

# **Strategic Geospatial Coordination Committee By-Laws**

## **Mission**

The Strategic Geospatial Coordination Committee, hereto referred to as the SGCC, is a regional consortium of geospatial service providers whose purpose is providing strategic direction in facilitating or addressing geospatial services and projects, coordinating technical standards, and administering fiscal resources.

## **Goals and Objectives**

The primary goals and objectives of the SGCC are as follows:

1. Policy Guidance and Development: To serve as the primary forum for members to establish consensus on policy and guidance necessary in instituting and sustaining comprehensive technical and business practices required by a successful GIS community.
2. Data: To facilitate the management, aggregation, and publication of local data in coordination with the respective data owner.
3. Services: To identify opportunities and implement programs to collectively support, broaden and integrate existing GIS technical and business services to the benefit of the GIS community as a whole.
4. Projects: To facilitate the collaboration and coordination of the GIS community in developing projects that meet common requirements.
5. Support: To facilitate the collaboration and coordination of the GIS community in the provision of GIS related support resources of a technical, educational, and business nature.
6. Fiscal: To provide the means necessary to manage funds dedicated to SGCC by members or other sources and apply them toward requirements identified by SGCC members.

## **Staff Support**

Support will be provided to the SGCC by the San Antonio-Bexar County Metropolitan Planning Organization (MPO) staff. Staff support will include providing meeting space, electronic meeting notices, meeting summary notes, use of audio-visual equipment,

postage, clerical, purchasing and procurement support within limitations imposed by budgetary and personnel considerations.

All members shall receive notification of meetings and other information via e-mail. U.S. postal service mail will be used, when appropriate, for the forwarding of SGCC materials, or when e-mail services are unavailable.

## **Membership**

### Composition

The membership will consist of representatives from ten (10) permanent organizations and three (3) at-large members or organizations:

- Alamo Area Council of Governments
- Bexar Appraisal District
- Bexar County
- Bexar Metro 9-1-1
- City of San Antonio
- Comal County
- City of New Braunfels
- San Antonio-Bexar County MPO
- San Antonio River Authority
- San Antonio Water System
- Three (3) at-large members to be selected by the committee

The membership will consist of a total of thirteen (13) members.

Each member organization shall name one primary and one alternate member.

No term limits are being specified at this time for the permanent organization members.

At-large members shall serve renewable two-year terms.

### Termination

SGCC membership shall be voluntary and may be self-terminated at any time, with written notification to the MPO. Should a member agency obligate itself contractually to a project and/or a purchase, said member will be held to the terms and conditions of said contract regardless of their membership status. Withdrawal from the SGCC shall not relieve a member from any contractual commitments that they may be subject to. Any contract created and signed by SGCC member organizations is exclusive to said organizations and in no way obligates non-signatory SGCC members.

## **Officers and Subcommittees**

The SGCC will be governed by a Chair and a Vice Chair.

The Chair and Vice Chair will be elected annually by a vote of simple majority of a quorum of committee members.

The term of service for the Chair and Vice Chair shall be one year, or until an elected successor takes office.

The Chair shall schedule meetings, and may appoint subcommittees to review and recommend actions be taken by the SGCC.

In the event that the Chair is unable to complete his/her term, the Vice Chair shall succeed him/her and an election for Vice Chair will be held.

Any SGCC member can notify the MPO staff liaison of items to be placed on an agenda in accordance with the timeframe established by Texas open Meetings.

## **Voting**

A quorum must be present in order for the SGCC to take action on any item.

A quorum shall consist of a simple majority of the SGCC membership.

An organization's alternate member will only count towards a quorum when the primary member is absent.

An organization must be in physical attendance (primary or alternate member) in order to cast a vote.

Each member organization shall have one vote.

An organization's alternate member will only vote when the organization's primary member is absent.

All members shall be obligated to recuse themselves from casting votes on any issue where a conflict of interest is present, or may reasonably be anticipated.

