

# CT GIS Network Bylaws

## BYLAWS OF THE CONNECTICUT GIS NETWORK

### ARTICLE I – ORGANIZATION

The organization's name shall be the Connecticut GIS Network, hereafter referred to as "the Network." As a professional volunteer organization, the Network shall have no commercial affiliation.

### ARTICLE II – PURPOSE

The Network's purpose is to perform the following actions:

1. Provide opportunities for members to share ideas, learn about GIS activities, explore collaborative opportunities, and discover geospatial information resources through various avenues, including workshops, meetings, and the Internet.
2. Promote the free exchange of geospatial knowledge and information among members and the general public.
3. Encourage the growth of geospatial technology in the State of Connecticut.
4. Serve as a centralized resource hub regarding the geospatial industry.
5. Identify and communicate recurring and widespread issues according to GIS users with the Geographic Information Officer (GIO) and CT GIS Advisory Council to aid in planning or creating GIS policy and acquiring new geospatial data.
6. In the absence of a State GIO, the Network will consult with OPM to fulfill OPM's statutory duties relating to GIS activities as codified in Section 4d-90,91,92 of the Connecticut General Statutes.

### ARTICLE III – MEMBERSHIP

Membership in the Network shall be free and open to all who share its purpose. Members shall have no voting rights except for the approval of Steering Committee members and on such matters that the Steering Committee may bring before the general membership through a Network Vote.

### ARTICLE IV – EVENTS

The Network will host the following events:

**CT GIS Network Events (Meetings/Seminars/Webinars).** The Network will host four Quarterly Events, such as Meetings, Seminars, or Webinars, over the course of each year (e.g., February, May, August, and November) at a place and time determined by the Steering Committee. The President or their designee shall notify members via the Network's electronic listserv of the time and place of each Quarterly Event.

**Network Vote.** The Steering Committee can convene a Network Vote during a Network Event to handle network business through its membership. The Network President or their designee shall notify a Network Vote through its online forums at least 1 week before network vote. The business of a network vote shall be dealt with by acclamation of network members who are in attendance during a network event. An example of business handled by a Network Vote includes elections or changes in the bylaws.

**Elections.** The first quarterly Network Event of the calendar year, as determined by the Steering Committee, will include a Network Vote to provide a forum for members to approve Steering Committee members by majority vote of Network Members in attendance.

**Steering Committee Meetings.** The Steering Committee will meet every month. A quorum of one-third (rounded down) of the Steering Committee members is required to conduct the network's business. A majority vote of the Steering Committee members present will be needed to conduct business. All Steering Committee Business Meetings are open to any member.

### **The Connecticut GIS Award**

#### Purpose

The Connecticut GIS (CG) Award acknowledges and celebrates an individual who has substantially impacted the advancement or development of the State's GIS initiatives.

#### Eligibility

The CG Award is open to any individual who meets the following criteria:

- Any individual in the GIS or GIS-related fields who has impacted the advancement or development of the State's GIS initiatives.
- Is not a previous CG Award recipient.
- Current steering committee members are ineligible to receive the CG Award.

#### Selection Process

1. Nominations: The GIS Day Committee will solicit nominations from its members and other interested parties for the award.
2. Review and Selection: The Steering Committee will review all nominations and select recipients based on their demonstrated contributions to the State's GIS advancement.
3. Voting: The Steering Committee will choose the recipient through a majority vote.
  - 3a. In the case of a tied vote, the steering committee vice president will cast the final vote.

#### Award Presentation

The award will be presented on GIS Day but may be postponed or canceled at the Steering Committee's discretion.

## ARTICLE V – STEERING COMMITTEE

An elected steering committee manages the Network's business. In any given year, the first quarterly network event includes a roster of new Steering Committee members to fill a vacancy by majority vote of attending members.

**Steering Committee Size.** The Steering committee shall consist of a maximum of eighteen members.

**Term Limit.** Steering Committee members may serve for a maximum of two consecutive three-year terms before a minimum of 1 year removed. One-third of the Steering Member positions will be vacant each year. Terms end only after completing their three-year cycle, and they do not restart when an interim member fills a vacancy.

**Disqualified Members.** If any member of the Steering Committee changes professional position and is unable to represent their sector, that member must leave that Steering Committee position.

**Filling Vacant Terms.** Members of the Steering Committee can call for a Network Vote to appoint an interim steering member to fill a vacant term. This appointment requires the approval of the Steering Committee and the attending members at the next Network Event through a Network Vote. An interim term does not count against the steering member's term limit.

**Individual Steering Committee Members** aim to represent the following groups: state government, regional planning organizations, municipal government, public utilities, non-profit, academia, private businesses, and as many as eleven members-at-large.

**Advisory Members.** The steering committee invites advisory members to its steering meetings on relevant topics as needed and determined by the steering committee. Advisory members do not have voting power.

**Quorum.** One-third of the active members of the Steering Committee shall constitute a quorum.

**Voting.** Each Steering Committee member shall have one vote, and voting cannot be done by proxy. The Steering Committee may establish rules and regulations that pertain to its meetings as approved by quorum.

**Removal of a Steering Committee Member.** A Steering Committee member may be removed by a majority vote when sufficient cause exists for such removal.

**Changing the Bylaws.** The Steering Committee reserves the authority to change the By-laws. See Article VIII.

**Establishing/Eliminating Committees.** The Steering Committee may eliminate or establish new committees as necessary to carry out the Network's business. Committees shall advance the Network's work. They are always subject to the final authority of the Executive Officers.

**Steering Committee Officers.** The Steering Committee Officers will consist of a President, Vice President, Secretary, and Past President from among its members. Officers cannot hold multiple roles simultaneously. Officers can only serve a maximum of two consecutive one-year terms in the same role. No officer can receive any salary or compensation for their role.

- **President.** The President shall preside over all membership and steering committee meetings. The President shall have such powers as may be reasonably construed as belonging to the chief executive of any organization. All committee members will be appointed by the President, with the advice and consent of the Steering Committee.
- **Vice President.** The Vice President shall become acting President of the organization with all the rights, privileges, and powers of the President in the event of the absence or inability of the President to exercise their duties.
- **Secretary.** The secretary will draft and maintain the minutes of Network business. The secretary will monitor network communications and present any business to the steering committee to consider.
- **Past President.** The Past-President will assume their position after the last term of being President. They will provide guidance and be a resource for officers and steering committee members. Unless in a Steering Committee role, the Past-President will not have voting privileges on the Steering Committee.

## ARTICLE VI – COMMITTEES

The permanent committees of the Network shall be the following:

**Executive Committee.** The Executive Committee shall consist of the Officers of the Steering Committee. The Executive Committee shall have the authority to transact business for the Network pending approval of the Steering Committee at a Steering Committee meeting.

**GIS Day Committee.** The GIS Day Committee shall plan the annual GIS Day event. The committee may involve Network members, individually or collectively, in annual GIS Day activities.

## ARTICLE VII – DUES

The Network shall not charge dues for membership.

## ARTICLE VIII – AMENDMENTS

Members of the Network are permitted to propose amendments to these By-laws for consideration by the Steering Committee. A vote at any regular Network meeting or a special meeting called for that purpose may amend the By-laws. Any member proposing an amendment must include it with the notice of the meeting and email it to the Steering Committee at least one week before the meeting. Any proposed changes to the By-laws must also be announced to the general membership at least one week before a vote. Notice will be provided by email using the Network's electronic listserv (CTGIS-L).