

KENTUCKY GEOGRAPHIC INFORMATION ADVISORY COUNCIL
OPERATING PROCEDURES

SECTION I – COUNCIL MEMBERSHIP, OFFICERS, AND COMMITTEES

A. MEMBERSHIP COMPOSITION

1. The Geographic Information Advisory Council (Council) is composed of members as designated or appointed in accord with KRS 42.740, (4)(a).
2. A Council member may not be an officer, employee, or paid consultant of a business entity that has, or of a trade association for business entities that has a substantial interest in the geographic information industry and is doing business in the Commonwealth; or as otherwise specified in KRS 42.740 (6).

B. TERM

The term of the appointment of Council members shall be four (4) years as specified by KRS 42.740 (8).

C. VACANCIES

Vacancies in the membership of the Council shall be filled in the same manner as the original appointments, as specified by KRS 42.740 (8).

D. COMPENSATION

Members of the Council shall serve without compensation, as specified by KRS 42.740 (9).

E. DUTIES

The Council is authorized to perform all action as set out in KRS 42.742, as follows:

1. Recommending the development and adoption of policies and procedures related to geographic information and geographic information systems;
2. Providing input and recommendations for the development of a strategy for the maintenance and funding of a statewide base map and geographic information system;
3. Recommending standards on geographic information and geographic information systems for inclusion in the statewide architecture;
4. Contributing to the development and delivery of a statewide geographic information plan;
5. Overseeing the development of operating policies and procedures for the management of the council and any standing or ad hoc committees and associated advisory groups; and
6. Promoting collaboration and the sharing of data and data development, as well as other aspects of geographic information systems.

F. OFFICERS

1. The Council shall have two officers, the executive director of the Commonwealth Office of Technology or her or his designee shall serve as Chairperson as referenced in KRS 42.740 (4) (a) 5. The second officer shall be the Vice-Chairperson who shall be appointed by the Chairperson. The Chairperson may appoint a Vice Chairperson from the GIAC membership or from the executive staff of the Commonwealth Office of Technology.
2. If the Chairperson resigns or the position otherwise becomes vacant before expiration of the term, the Vice-Chairperson shall automatically succeed as Chairperson until an acting or new executive director of the Commonwealth Office of Technology is appointed.
3. If the Chairperson and Vice-Chairperson resign at the same time or if the positions become vacant at the same time, the acting executive director of the Commonwealth Office of Technology assumes the position of Council Chairperson and may appoint a new Vice-Chairperson.

G. DUTIES OF OFFICERS

1. Chairperson

The Council Chairperson shall preside at all meetings of the Council, sign official documents of the Council, recommend creation of standing committees, appointment of committee members and committee chairpersons as s/he deems appropriate.

2. Vice Chairperson

The Vice Chairperson shall perform all the duties of the Chairperson in the temporary absence of the Chairperson, except as otherwise provided by these Operating Procedures and such other duties as the Chairperson may designate. The Vice-Chairperson shall serve as the Chairperson of the Executive Committee.

H. COMMITTEES

1. Committees of the Council shall include an executive committee, and may include other standing (permanent) committees and technical advisory committees (which may be created as the need arises and are disbanded when they have completed their tasks). Subcommittees may be created for standing and special committees as the need arises.
2. The creation or abolishment of standing committees shall be accomplished by vote of the entire Council. The creation of technical advisory committees shall be the prerogative of the Chairperson with concurrence of the Executive Committee. Membership and duties of standing committees and special committees shall be reviewed as needed.
3. Chairpersons of all committees shall be appointed by the Council Chairperson or as the Council Chairperson may determine, a committee chairperson may be elected by the committee members. Unless directed otherwise by the Council Chairperson, a chairperson of a technical advisory committee may request the participation of other members of the Council or other qualified individuals to serve on the committee as they deem appropriate.

SECTION II – EXECUTIVE COMMITTEE OF THE COUNCIL

A. PURPOSE

1. The routine business of the Council shall be vested in and managed by an Executive Committee, as authorized in KRS 42.740 (5).
2. The Council Vice-Chairperson shall serve as Chairperson of the Executive Committee.

B. COMPOSITION

The membership of the Executive Committee is composed of the Council Vice-Chairperson, the Chairpersons of any standing committees and other Council members who may be appointed by the Vice-Chairperson. Collectively, the membership of the Executive Committee should be representative of and reflect the diversity of the entire membership of the Council.

C. DUTIES

1. The Executive Committee is authorized to review, advise, recommend and facilitate the implementation of actions regarding any GIS related proposals consistent with the duties of the Council, as set out in KRS 42.742 and Section I, E, above.
2. Executive Committee actions shall be reported to the Council at its next scheduled meeting.
3. The Executive Committee may be consulted by the Commonwealth Office of Technology for the selection of the Director for the Division of Geographic Information.
4. The Executive Committee may act on behalf of the Council when the Chairperson determines it is not possible or practical to call a Council meeting. When this occurs, actions by the Executive Committee shall be reported in writing to the Council's members within five business days and shall be ratified by the Council at the next scheduled meeting.

