



## **THE CHEYENNE/LARAMIE COUNTY COOPERATIVE GEOGRAPHIC INFORMATION SYSTEM EXECUTIVE COMMITTEE BY-LAWS**

### **Purpose and Duties**

As set forth in City of Cheyenne Resolution #4758 and Laramie County Resolution #050906-04, both entitled: "A RESOLUTION ESTABLISHING THE CHEYENNE/LARAMIE COUNTY COOPERATIVE GIS PROGRAM, EXECUTIVE COMMITTEE, TECHNICAL AND USER GROUPS, TRAINING AND TECHNICAL RESOURCE CONSORTIUM, AND TO ESTABLISH GUIDELINES FOR THE DISTRIBUTION OF PRODUCTS OF THE PROGRAM", the GIS Executive Committee has adopted these rules governing its power of making recommendations to guide the development of the Cheyenne/Laramie County Cooperative GIS and the procedures for the exercise of conducting business. These rules shall guide the conduct of the official business of the GIS Executive Committee and serve as By-Laws for the Committee.

The GIS Executive Committee is charged with the responsibility of addressing policy issues, implementation issues, standards issues, pricing guidelines and will provide general guidance to GIS work which will govern the operation of the Cheyenne/ Laramie County Cooperative GIS. The Executive Committee may also appoint other Committees and/or Subcommittees as are necessary to maintain the effectiveness and efficiency of the cooperative GIS.

### **Membership**

The Executive Committee to the Cheyenne/Laramie County Cooperative GIS Program will be comprised of a representative, appointed by that group, of each of the following organizations with one vote each:

- City of Cheyenne - Mayor
- City of Cheyenne - City Council
- Laramie County Commissioners
- Laramie County Elected Officials
- City of Cheyenne Board of Public Utilities
- Cheyenne Metropolitan Planning Organization

This Committee shall also be comprised of the following (non-voting) ex-officio members:

Department Directors of any agency involved in the Cheyenne/Laramie  
County Cooperative GIS Program.  
Technical Group representative.

### **Officers**

The officers of the GIS Executive Committee shall consist of a Chairman, Vice-Chairman, and Secretary and such other officers as the Committee may wish to appoint. The Chairman and Vice-Chairman shall be elected by the Committee membership at its annual meeting. The term of the Committee Chairman shall be for at least one (1) year, but not for more than two (2) consecutive terms. The duties of the officers shall be those normally associated with the offices.

The Coordinator for the GIS Cooperative Program will act as the Secretary of the GIS Executive Committee in order to provide coordination between the various agencies. Election of the Secretary will take place at the annual meeting. The term of the Secretary shall not be limited to a time frame and may be continuous.

### **Meetings**

The GIS Executive Committee shall meet at the call of the Chairman or upon oral or written request of three (3) Committee members, or in any event approximately once every three (3) months. The annual meeting of the Board shall be held in January of each year. Two-thirds (2/3) of the voting membership of the Committee shall constitute a quorum for the Committee meetings. Roberts Rules of Order shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Committee.

### **Adoption and Amendment**

These By-Laws may be altered, amended, or repealed by the affirmative vote of a majority of the six (6) voting members of the GIS Executive Committee voting at any special or regular meeting when the amendment is an agenda item and has been provided to the Committee members in written form at least (5) working days prior to that regular or special meeting.

October 12, 2006