

**BYLAWS
ST. TAMMANY
GEOGRAPHIC INFORMATION SYSTEMS DISTRICT**

ARTICLE I. GENERAL PROVISIONS

Section 1. Establishment

- (a) This body is established by Act of the 2014 Regular Session (R.S. 33:130.791 et seq. and hereinafter “Act”) of the Louisiana Legislature, effective August 15, 2014.

Section 2. Name

- (a) As provided by the Act, the name of this body shall be the St. Tammany Geographic Information System District (hereinafter “District”).

Section 3. Location

- (a) As provided by the Act, the District shall be domiciled in St. Tammany Parish.

ARTICLE II. PURPOSE

The District was established by law to provide for interagency cooperation in the sound development of parish geographic information systems (GIS) and related information technology for the Parish of St. Tammany, State of Louisiana.

Section 1. Purpose

- (a) The purpose of the District shall be to assist in the development and application of geographic information systems, including but not limited to base data regarding property ownership, population, demographics, political boundaries, emergency service areas, land use, streets, addresses, roads, bridges, utilities, easements, servitudes, rights-of-way, subdivisions, flood plains, zoning, repetitive loss, severe repetitive loss properties and subdivision restrictions.
- (b) The District may also assist with homeland security and emergency preparedness as well as the technical aspects and support of the various geographic information system computer systems of political subdivisions and other public entities within the Parish of St. Tammany, including but not limited to advice and support on geographic information system hardware, software, networking, or other such geographic information system information technology issues.

ARTICLE III. DUTIES

Section 1. As provided by the Act

- (a) To direct the activities of a District, established to provide recommendations to coordinate various GIS services in the parish.
- (b) To establish GIS policies, procedures, and guidelines for the sharing of data and technology among parish and local agencies.
- (c) To promote GIS use and development in St. Tammany Parish.
- (d) To provide a forum for the coordination and cooperation of parish GIS efforts.
- (e) To attract funding for parish and local GIS efforts.
- (f) To coordinate the acquisition of parish-wide data.
- (g) To facilitate the establishment of an infrastructure for network communication and data exchange among GIS users.
- (h) To advise parish agencies on the acquisition and implementation of GIS and related activities.
- (i) To coordinate GIS activities in parish and local government with the activities of the District.

Section 2. Commissioners

- (a) Commissioners of the District are expected to attend and participate in the District meetings as members or officers.
- (b) After two unexcused absences, a Commissioner will be informed by the Board that their attendance is not in good standing. After three consecutive unexcused absences, the Chair will discuss with the Commissioner's organization the possibility of being represented by someone else who is able to attend. Annually, the Membership committee and the Chair will review attendance by the Commissioners over that past twelve months. For those with greater than fifty percent (50%) unexcused absences, the Chair will recommend removal and the commissioner shall be removed by a majority vote of the remainder of the board. Replacement member shall be derived by nomination of the original commissioner's source agency.

Section 3. Objectives

- (a) To advise and make recommendations to policy makers at the local, sub-regional, regional, and state level where concerning geographically bound data and geographic information systems (GIS).
- (b) To provide an open forum for local data/GIS users to share common issues and concerns as well as exchange information.
- (c) To encourage cooperative partnerships among local, parish agencies and, where appropriate, the private sector to address the geographic information needs and services.
- (d) To promote a bottom up approach to data development and maintenance.
- (e) To encourage and facilitate the education of District members, policy makers, and all other interested parties as to the benefits of using credible data and GIS.
- (f) To further the technical skills of District members and other interested parties, where GIS and data analysis are concerned, through workshops and/or lectures.
- (g) To formulate and recommend standards for data architecture, quality, accuracy, resolution and maintenance

Section 4. Mission Statement

To work in partnership with parish communities to advance GIS knowledge and provide accurate, consistent, affordable, and accessible geospatial information through support and research to benefit the citizenry of St. Tammany Parish.

ARTICLE IV. MEMBERSHIP

Section 1. Initial Membership

- (a) The initial membership shall consist of the representatives of the agencies as provided by the Act.

Section 2. Board of Commissioners Membership

- (a) The District shall be governed by a Board of Commissioners (herein, the "Board"), composed of no less than five (5) and no more than nine (9). Members must have demonstrated GIS or Technology expertise in the area of GIS and/or Information Technology.

Section 3. Members of the Board and their Designees

As per district legislation, the board must consist of the following:

