

As Amended June 30th, 2017

By Laws

of the

Long Island Geographic Information Systems (GIS) User Group

Article I **Name**

The name of this organization shall be the **Long Island Geographic Information Systems (GIS) User Group**, herein referred to as LIGIS.

Article II **Purpose**

LIGIS is established to:

1. Stimulate and encourage the advancement of an interdisciplinary, professional approach to the planning, design, operation, and use of Geographic Information Systems and related systems to meet the needs of public and the private sector in the Long Island, New York Region.
2. Provide a forum to discuss the standardization of data collection techniques and commonly agreed upon uniform standards of excellence for GIS users in the Long Island Region, and develop and promote a framework for mutual benefit, with the eventual goal of formulating data sharing guidelines and standards.
3. Foster communication and coordination among the sponsoring organizations, their local and national affiliates, and the various professional disciplines which comprise the membership of LIGIS.
4. Promote the development of the membership and interested parties by providing opportunities for the exchange of knowledge and information, for examination of GIS-based technological solutions to the needs of management and for the transfer of GIS-based technologies.

5. Facilitate the individual participation of the members in the affairs of LIGIS.
6. Promote and facilitate data sharing among LIGIS members and advocate communication with other GIS regional user organizations statewide.
7. Maintain contact, by means of newsletters, joint meetings, the LIGIS Website, and social media, with other regional GIS user groups to provide an awareness of items of statewide importance to those user groups where representatives of state and federal agencies are not members.
8. Promote the professional development of the membership by supporting such certifications as a 'Geographic Information Systems Professional' (GISP).

Article III **Membership**

Section 1

Membership in LIGIS is open to those individuals whose interests, background, or experience are similar to the purposes of LIGIS as stated in Article II. Furthermore, to be considered a "member", an individual must register on the Long Island GIS website (www.LIGIS.org), and attend a LIGIS User Conference.

Article IV **Steering Committee**

Section 1

There shall be a Steering Committee with representation from the general LIGIS membership, such as public, education and utility sectors utilizing GIS throughout Long Island. There shall be no less than 11 members on the Steering Committee.

Section 2 – *Nomination Process*

To be considered for nomination onto the LIGIS Steering Committee, you must:

- submit a resume and narrative (about why the candidate fits the open seats) to the

Steering Committee 6 weeks prior to the fall user conference

- have a professional job in the GIS field
- be a “member” for 2 or more years
- contribute to the betterment of GIS
- contribute an article/ presentation/ or involved with a LIGIS User Conference or alternative LIGIS activity
- have attended at least 4 LIGIS user conferences in the previous 4 years.

Voting by the LIGIS membership will be the final determination and will occur as terms expire.

Section 3 – Election Process

- The LIGIS chairman shall identify open seats of the Steering Committee and request the Election Sub-Committee to commence the nomination and election process.
- The Election Sub-Committee shall advertise the open seats at the spring conference with the requirement of the open seats.
- Candidates must meet the qualifications listed in Article IV – Section 2 above.
- The Election Sub-Committee shall verify the candidacy and post the bios of the approved candidates to the LIGIS website 2 weeks prior to the fall user conference.
- The Election Sub-Committee opens the election to the LIGIS members one day after the fall conference, and the election will run for seven days. The Election Committee will provide a platform to vote. You must be registered on the LIGIS website to gain access to the voting module.
- The Election Sub-Committee shall post the election results three days after the election close.
- The newly-elected Steering Committee member starts his/her term at the beginning of the new year (i.e. January 1st)

Section 4 – Special Election Process

At the discretion of the Steering Committee, a Special Election may be held to fill vacant seats where applicants should roughly follow the Nomination Process in Section 2. Please refer to ‘*Official LIGIS Steering Committee Terms*’ document for term length of newly elected individuals.

Section 5

All public sector members of the Steering Committee in good standing are eligible to vote. The private sector seat does *not* have a vote, nor does the private sector member have the ability to make or second a motion.

Section 6

A Steering Committee member shall serve until their term is up, that individual elects to resign, or is no longer a member in good standing. To be considered a member in good standing, individuals must attend the majority of the steering committee meetings per year which can be either in person or via conference call in addition to attending the semi-annual user conferences. Furthermore, a Steering Committee member that retires from his or her employment will be an Emeritus Steering Committee member and may be considered to serve in an advisory capacity at the discretion of the Steering Committee. This Emeritus position will have *no* vote or ability to make or second a motion.

Article V Officers

Section 1

The Steering Committee will have at least four officer posts - a Chairperson, a Deputy Chairperson, a Public Relations Officer and a Secretary.

Section 2

The Chairperson, Public Relations Officer, and the Secretary shall be nominated and elected by majority vote by the members of the Steering Committee Meeting to serve a three (3) year term, with consecutive terms permitted. The Officers must already be members of the Steering Committee in good standing for one year to be considered. The elected Chairperson must nominate a Deputy Chairperson as he/she feels appropriate which must be approved by a simple majority of Steering Committee Members.