SECTION III – VOTING

A. QUORUM AND BINDING ACTION

1. For purposes related to the Council, a majority of the Council members shall constitute a quorum, as referenced in KRS 42.740 (10).
2. For purposes related to the Executive Committee of the Council, a majority of the members in attendance at the meeting shall constitute a quorum. Binding action by the Executive Committee shall be by majority vote of the Executive Committee members, or their proxies, present at a meeting.

3. For purposes related to Standing Committees and Technical Advisory Committees of the Council, a quorum for transaction of business is defined as the members of the committee present at any meeting of that committee. Binding action shall be by majority vote of the committee members present at the meeting.

B. PROXY VOTING

Proxy voting shall be allowed.

C. VOTING PROCEDURES

Voting procedures for the Council, the Executive Committee of the Council and all other committees of the Council shall be determined by the Council Chairperson or by his/her authorized delegate.

SECTION IV – MEETINGS

A. COUNCIL AND EXECUTIVE COMMITTEE MEETINGS

The Council shall meet quarterly. The Executive Committee shall meet monthly.

B. COMMITTEE MEETINGS

The chairperson of a committee may call a meeting of the committee by either written or oral communications, citing the time and place of the meeting. At least forty-eight (48) hours advanced notice shall be provided each member prior to a committee meeting.

SECTION V – RULES OF CONDUCT FOR MEETINGS

Meetings of the Council, the Executive Committee and all other committees of the Council shall be conducted in general accord with the current revisions of Robert's Rules of Order where applicable, except when inconsistent with these Operating Procedures or KRS 42.740.

SECTION VI – ADOPTION, AMENDMENT, AND PUBLICATION

A. ADOPTION

These Operating Procedures must be approved by a majority vote of the members of the Council at a regular meeting of the Council.

B. AMENDMENT

These Procedures may be amended by majority vote of the members during any meeting of the Council at which a quorum is present. Any proposed amendment(s) shall be submitted in writing to each member of the Council five (5) business days in advance of the meeting wherein voting on the amendment is to occur.

C. PUBLICATION

These Operating Procedures shall be published on the Council's website upon approval.

SECTION VII – EFFECTIVE DATE

These Operating Procedures are effective as of that date of adoption by the Council.

Adopted: 06/04/13 by Kentucky's Geographic Information Advisory Council

KENTUCKY REVISED STATUTES

42.740 Geographic Information Advisory Council -- Purpose -- Members -- Conflicts of interest.

- (1) There is hereby established a Geographic Information Advisory Council, attached to the Commonwealth Office of Technology for administrative purposes, to advise the executive director of the Commonwealth Office of Technology on issues relating to geographic information and geographic information systems.
- (2) The council shall recommend policies and procedures that assist state and local jurisdictions in developing, deploying, and leveraging geographic information resources and geographic information systems technology for the purpose of improving public administration.
- (3) The council shall closely coordinate with users of geographic information systems to recommend policies and procedures that ensure the maximum use of geographic information by minimizing the redundancy of geographic information and geographic information resources.
- (4) The Geographic Information Advisory Council shall consist of twenty-four (24) members and one (1) legislative liaison. The members shall be knowledgeable in the use and application of geographic information systems technology and shall have sufficient authority within their organizations to influence the implementation of council recommendations.
 - (a) The council shall consist of:
 1. The secretary of the Transportation Cabinet or his designee;
 2. The secretary of the Cabinet for Health and Family Services or his or her designee;
 3. The director of the Kentucky Geological Survey or his designee;
 4. The secretary of the Finance and Administration Cabinet or his designee;
 5. The executive director of the Commonwealth Office of Technology or her or his designee, who shall serve as chair;
 6. The secretary of the Economic Development Cabinet or his designee;
 7. The commissioner of the Department for Local Government or his designee;
 8. The secretary of the Justice and Public Safety Cabinet or his designee;
 9. One (1) member appointed by the Governor from a list of three (3) persons submitted by the president of the Council on Postsecondary Education;
 10. The adjutant general of the Department of Military Affairs or his designee;
 11. The commissioner of the Department of Education or his designee;
 12. The secretary of the Energy and Environment Cabinet or his designee;
 13. The Commissioner of the Department of Agriculture or his designee;
 14. The secretary of the Tourism, Arts and Heritage Cabinet or his designee;

