

**SPATIAL DATA COOPERATIVE
OF CANYON COUNTY**

Bylaws

July 6, 2011

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**Article I
NAME**

The name of this committee shall be the Spatial Data Cooperative of Canyon County, hereinafter referred to as the SDC. The SDC is a multi-agency co-operative of Canyon County Geographic Information System (GIS) data users.

**Article II
MISSION**

The mission of the SDC is to be a coordinated body of cooperative GIS professionals and users providing a technical forum for problem resolution as well as a forum for exchanging ideas and data related to the base map of Canyon County and its associated data (i.e. road centerline, hydrography, city boundaries, etc).

**Article III
MEMBERSHIP**

VOTING MEMBERS

The SDC shall be composed of representatives from co-operative agencies with a vested interest in the Canyon County data. Members shall have GIS technical experience and participate in the Canyon County Memorandum of Understanding (MOU). Most decisions will be made on an informal basis with a goal of consensus. Occasionally an official vote may have to take place. When this happens, voting privileges shall be accorded to one representative from the attached list of co-operative members that are in good standing (See Appendix 1).

- Any individual/agency in good standing that cannot attend a meeting when an official vote is to be held may vote absentee by submitting their vote via email to the current SDC president BEFORE the scheduled meeting. Should the president not be in attendance, s/he shall forward any such votes as well as his/her own vote to the other officers BEFORE the meeting.

ASSOCIATE MEMBERS

The SDC also recognizes the valuable contribution from agencies and individuals that do not formally participate in the Canyon County MOU, but are interested users of the data. All regular meetings of the SDC shall be open to any person or persons that have an interest in the business of the co-operative, but shall not be given a voting stake therein. Individuals and agencies not in good standing due to attendance shall also be considered associate members. Voting rights of individuals or agencies may be established or reestablished by achieving good standing status (see "Members in Good Standing").

MEMBERS IN GOOD STANDING

Members in good standing shall consist of two lists: individuals and agencies, which shall be tallied separately.

- An individual is in good standing if s/he has personally attended a majority (>50%) of the regular SDC meetings held in the last 12 months (excluding the current meeting).
- An agency is in good standing if it participates in the MOU and has made a presence (at least one member present) at a majority (>50%) of the regular SDC meetings held in the last 12 months (excluding the current meeting).

Individuals must be in good standing to vote in officer elections, make nominations, and be elected to or move up in office. All other official elections shall consist of one voting representative from agencies in good standing.

Individuals/agencies who lose good standing status shall have their voting privileges revoked and be considered an associate member on the respective list. Reestablishment of voting privileges shall be approved by a simple majority of voting members, or once the above attendance requirements have been met.

MEMBERSHIP AND CONTACT LIST

The primary contact list shall consist of current officers, voting members, and associate members of SDC, as well as all organizations that participate in the MOU. This list shall be reviewed and updated annually or as needed. Secondary contact lists may be created that include guests, former officers or members, or other contacts of SDC, if so desired by a general consensus of current members.

Article IV OFFICERS

The organization officers shall include a President, Vice-president, and Secretary. The responsibility of each officer is identified below.

PRESIDENT

The President shall preside over all meetings of the SDC. Duties shall include but not be limited to scheduling meeting locations and times, organizing discussion topics, preparing agendas and documents, and sending notices to all SDC members as needed.

VICE-PRESIDENT

In the absence of the President, the Vice-President shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. In the absence of the Secretary, the Vice-President shall perform all the duties of the Secretary.

SECRETARY

The Secretary shall take meeting notes of all meetings of the SDC and shall be the keeper the SDC membership in good standing list (see appendix 1). He/she shall keep membership records of the organization. The Secretary shall also be responsible for updating and maintaining the SDC website (see Article VIII).

OFFICER ELECTIONS

Officer elections shall be based on individuals, not agencies, who are in good standing. All individuals who are in good standing may vote in officer elections. A new Secretary shall be elected every year at the December meeting of the SDC. The role of President and Vice President shall be filled by the previous years Vice President and Secretary respectively. If one or both of the previous years officers cannot or do not want to serve in the following year then the vacant position can be filled by a simple majority vote. All SDC officers must be individuals in good standing in order to be nominated or to continue in office.

OFFICER RECALL

An officer may resign from office if s/he is no longer employed by a Canyon County agency, relocates, or otherwise becomes unable or unwilling to perform the duties of their position. Also, an officer who has shown poor attendance and/or is not performing their basic duties may be removed from office via a simple majority vote among individuals in good standing, and the recalled officer shall be notified. A replacement officer may be immediately elected or the other officers may choose to absorb the duties of that office. An officer who takes a leave of absence for health or family reasons may be reinstated upon their return.

Article V ***MEETINGS***

Meetings of the SDC shall generally be held on the first Wednesday of the month at a location selected by the group, except those months in which the Southwest Idaho GIS Users Group (SWIG) meets. Should a meeting need to be relocated, postponed, or cancelled, the SDC president shall give reasonable notice to all members. Special meetings of the SDC may be called by any two members upon serving reasonable notice to all members of the SDC. A quorum shall consist of a simple majority of voting members. The agenda for each regular or special meeting of the SDC shall be set by the President or his/her designee. SDC members may have items placed on the agenda at any time. Unless otherwise specifically agreed upon by the SDC, all matters before the SDC shall be disposed of by consensus. When consensus cannot be achieved, a simple majority vote may be held among agencies in good standing. Meetings of the SDC will be conducted in an informal manner unless a member requests that a specific item be dealt with according to Roberts' Rules of Order and the request is supported by a majority of members present.

Article VI ***DUTIES***

Duties of the SDC will be as follows:

- Will serve as a decision making body regarding technical issues related to Canyon County GIS data.
- Will work to promote regional GIS cooperation, planning and issues
- Will be the main planning body for future multi-organizational GIS projects.
- Will provide outreach in the form of information and education to elected officials and agencies that cannot send staff to regular meetings.
- Will depend on technical work groups or subcommittees for specific issues as needed.

Article VII
TECHNICAL WORK GROUPS

Occasionally the SDC may create a technical work group to examine details regarding specific issues to help the SDC make informed decisions. The mission, members, meetings, and duties of these committees are independent of the SDC but will give monthly reports to the SDC.

Article VIII
SDC WEBSITE

The SDC website is located at <http://sdc.gisidaho.org>. This website space is provided by GIS Idaho. The SDC website is primarily used to display meeting agendas and minutes, along with other information that is of value to the committee or its participants. The actual content of the website should be open to change as the SDC officers and committee see fit. The SDC Secretary is charged with updating and maintaining the website. When a new Secretary is elected the previous Secretary will pass down information on how to maintain the website to the new Secretary.

Article IX
AMMENDMENTS TO BYLAWS

These BYLAWS may be amended by an affirmative vote of a simple majority of the voting members present at the meeting when the election is held. A BYLAWS change shall be presented for consideration at a regularly scheduled meeting of the SDC, however, voting shall be deferred until the next regularly scheduled meeting at which the BYLAWS change was proposed.

Appendix 1
Members in Good Standing (as of 7/6/2011)

INDIVIDUALS

Kristi Watkins, President (8)
Kyle McAllister, Secretary (8)
Forrest Smith (7)
Travis Tyson, Vice President (7)
Jay Young (7)
Craig Tarter (6)
Zlatgo Grebenar (5)
Karla Baker (5)
Dave Marston (5)
Angie Hopf (5)

AGENCIES

Canyon County Sheriff's Office (8)
City of Caldwell (8)
City of Nampa (8)
Nampa Police Department (7)
Canyon County Assessor's Office (7)
COMPASS (6)