



MEMO

To: Montana Geospatial Information Advisory Council
From: Jennie Stapp, State Librarian
Subject: Montana Geospatial Information Advisory Council bylaws
Date: March 6, 2024

Council members Maureen Celander, Eric Spangenberg and I recommend adoption of the Council bylaws below.

MONTANA GEOSPATIAL INFORMATION ADVISORY COUNCIL BYLAWS

ARTICLE I: PURPOSE

A: Purpose: The purpose of the Montana Geospatial Information Advisory Council, (MGIAC), is described in MCA 90-1-402. The purpose of this part is to develop a standardized, sustainable method to collect, maintain, and disseminate information in digital formats about the natural and artificial land characteristics of Montana. Geospatial information changes continuously and is needed by businesses, citizens, governmental entities, and others in digital formats to be most effective and productive. This part will ensure that digital geospatial information is collected consistently, maintained accurately in accordance with standards, and made available in common ways for all potential uses and users, both private and public. Through planning and grant making, this part prioritizes consistent collection, accurate maintenance, and common availability of geospatial information to provide needed, standardized, and uniform geospatial information in digital formats.

ARTICLE II: MEMBERSHIP

B: Membership: The membership for the MGIAC is described in MCA 90-1-405.

(1) There is a geospatial information advisory council.

(2) The council is composed of the following members:

(a) the state librarian or the state librarian's designee who shall:



- (i) serve as the presiding officer, Chair, of the council; or
 - (ii) appoint the presiding officer, Chair, from among the other members of the council;
- (b) the director of the department of administration or the director's designee; and
- (c) to be appointed by the governor:
- (i) one director of a department established in Title 2, chapter 15, other than the department of administration. The director may designate a person to act in the director's absence.
 - (ii) two persons who represent county or municipal government, at least one of whom is active in geographic information systems;
 - (iii) one person who is employed by the federal government;
 - (iv) one person who is active in geographic information systems and represents private businesses;
 - (v) one person who represents tribal government interests;
 - (vi) one person who represents the Montana university system;
 - (vii) one person who is a member of a Montana association of GIS professionals; and
 - (viii) one person who represents the interests of a Montana association of registered land surveyors.
- (3) Council members shall serve staggered 3-year terms. Each council member may serve a maximum of three terms.
- (4) A vacancy on the council must be filled in the same manner as the original appointment, and the person appointed to fill the vacancy shall serve for the remainder of the unexpired term.
- (5) (a) A member of the council who is not an employee of the state or a political subdivision of the state is eligible to be reimbursed and compensated as provided in 2-15-122.
- (b) A member of the council who is an employee of the state or a political subdivision of the state is not entitled to compensation but is entitled to be reimbursed for expenses, as provided in 2-18-501 through 2-18-503.



(6) VOTING: Each MGIAC member shall have one vote. In case of a tie, the Chair will reopen discussion and a second vote will be called. If a subsequent tie occurs, the Chair will table the issue until the next council meeting.

(7) PARTICIPATION: If a MGIAC member is absent for two consecutive regularly scheduled meetings, the Chair will contact that member to assess that member's commitment to MGIAC and may suggest a replacement.

ARTICLE III: MEETINGS

C: MEETINGS:

(1) At the first meeting each calendar year, MGIAC Chair and members shall schedule two additional meetings, at approximately three-month intervals. MGIAC may schedule other meetings at their convenience, if needed.

(2) PROCEDURES: The usual parliamentary rules, as established in Robert's Rules of Order, shall govern all deliberations, unless in conflict with MCA Title 90, or other MCA statutes. The order of business may be altered or suspended at any meeting by a majority vote of the members present.

(3) AGENDA/ORDER OF BUSINESS: The agenda will be prepared by the Chair or their designee. The order of business will follow an agenda. The agenda will be distributed no less than two weeks preceding each meeting. Members are encouraged to contact the Chair with suggested agenda items.

(4) PROCESS: Items requiring action by MGIAC will be noted on the agenda. All agendas, documents, and minutes will be posted promptly to the MGIAC web site.

(5) QUORUM: At all meetings of the Council, a majority of the total number of members shall constitute a quorum for the transaction of business. The vote of a majority of the members in attendance, whether corporal or by means of electronic equipment, to hear, discuss, or act upon a matter, at any meeting at which a quorum is present shall be the act of the Council, except as may be otherwise specifically provided by statute, or these bylaws. If a quorum is not present at any meeting of the Council, then the members present thereat may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present.

ARTICLE IV: AFFILIATION/POINTS IF CONTACT

D: AFFILIATION/POINTS IF CONTACT: MGIAC may affiliate with one or more other organizations or institutions in furtherance of the purposes of MGIAC. Any such affiliation must be approved by a two-thirds, (2/3), majority vote of the votes cast by the members present. MGIAC will appoint points of contact to provide two-way communication between MGIAC and other local, regional, and national coordination and data development efforts.



ARTICLE V: AMENDMENTS

E: AMENDMENTS: Initial adoption of these by-laws requires a two-thirds majority vote of the MGIAC member present. Upon proposal to MGIAC, these by laws may be amended, repealed, or altered, in whole or in part, by a two-thirds majority vote, by the MGIAC members present. These by laws may be amended at any meeting of MGIAC, provided that a copy of any proposed amendment shall be mailed to the last recorded address of each member at least thirty days prior to the date of the meeting, and posted on the MGIAC web site at least thirty days prior to the date of the meeting in which the amendment is an agenda item.