15. Two (2) members appointed by the Governor from a list of six (6) persons submitted by the president of the Kentucky League of Cities;
 16. Two (2) members appointed by the Governor from a list of six (6) persons submitted by the president of the Kentucky Association of Counties;
 17. One (1) member appointed by the Governor from a list of three (3) persons submitted by the president of the Kentucky Chapter of the American Planning Association;
 18. One (1) member appointed by the Governor from a list of three (3) persons submitted by the president of the Kentucky Chamber of Commerce;
 19. One (1) member appointed by the Governor from a list of three (3) persons submitted by the president of the Kentucky Association of Land Surveyors;
 20. One (1) member appointed by the Governor from a list of three (3) persons submitted by the president of the Kentucky Society of Professional Engineers;
 21. One (1) member appointed by the Governor from a list of three (3) persons submitted by the chairman of the Kentucky Board of Registered Geologists; and
 22. One (1) member appointed by the Governor from a list of three (3) persons submitted by the president of the Council of Area Development Districts.
- (b) The council shall have one (1) nonvoting legislative liaison, to be appointed by the Legislative Research Commission.
- (5) The council may have committees and subcommittees as determined by the council or an executive committee, if an executive committee exists.
- (6) A member of the council shall not:
- (a) Be an officer, employee, or paid consultant of a business entity that has, or of a trade association for business entities that have, a substantial interest in the geographic information industry and is doing business in the Commonwealth;
 - (b) Own, control, or have, directly or indirectly, more than ten percent (10%) interest in a business entity that has a substantial interest in the geographic information industry;
 - (c) Be in any manner connected with any contract or bid for furnishing any governmental body of the Commonwealth with geographic information systems, the computers on which they are automated, or a service related to geographic information systems;
 - (d) Be a person required to register as a lobbyist because of activities for compensation on behalf of a business entity that has, or on behalf of a trade association of business entities that have, substantial interest in the geographic information industry;
 - (e) Accept or receive money or another thing of value from an individual, firm, or corporation to whom a contract may be awarded, directly or indirectly, by rebate, gift, or otherwise; or
 - (f) Be liable to civil action or any action performed in good faith in the performance of duties as a council member.

- (7) Those council members specified in subsection (4)(a) of this section who serve by virtue of an office shall serve on the board while they hold that office.
- (8) Appointed members of the council shall serve for a term of four (4) years. Vacancies in the membership of the council shall be filled in the same manner as the original appointments. If a nominating organization changes its name, its successor organization having the same responsibilities and purposes shall be the nominating organization.
- (9) The council shall have no funds of its own, and council members shall not receive compensation of any kind from the council.
- (10) A majority of the members shall constitute a quorum for the transaction of business. Members' designees shall have voting privileges at council meetings.

Effective: July 12, 2012

History: Amended 2012 Ky. Acts ch. 69, sec. 10, effective July 12, 2012. -- Amended 2010 Ky. Acts ch. 24, sec. 35, effective July 15, 2010; and ch. 117, sec. 31, effective July 15, 2010. -- Repealed, reenacted, and amended 2009 Ky. Acts ch. 12, sec. 9, effective June 25, 2009; and amended 2009 Ky. Acts ch. 16, sec. 2, effective June 25, 2009. -- Amended 2007 Ky. Acts ch. 47, sec. 5, effective June 26, 2007; and ch. 85, sec. 5, effective June 26, 2007. -- Amended 2005 Ky. Acts ch. 85, sec. 33, effective June 20, 2005; ch. 95, sec. 5, effective June 20, 2005; ch. 99, sec. 5, effective June 20, 2005; and ch. 123, sec. 65, effective June 20, 2005. -- Repealed, reenacted, and amended 2000 Ky. Acts ch. 506, sec. 8, effective July 14, 2000; and ch. 536, sec. 8, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 48, sec. 4, effective July 15, 1998; ch. 69, sec. 23, effective July 15, 1998; and ch. 426, sec. 87, effective July 15, 1998. -- Amended 1997 (1st Extra. Sess.) Ky. Acts ch. 1, sec. 40, effective May 30, 1997. -- Created 1994 Ky. Acts ch. 327, sec. 4, effective July 15, 1994.

Formerly codified as KRS 11.515 and 61.958.

42.742 Duties of Geographic Information Advisory Council.

- (1) The Geographic Information Advisory Council's duties shall include the following:
 - (a) Recommending the development and adoption of policies and procedures related to geographic information and geographic information systems;
 - (b) Providing input and recommendations for the development of a strategy for the maintenance and funding of a statewide base map and geographic information system;
 - (c) Recommending standards on geographic information and geographic information systems for inclusion in the statewide architecture;
 - (d) Contributing to the development and delivery of a statewide geographic information plan;
 - (e) Overseeing the development of operating policies and procedures for the management of the council and any standing or ad hoc committees and associated advisory groups; and
 - (f) Promoting collaboration and the sharing of data and data development, as well as other aspects of geographic information systems.
- (2) The Division of Geographic Information Systems shall provide necessary staff support services to the council. All cabinets, departments, divisions, agencies, and officers of the Commonwealth shall furnish the council necessary assistance, resources, information, records, or advice as it may require to fulfill its duties.

Effective: July 12, 2012

History: Amended 2012 Ky. Acts ch. 69, sec. 11, effective July 12, 2012. -- Repealed, reenacted, and amended 2009 Ky. Acts ch. 12, sec. 13, effective June 25, 2009. -- Amended 2005 Ky. Acts ch. 85, sec. 36, effective June 20, 2005. -- Repealed, reenacted, and amended 2000 Ky. Acts ch. 506, sec. 9, effective July 14, 2000; and ch. 536, sec. 9, effective July 14, 2000. -- Created 1994 Ky. Acts ch. 327, sec. 5,