- (a) The President of the St. Tammany Parish Government or their designee;
- (b) The Assessor of the Parish of St. Tammany or their designee;
- (c) One (1) commissioner shall be appointed by the governing board of the St. Tammany Parish Communication District No. 1 and such designee may also be a board member of the St. Tammany Parish Communication District No. 1;
- (d) The St. Tammany Parish Council shall appoint one (1) commissioner nominated by a majority of the mayors of the municipalities located in St. Tammany Parish;
- (e) The St. Tammany Parish Council shall appoint one (1) commissioner nominated by a majority of the chiefs of the fire districts located in St. Tammany Parish; and
- (f) The St. Tammany Parish Council may appoint up to four (4) additional members of the board. Each additional member shall represent a political subdivision, organization or other entity located within St. Tammany Parish. Only one (1) commissioner may be appointed to represent any particular political subdivision, organization or other entity. The St. Tammany Parish Council may establish additional criteria that a political subdivision, organization or other entity must meet for representation on the board.
- (g) Each representative may appoint a designee who shall have all the rights and privileges as a commissioner when acting in such capacity. Such designee shall be appointed by their respective representatives by a formal letter to the St. Tammany Geographic Information Systems District Chair that contains the designee's name, contact information, and evidence of familiarity with geospatial technology or concepts and are able to represent the needs of a commissioner. No further support is needed for the appointment of designees.
- (h) Members, designees, and commissioners shall be appointed in conformance with the Code of Governmental Ethics, La. R.S. 42:1101, et seq.

ARTICLE V. MEETINGS

Section 1. Conditions

- (a) The District shall meet at least once each quarter on a fixed day determined by the District. Additional meetings may be called by the chair or upon the request of at least one-fourth of the members.

- (b) As provided by the Act, a quorum shall consist of a majority of the sitting commissioners of the Board, but no less than 3 members.
- (c) Failing a quorum at a meeting the chairman may call the commissioners present into a committee of the whole to consider business. Any action taken by a committee of the whole must be approved by the Board in a meeting with a quorum prior to its taking effect.
- (d) An agenda of the upcoming meeting and summary minutes of the last meeting shall be provided to commissioners prior to the meeting. Notice of meetings, agendas, minutes, and action items shall be sent either via e-mail or postal service to District members and made available to all other interested parties via the internet.

Section 2. Voting

- (a) Any item called to a vote is approved by the majority vote of the sitting District Commissioners.

Section 3. Conduct

- (a) The latest edition of Robert's Rules of Order shall be used for the conduct of meetings unless in conflict with these bylaws. Reference to Robert's shall be made only upon the request of a District commissioner at any time and upon vote of the majority of the commissioners present.
- (b) The public is invited to attend meetings of the District and, until a vote is called on an issue, is encouraged to participate in the discussions of the District. The Chair has the discretion to limit discussion whenever it is in furtherance of the orderly conduct of business and progress of the meeting.

Section 4. District Correspondence

- (a) All District correspondence, written on District letterhead, that involves a statement of policy, statement of position, or request for action shall require the approval of the majority of the District. In addition, all District correspondence, written on District letterhead, that involves a statement of policy, statement of position, or request for action shall require the signature of an officer (Chair or Vice Chair) of the District. All official correspondence will be written on District letterhead.

ARTICLE VI. OFFICERS

In addition to the election of a Chair, the District shall elect a Vice Chair to serve in the absence of the Chair. Officers' terms shall be one year. (The term of the initial officers shall extend to the first meeting of the District in calendar year 2016.) Officers are not restricted from reelection. In the event of a Chair or Vice Chair being unable to complete

their term, a replacement shall be appointed to complete their term, by a majority vote of the District Commissioners. In the event that the Chair and Vice Chair are unable to attend a scheduled District meeting, the meeting may be rescheduled.

ARTICLE VII. OFFICER DUTIES

Section 1. Officers

- (a) The Chair shall be elected from full membership by a majority vote. The Chair position will serve for a 1-year term.
- (b) The Vice Chair shall be elected from full membership by a majority vote. The Vice Chair position will serve for a 1-year term.
- (c) The Secretary shall be elected from the full membership of the District by a majority vote and serve for a 1-year term. If the Secretary steps down during his or her term, then a Secretary shall be elected to serve the remainder of the term.
- (d) The Treasurer shall be elected from the full membership of the District by a majority vote and serve for a 1-year term. If the Treasurer steps down during his or her term, then a Treasurer shall be elected to serve the remainder of the term.
- (e) The Board may combine offices or elect offices as it deems necessary.

Section 2. Chair

The Chair shall facilitate the vision, leadership and coordination of all District activities. The Chair assures that the District is making consistent and timely progress toward the fulfillment of its objectives and goals.

The Chair shall:

- (a) Preside at all meetings of the District.
- (b) Set all meeting schedules and agendas (Schedule set by Board).
- (c) Manage and sign all correspondence of the District.
- (d) Ensure an executive presence on each committee.
- (e) Represent District in state and regional, national and international geospatial matters.

Section 3. Vice Chair

The Vice Chair supports the Chair in fulfilling the goals and objectives of District.

The Vice Chair shall:

- (a) Assume the duties of the Chair temporarily when the chair is unavailable, for any reason.

Section 4. Secretary

The Secretary shall:

- (a) Responsible for recording the minutes of the meetings and making them available for posting on the District web site.
- (b) Transmit officer election results to the State.

Section 5. Treasurer

The Treasurer shall:

- (a) Provide guidance and reports of balances.
- (b) Complete deposits and withdrawals as directed by the vote of the Board.
- (c) Coordinate with the Officers and Committee Chairs to prepare the annual budget to be presented to the Board for approval.

The offices of Chair and Vice Chair, Secretary, and Treasurer are open to all statutory members and their designees.

