

New York State Geospatial Advisory Council

Governance Document

The purpose of this document is to provide guidance on the structure and operation of the New York State Geospatial Advisory Council (GAC). Description of the Council structure and duties, terms and nomination, leadership structure, duties and election processes are addressed. Recommended meeting frequency and standardized agenda are also included.

Council Structure

The GAC shall be composed of 21 total members:

- 8 Local government
- 5 State government
- 2 Academia
- 2 Private sector/utilities
- 2 Not-for-profit
- 1 Federal
- 1 NYS GIS Association Board Member

Of the 21-member Council, the following five members are Ex Officio positions:

- NYS Geographic Information Officer (State government)
- NYS GIS Program Office Director (State government)
- Chair of the NYS GIS State Agency Advisory Group (State government)
- New York City Director of GIS (Local government)
- NYS GIS Association Past-President (NYS GIS Association Board Member)

Duties and Responsibilities of Council Members

Council members should make every reasonable attempt to attend Council meetings either in-person or virtually. Council members should make every effort to represent the Sector they are representing as a whole and avoid addressing Council issues from an organizational or even personal view point. Participation in all Council priority discussions is encouraged. Voting on all Council issues requiring a vote, Council leadership elections, and nominations for Council membership is required. Abstaining is considered voting.

Terms for Council Representatives

1. All members serve at the invitation of the State GIO. Appointments may be rescinded by the GIO at any time. Members who miss two or more regularly scheduled meetings in a year will be subject to removal from the Geospatial Advisory Council, at the discretion of the GAC members. Participation by teleconference is considered attendance..
2. Members will be appointed to 3-year terms, commencing in January.
3. If a term is vacated, the seat will remain open until a new person is named to the position at the next regular, annual nominating cycle. Terms lengths are person-specific, not position-specific. New appointees each begin a new 3-year term, and do not finish a term that was vacated early.
4. Term limits: There is a limit of 2 consecutive full terms (6 years total) for each member. After serving 2 consecutive terms, former members can be reappointed to the GAC, after a hiatus of 2 years. Former members who did not complete 2 full consecutive terms may be renamed to the GAC, at any time. Term lengths and limits do not apply to Ex Officio members.

Nomination Process

1. At the September Geospatial Advisory Council meeting, a Nominating Committee will be appointed by the GAC. At this time, the GAC Chair will provide the new committee with the List of Open Positions that need to be filled. The Nominating Committee should consist of four sitting members who meet one of the following criteria:

- Are not eligible for consideration to be nominated to a second term
- Are eligible for renomination, but have asked not to be considered for a second term

The committee should be made up representatives from specific sectors:

- 1 state government representative
- 1 local government representative
- 1 academic representative
- 1 additional representative from any sector

2. Between the September and December meetings, the Nominating Committee should perform the following duties:
 - a. Determine how many, if any, candidates they would like to consider to fill the open positions.
 - b. Contact eligible current members on the List of Open Positions, to determine if these individuals have interest in serving a second consecutive term.
 - c. Inform the Ex Officio NYS GIS Association Council member of how many, if any, candidates they would like to request from the Association, as potential nominees to fill one or more of

these vacancies. The request should indicate the expected obligations, specify the positions that are expiring, and identify the sectors they represent. It is up to the Association Board to determine the best method for soliciting candidates from its membership. The list of candidates should be provided by no later than Oct. 15th.

- d. If needed, the Nominating Committee should identify other potential candidates through whatever means they deem appropriate.
 - e. Assess all identified candidates. The Committee should review its own candidates and the submissions from the Association, but is not obligated to choose nominees solely from among the Association's submissions. Considerations for nomination include the following:
 - o Willingness to serve if appointed
 - o Prior involvement in GIS coordination activities (Active role in GIS as part a component of their job, participation in local/regional user groups, GIS workgroups, etc.)
 - o Commitment of time
 - o Ability to represent their sector - Nominees should be fully capable of broadly representing the sector they are chosen to represent, but need not be employed directly by that sector; The Council recognizes situations where employees of one sector deal extensively with customers in another, and may be appropriate to represent the other sector's interests and concerns
 - o NYS GIS Conference attendance
 - o Recommended by an existing Geospatial Advisory Council member
 - o Seek geographic distribution – reach into regional user groups as needed.
 - o Bring new blood when possible
 - o No "required" agencies; seek variety
 - f. Determine the slate of candidates they would like to endorse, and acquire résumés for these nominees.
3. Two weeks prior to the December meeting, a slate of nominees should be presented to the Geospatial Advisory Council via email. Résumés should accompany submitted names.
 4. Prior to the December Geospatial Advisory Council meeting, GAC members should present any opinions or concerns that they have with the proposed slate, via email.
 5. At the December Geospatial Advisory Council meeting, the Nominating Committee should formally present the proposed slate for endorsement, by majority vote of the Council. If any candidate is not approved, the Nominating Committee should discuss other alternatives for consideration, and eventual approval by the GAC.
 6. After the December meeting, the GIO should officially invite the endorsed candidates to the Council.

