Technology Governance Act and Section 63G-3-201 of the Utah Rulemaking Act, Utah Code.

Section 3. Responsibilities

- a. Coordinates statewide GIS data efforts for collection, creation, and access by state, federal and local entities.
- b. Promotes the efficient and effective use of Geographic Information Systems (GIS) and geospatial technologies within the State of Utah by fostering collaboration, establishing standards, and advising on strategic investment.
- c. Recommend to the State CIO any GIS policies or standards it believes should be considered by the CIO for implementation, and such as may need to be reviewed for promulgation as administrative rules.
- d. Submit a progress report to the CIO by September 30 of each year.

Article II: Membership

Section 1. Composition

The Council shall be composed of one GIS representative from participating state entities, and such invited GIS representatives from local government, colleges/universities, and federal agencies as are selected by the chair.

Section 2. Appointment and Term of Office

- a. **Appointment:** As per [Administrative Rule 895-9](#) Voting Members of the Council shall be appointed by the director of the UGRC based on their expertise, organizational role, and ability to represent their respective stakeholder group.
- b. **Term:** The term of office for appointed members shall be two (2) years.
- c. **Term Limits:** Members may be re-appointed for successive terms.
- d. **Attendance and Removal:** Regular attendance at meetings is required. A member may be removed by the director or UGRC upon missing three consecutive regular meetings without excuse or failure to perform duties.

Section 3. Responsibilities of Members

Each member is expected to actively participate in Council meetings, represent the interests of their respective stakeholder group, serve on at least one subcommittee, and contribute to the development of statewide GIS policy and standards.

Article III: Officers and Elections

Section 1. Officers

The officers of the Council shall consist of a Chair and a Vice-Chair. As per [Administrative Rule 895-9](#) the Council shall be chaired by the director of the Utah Geospatial Resource Center (UGRC). The Executive Committee shall consist of the Chair and the Vice-Chair.

Section 2. Duties of Officers

- a. **Chair:** The Chair shall preside at all meetings of the Council and the Executive Committee, set the meeting agenda in consultation with the Vice-Chair, represent the Council to external bodies, and ensure the orderly execution of the Council's mission.
- b. **Vice-Chair:** The Vice-Chair shall perform the duties of the Chair in the absence or inability of the Chair to serve, and shall assist the Chair in the execution of their duties.

Section 3. Elections and Term

- a. **Election:** The Vice-Chair shall be elected from the appointed voting membership of the Council. Nominations shall be sought prior to the final meeting of the fiscal year.
- b. **Voting:** The Vice-Chair shall be elected by a simple majority of the voting members present at the election meeting.
- c. **Term:** The Vice-Chair shall serve a term of one (1) year. They may be re-elected for up to two (2) consecutive full terms in the same office.

Section 4. Vacancy

In the event of a vacancy in the office of the Vice-Chair a new Vice-Chair shall be elected at the next regularly scheduled meeting.

Article IV: Meetings

Section 1. Regular Meetings

The Council shall hold regular meetings not less than two (2) times per calendar year. The schedule shall be set at the Fall meeting by the Executive Committee.

Section 2. Special Meetings

Special meetings may be called by the Chair, by the Executive Committee, or upon written request of one-third (1/3) of the voting membership. Notice for special meetings must comply with Article IV, Section 4.

Section 3. Quorum

A quorum for the transaction of business shall consist of a majority (more than 50%) of the appointed voting members of the Council. No action may be taken without a quorum present.

Section 4. Notice of Meetings

All meetings will be noticed on the Utah Public Notice Website in accordance with all applicable state laws.

Section 5. Voting

Each appointed voting member of the Council shall have one vote. Decisions shall be made by a simple majority of voting members present at a meeting where a quorum is established.

Article V: Committees

Section 1. Executive Committee

The Executive Committee shall consist of the Chair and the Vice-Chair. The Executive Committee shall coordinate the business of the Council, ensure implementation of Council decisions, and address urgent matters between regular meetings.

Section 2. Subcommittees

The Council shall maintain subcommittees to address ongoing areas of importance. Standing Committees shall include, but not be limited to:

- a. County/City Data Standards
- b. State/Federal Agency GIS Coordination
- c. Public Service Alignment and Best Practices
- d. PLSS
- e. Utah Geodetic Advisory Committee
- f. Innovation

The Chair shall appoint a chair for each subcommittee.

Section 3. Ad Hoc Committees

The Chair may establish Ad Hoc committees for special, time-limited purposes as needed. These committees shall be automatically dissolved upon completion of their specific task or project.

Article VI: Amendments

Section 1. Proposal of Amendments

Amendments to these Bylaws may be proposed by any voting member of the Council and must be submitted in writing to the Executive Committee.

Section 2. Review and Notice

The Executive Committee shall review the proposed amendment and include it in the notice of the next regular meeting. The proposed amendment must be circulated to the entire Council membership at least ten (10) calendar days prior to the meeting where the vote will occur.

Section 3. Adoption

These Bylaws may be amended by a two-thirds (2/3) vote of the voting members present at any regular or special meeting, provided a quorum is met and the notice requirements have been satisfied.

Article VII: Financial Matters

Section 1. Funding

The Council shall not collect dues or membership fees. Any operational costs (e.g., meeting supplies, administrative support) shall be managed through UGRC.

Section 2. Fiscal Responsibility

The Council shall advise UGRC and the Chief Information Officer on strategic funding and investment priorities for statewide geospatial projects, but shall not manage or obligate funds directly.