ARTICLE VIII. VOTING AND ELECTIONS

Section 1. Voting

- (a) Each entity is allowed one vote. Votes shall only be cast during meetings where more than 50% of all voting members are present. Voting privileges will be immediate, upon appointment.

Section 2. Elections

- (a) Officer elections are to be conducted during the regularly scheduled October meeting. The positions of Chair, Vice Chair, Treasurer and Secretary shall receive nominations annually.
- (b) Nominations must be accepted by nominee. Officers are elected by a majority vote of sitting District Commissioners.

ARTICLE IX. POWERS AND DUTIES

Section 1.

The District shall have and exercise all powers of a political subdivision necessary or convenient for the purpose of funding the District and carrying out its objects and purposes, including but not limited to the following:

- (a) To incur debt.
- (b) To sue and be sued.
- (c) To adopt, use and alter at will a corporate seal.
- (d) To adopt bylaws and rules and regulations.
- (e) To receive by gift, grant, donation or otherwise any sum of money, property, aid, or assistance from the United States, the state of Louisiana or any political subdivision thereof, or any person, firm or corporation.
- (f) To enter into contracts, agreements or cooperative endeavors with the state and its political subdivisions or political corporations and with a public or private association, corporation, business entity or individual.
- (g) To elect officers and appoint agents and employees, prescribe their duties and fix their compensation.
- (h) To acquire property by purchase, gift, grant, donation, lease or otherwise.
- (i) To establish monetary, bank and investment accounts.
- (j) To establish committees or subcommittees.
- (k) The provisions of this paragraph shall not be construed to authorize or grant the power of
 - (a) expropriation to the District.

ARTICLE X. FISCAL MANAGEMENT

Section 1. Budget

- (a) The District shall adopt an annual budget in accordance with the Local Government Budget Act, LSA R.S. 39:1301, et seq., as same may be amended, restated or re-codified from time to time.
- (b) The District shall be subject to audit by the Legislative Auditor pursuant to LSA R.S. 24:513, as same may be amended, restated or re-codified from time to time.

Section 2. Fiscal Management

- (a) The District's fiscal year shall begin on January 1 and end on December 31. The Treasurer, with the assistance of the Officers and Committee Chairs, shall prepare a proposed annual budget of income and expenses. The budget shall be approved by District at the September meeting. All requests for payment of expenses or reimbursements of authorized expenditures shall be approved by the Board.

ARTICLE XI. OBLIGATIONS AND EXPENSES

Section 1.

- (a) Individual obligations and expenses for participation in the District shall be borne by each agency or organization.
- (b) The District may not force debt on participating agencies by vote of the Board. All monetary issues voted on by the District are to serve as recommendation only.

ARTICLE XII. COMMITTEES

Section 1.

Committees are established to facilitate District business and exist at the discretion of the Chair. The Chair designates the structure and leadership of Committees in consultation with the other officers.

- (a) Committees may be established by the Chair or by direction of the District. Chairs of committees so established may be appointed by the Chair of the District or by a majority vote of the District. The size and membership of such committees shall be established by a majority vote of the District.
- (b) Reports of committees to the District shall be approved by a majority of the members of the committee. Minority reports may be presented to the District by any member of a committee.
- (c) The Louisiana Open Meetings Law, La. R.S. 42:4.1, et seq., and the Louisiana Public Records Law, La. R.S. 44:1, et seq., do not provide for the creation of recordings of committee meetings. Thus, it will be in the discretion of each committee chair as to whether to create such recordings. Meeting minutes are required of all committees under La. R.S. 42:7.1 and La. Atty. Gen. Op. Nos. 83-728; 83-728A; 84-395; and 01-0081. The minimum requirements for such meetings are the notice provisions provided for below, a basic agenda for such meeting, and the minutes of such meetings as required by La. R.S. 42:7.1. Items not included on the agenda may be discussed upon a majority vote of the committee.
- (d) Any recommendations of a committee must be presented to and voted upon by the full District, pursuant to the general voting rules, to have force and effect.

- (e) Pursuant to Louisiana Attorney General Opinion Number 01-0081, any and all committee meetings must be noticed in the manner provided for special meetings, pursuant to the Louisiana Open Meetings Law, La. R.S. 42:7. In the event that an emergency requires a meeting of a committee, the provisions of La. R.S. 42:7(A)(1)(b)(iv) for notice may be followed.
- (f) Other committees may be authorized, created, directed or dissolved by majority vote of District commissioners.

ARTICLE XIII. ACCEPTANCE, AMENDMENT AND REPEAL OF BYLAWS

Section 1.

(a) These bylaws shall be adopted upon approval of 2/3 of the sitting membership of the District. These bylaws may be amended or repealed by 2/3 of the sitting membership of the District. Any changes voted upon at a regular meeting must have been provided to the sitting membership no later than the close of the previous regular meeting.

ARTICLE XIV. ADMINISTRATION

Section 1.

- (a) The District shall be administered by its elected officers.
- (b) The Secretaries shall coordinate agendas, draft minutes, keep record of names and information of the commissioners of the District, and provide the parish with a copy of all District related documents to be retained for internet posting purposes.