By-law revisions shall require a two-thirds majority vote of the SGCC in order to carry.

By-law adoption and subsequent revisions are subject to MPO Transportation Policy Board action.

Any other motion submitted to a vote shall require a simple majority of the voting members present in order to carry.

## **General Membership Responsibilities and Benefits**

### Obligations

Should a member fail to attend three consecutive meetings of the SGCC, the Chair may recommend that the member be removed and replaced by an alternate or by selecting a representative from previously submitted applications.

No organization shall by virtue of its membership on the SGCC be obligated to:

- participate in the purchase of products or services
- universally adopt specific data or technology formats or standards
- distribute data which is considered proprietary or sensitive

### Data Sharing

No member shall be required to provide access to data that is not offered as part of the SGCC data pool, where *data pool* refers to all data that SGCC members agree to share, under the terms of these bylaws. The data pool may exist:

- by reference, in that physical files may remain with the originating agency, with metadata (data descriptions) cited in a Master Index File. The Master Index File shall be maintained at the San Antonio-Bexar County MPO and/or other site, as may be designated by the SGCC.
- as a physical, centralized repository, accessible through a Wide Area Network, dial-up facilities, Internet access, or physical site visit.
- as a virtual repository, in which data resides at numerous physical sites with WAN connections for replication and/or access.

No member shall be required to bear an unreasonable burden of labor in making data available to other members.

### Use of Data

Member organizations shall be eligible to distribute all public data. Exceptions would include instances where vendor contractual agreements may impose specific limitations.

Members shall be entitled to recover costs associated with data development and distribution, as provided for by Texas laws governing public data.

Contracts for proprietary, or copyrighted data, may exclude certain non-public sector members, if such exclusion is required by the contractor and permitted under the State of Texas Public Information Act, [Government Code Chapter 552](#).

### *Project Development*

The SGCC will facilitate regional project development through cooperative participation in the design, funding, implementation, and sustainment of projects supporting regional geo-spatial requirements common to member organizations.

Participation in all SGCC projects shall be strictly voluntary.

Project requirements, obligations, guidelines may be specified in formal written agreements; any organization officially participating in said agreements will be bound to the terms of said agreement regardless of SGCC membership status.

Project requirements, obligations, guidelines may also be specified informally between members. Any participation by organizations in said projects is strictly voluntary.

Cooperative projects may be suggested by any member entity.

Commitments of staff and funds shall be project specific and determined in a fashion acceptable to all participants.

Data products derived from cooperative projects shall be made available based on the terms and conditions defined by the projects participants and any licensing provisions, privacy laws, or other legally binding stipulations.

The SGCC is eligible to submit projects to be completed by a contractor/consultant to the MPO for possible funding using PL-112 funds or other funding sources managed by the MPO. Such projects will follow MPO purchasing/procurement rules and the MPO shall serve as a trustee of any resulting deliverables.

### *Product Discounts and Cost Reductions*

All SGCC member organizations shall be entitled to discounts on products and services negotiated by the MPO, SGCC, or its designee and subject to any exclusions that may be required under the terms and conditions of the corresponding project contract.

The SGCC will strive to reduce the overall costs of public geo-spatial projects and services through shared purchases, licensing agreements, and general collaboration.

# Strategic Geospatial Coordination Committee

## Authorization for Participation

I hereby authorize the individual(s) named below to represent our organization in the activities of the regional Strategic Geo-Spatial Coordination Committee (SGCC). I understand that our participation is voluntary and that our agency is under no obligation to participate in projects or the acquisition of any products, or services. Our agency agrees to abide by the SGCC by-laws and to participate in good faith in the promotion and facilitation of the mission and goals set forth by said by-laws.

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*Organization Name*

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*Primary Representative/E-mail Address*

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*Designated Alternate/E-mail Address*

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*Authorizing Signature*

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*Date*