Section 3

Should a Chairperson become unable to complete his or her respective three (3) year term due to them not being re-elected into their respective seat, they shall serve out the remainder of

the year upon which a new chair shall be voted in at the first Steering Committee Meeting.

Section 4

Should a Chairperson become unable to complete his or her respective three (3) year term due to circumstances other than stated above, the existing Deputy Chairperson shall take over as interim Chairperson until a new Chairperson can be elected at the next scheduled Steering Committee Meeting. The newly elected Chairperson shall serve out the remainder of the original term, at which time the regularly scheduled election for a new three (3) year term will take place as it normally would.

Section 5

Should the Deputy Chairperson, the Public Relations Officer, or the Secretary become unable to complete his or her respective three (3) term, the Chairperson may immediately nominate a member into the vacated position. This member must be approved by a simple majority vote of the Steering Committee Members.

Article VI Representation of the Long Island GIS Steering Committee

Section 1

There shall be seats for the following members on the Steering Committee:

- 1.) 1 Federal/ State Representative serving in Suffolk or Nassau Counties
- 2.) 2 Suffolk
- 3.) 2 Nassau
- 4.) 4 Town
- 5.) 2 Academic
- 6.) 2 Utility
- 7.) 1 Private Sector (3 year term; consecutive terms permitted)

Section 2

Terms for Steering Committee members shall be 3 years (consecutive terms permitted)

Section 3

The committee shall try its best to stagger terms so as to keep momentum going.

Section 4

If a seat does open due to retirement or member not being able to fulfill duties as a member in good standing, the position will be left vacant until the next election period.

Article VII Duties of Officers

Section 1 Chairperson

The Chairperson shall:

1. Provide guidance and coordination for the semi-annual or annual LIGIS Conference and Steering Committee activities.
2. Preside at meetings of the Steering Committee and of the membership.
3. Appoint all LIGIS Committees, including designating their committee chairpersons, unless otherwise provided for in these bylaws.
4. Call a minimum of 3 meetings of the Steering Committee.
5. Carry out any other duties as assigned by the Steering Committee.
6. Notify membership of elections, nominations, and amendments to by-laws at annual meetings.
7. In the event of a tie vote, the Chairman will cast his vote to break the tie

Section 2 Deputy Chairperson

The Deputy Chairperson shall:

1. Assist the Chairperson in the guidance and coordination of committee activities.
2. Assist the Chairperson in the development and implementation of activities associated with the goals and priorities of LIGIS.
3. Carry out other duties as assigned by the Chairperson.
4. In the absence of, or in the event of incapacity of the Chairperson, the Deputy Chairperson shall assume the duties of the Chairman.

Section 3 Public Relations Officer

The Public Relations Officer shall:

1. Organize and publish the “Coordinates Newsletter”
2. Maintain any and all Social Media including but not limited to Facebook, Twitter, LinkedIn, etc
3. Carry out any other duties as assigned by the Chairperson or Steering Committee
4. Maintain the LIGIS Website (www.LIGIS.org)

Section 4 Secretary

1. Maintain User Conference attendance
2. Maintain Steering Committee member
3. Keep and deploy meeting minutes

Section 5 Other Duties

The Officers shall perform other duties as required by these bylaws or customary to their office.

Article VIII Meetings & Semi-annual User Conferences

Section 1

User Conferences will be held twice each calendar year, preferably in the spring and fall. The fiscal year will begin January 1st and end December 31.

Section 2

Topics will support the purposes outlined in Article II of these by-laws. The Steering Committee will define topics for each conference.

Section 3

The Chairman of the Steering Committee will call for regular Steering Committee meetings. The Chairman will schedule at least 4 meetings of the Steering Committee for the upcoming year.

Section 4

At Steering Committee meetings, a quorum shall be denoted as 50% of the voting members plus one voting member, all of which should be members in good standing.

Article IX Committees

The following shall be considered standing committees:

1. Election
2. Coordinate Newsletter
3. LIGIS Website

Article X NYS GIS Association (NYSGISA) Affiliation

In April 2014, the Long Island GIS User Group and NYS GIS Association pledged to assist one another in supporting collective goals and objectives as well as encouraging participation by their respective members in one another's organization as appropriate. (*"A Memorandum of Understanding New York State Geographic Information Systems Association and the Long Island Geographic Information Systems User Group"*)

Article XI Amendment of Bylaws

A proposed amendment to these by-laws may, after discussion at a Steering Committee meeting, be adopted by a simple majority of the Steering Committee Membership when due notice (30 days) of the proposed by law amendment has been given to all Steering Committee members. By-law amendments cannot be made via Election Buddy, or any other online election software. If a vote is necessary at a meeting, a 3/4 vote of the quorum is sufficient to pass a motion that is in order.

Article XII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern LIGIS in all cases to which they are applicable except where they are inconsistent with these bylaws and any special rule of order LIGIS or the Steering Committee may adopt.