Council Leadership

Positions and Responsibilities:

- Chair: Develop and propose draft agenda for Council meetings. Ensures draft agenda and previous meeting minutes are sent to Council members for suggested agenda items and corrections/modifications to meeting minutes at least 3 weeks prior to the next Council meeting. Preside over Council meetings.
- Vice Chair: Preside over Council meetings in absence of Chair and assist Chair in carrying out duties and responsibilities.
- Executive Director: NY State's Geospatial Information Officer (GIO). Act as conduit between State GIS Program Office/OITS and Council. Keep Council abreast of all statewide Geospatial activities. Promote awareness of the Council and its initiatives with state officials. Work closely with the Chair regarding issues that develop in between Council meetings to determine whether ad-hoc Council meeting/notification is required. Work closely with NYS GIS Program Office to keep abreast of that Office's work priorities and advance any potential issues to Chair for consideration of interim Council meeting/notification. Work closely with NYS GIS Program Office in securing GAC meeting facilities and logistics.
- GIS Program Office (GPO): Endeavors to best of its ability to advance Council priorities within limitations of other Office priorities, resources and budget. Provide a staff report during Council meetings. Provide update on priorities identified by the Council for the year during Council meetings. Work closely with NYS GIO in securing GAC meeting facilities and logistics.
- Recorder: GIS Program Office staffer as designated by the GPO Director, captures Council minutes. Minutes will be sent to Chair no later than 2 weeks after Council meeting.

Election of Chair and Vice Chair

- Both Chair and Vice Chair positions are elected by the Council, and are 1 year terms. There is a 2 term limit.
- To be considered eligible for election to Chair or Vice Chair, a candidate must have served at least one year as a Council member, and must have at least one year remaining in the current term.
- The GIO, GIS Program Office Director, and NYS GIS Association Representative are not eligible for these positions.

- The current Chair will share a slate of eligible candidates with Council members at the December Council meeting.
- Eligible candidates not wishing to be considered for Chair or Vice Chair position must opt out of being considered for election at the December Council meeting.
- After the December Council meeting, an email with a slate of candidates will be sent to all Council members and a link to an online election tool will be included. Elections will be open for two weeks. All Council members are eligible to vote. One vote per Council member.
- The Chair will be elected by plurality (candidate with the most votes) and the Vice-chair will be the runner up (candidate with the second most votes). In the event a clear Vice-Chair candidate is not selected, the Chair will select a Vice-Chair from the slate of runner-ups.
- Chair and Vice-Chair will be announced via email, by January 15.

Meeting Frequency

In-person meetings (with call-in capabilities) are held quarterly. Additional in-person or conference call meetings may be called for special topics on an as-needed basis.

Meeting Decisions

Any potential action will be presented as a motion and discussed. After adequate discussion, the motion will be put to a vote by Council members present at the meeting. A quorum of 11 members (including those calling in) is required to act upon a motion. Motions will be passed by a simple majority.

Meeting Agenda

Council members will be predominantly responsible for agenda topics. There are items that should be recurring agenda items:

- Review of Agenda
- Approval of prior meeting's minutes
- Council Reports:
 - Chair Report – Chair's discretion e.g., "Organization Issues"

- Executive Director Report – Relevant national and statewide activities in relation to Council priorities
- GIS Program Office Director’s Staff Report – Summarize the activities of the Program Office since last Council meeting as they relate to Council priorities
- Council Priorities – Update on any Council priorities not addressed during Council Reports
- Associate Organization & Work Group Reports
 - NYS GIS Association
 - NYS GIS State Agency Advisory Group
- Guest presentation (optional)
- Topics from the Sectors – Open discussion/decision-making portion of meeting. Opportunity for Council members to give updates on work/issues in their Sector/organization
- Upcoming meeting schedule
- Adjourn