

SAVANNAH AREA GEOGRAPHIC INFORMATION SYSTEM (SAGIS) BOARD BYLAWS

ARTICLE I NAME

The name of the organization shall be the Savannah Area Geographic Information System Board, herein referred to as the SAGIS Board.

ARTICLE II CREATION

The SAGIS Board was established by a joint agreement effective January 1, 1991 between the Board of Commissioners of Chatham County, the Mayor and Aldermen of the City of Savannah, the Savannah Electric and Power Company (now Georgia Power), and the Chatham County-Savannah Metropolitan Planning Commission (MPC). The resolution was signed by all entities on or around March 26, 1993.

ARTICLE III MISSION STATEMENT/DUTIES

The powers and duties of the SAGIS Board are in keeping with those prescribed in the 1991 Agreement and are outlined below:

1. Mission Statement: It shall be the mission of the SAGIS Board to manage and support a GIS system in Chatham County that coordinates data management among various participating agencies, creates tools and services to allow those agencies and the public to access data and provides support to allow all users to maximize the system.
2. Duties: In addition to carrying out its mission, the specific duties of the SAGIS Board are to:
 - a. Facilitate moving all local government agencies and departments to a single coordinated GIS standard.
 - b. Improve the efficiency of government agencies through the use of a single coordinated GIS standard.
 - c. Ensure that data standards are established for all participants.
 - d. Ensure that portals are created through which all data users and providers can access SAGIS.
 - e. Ensure users have access only to data for which they have authorization.
 - f. Promote the use of SAGIS products throughout the greater community.
 - g. Seek ways to supplement SAGIS funding using non-tax generated funding.
 - h. Prioritize and monitor the progress of SAGIS projects.
 - i. Establish a 5-year plan which is updated regularly and monitor the progress annually, updating the plan as necessary.
 - j. In December of every year, prepare a report to the Savannah City Council, the Chatham County Commission, and the Metropolitan Planning Commission on the progress of SAGIS during the year.

ARTICLE IV
BOARD

1. Composition: The SAGIS Board is composed of four (4) voting members. Three voting members have a permanent seat on the SAGIS Board. The three permanent seats are: the City Manager of the City of Savannah, the County Manager of Chatham County and the Director of Georgia Tech – Savannah. The fourth seat will be a rotating seat filled by a member of the private enterprise community. The first member to fill the rotating seat will be the Vice President for Georgia Power-Coastal Region or his/her designee.

The voting members may also appoint up to three Associate Members. The Associate Members shall be selected from example categories that are defined as Technical Professionals, Property Transactions, Emergency/Security, and general public.

Staff will compile a list of possible candidates for the Board. The selected candidates would then be invited to serve a term as an associate board member. The general public category list would be compiled through a self nomination process. When an Associate Board Member position becomes vacant a notice will be placed in the newspaper, on various web sites and other media inviting interested persons to apply. The application shall contain an area for the nominees to express their qualifications and reasons for serving as an Associate Board Member. No person, self nominating, for the SAGIS Board Associate Member position can currently preside on any other board or committee that influences SAGIS.

The SAGIS Board shall be able to fill the Associate Board Member positions from any of the categories. The SAGIS Board will be able to adjust categories at a later date as it deems necessary.

2. Terms of Office: The voting members in the permanent seats will remain on the SAGIS Board provided they continue to serve in the positions they represent. The rotating seat will be filled by nomination and approval of the permanent members of the SAGIS Board. This appointment will be for a period of two years, renewable at the approval of the permanent members.

The Associate Members will serve a term of two years and may be re-appointed one additional time.

3. Member Designee: A member of the SAGIS Board may designate an alternate to represent him/her in his/her capacity as a SAGIS Board member, provided such designation is made in writing and presented to the SAGIS Board Chairman. A member may change his/her designee from time to time as necessary by notifying the SAGIS Board Chairman in writing.

4. Officers: The officers of the SAGIS Board shall consist of a Chairman and Vice Chairman.

- a. Election of Officers: Officers shall be elected from among the permanent and rotating members of the SAGIS Board.
- b. Terms of Office and Limitation of Number of Terms: Officers shall be elected for a one-year term and may succeed themselves. There shall be no limitation upon the number of years a member may serve in a particular office; however, no member may be SAGIS Board Chairman for more than two consecutive terms. Terms of office shall begin in January.
- c. Removal from Office: An officer may be removed from office if a simple majority of the voting membership of the SAGIS Board votes for such removal.

d. Powers and Duties of Officers: The powers and duties of each officer shall be as follows:

- 1. Chairman: The powers and duties of the Chairman shall be:
 - a. Preside at all meetings of the SAGIS Board.
 - b. Appoint all committees of the SAGIS Board, subject to SAGIS Board approval.
 - 2. Vice-Chairman: The powers and duties of the Vice-Chairman shall be to exercise all the powers and discharge all the duties of the Chairman during his/her absence.
5. Meetings: The SAGIS Board shall meet regularly no less than four times a year on a schedule set by the SAGIS Board members. All meetings will be held at the MPC. Special meetings may be called for specific purposes at any time by the SAGIS Board Chairman or by any two SAGIS Board members. These meetings shall comply with the Georgia "Open Meetings" Law, O. C. G. A. sections 50-14-1 to 50-14-6, as applicable.

In the first meeting of each year, the MPC Executive Director will chair an organizational meeting for the election of the officers, approval of the budget and the SAGIS Work Program for the up-coming year.

- a. Record of Action Taken: A record shall be kept of all actions of the Board Meetings. Such record shall describe the subject considered, the motion made, a brief summary of discussion on the motion, if any, and the results of the vote on the motion.
- b. Rule: Except as otherwise provided herein, all meetings of the Board shall be conducted in accordance with the current edition of "Roberts Rules of Order Newly Revised."
- c. Agenda: The SAGIS Director shall prepare an agenda for each meeting listing the items to be considered, information relating to such items, and for each item, when appropriate, the SAGIS Director's recommendation. For regular meetings, the tentative agenda shall be delivered to each member at least four days prior to the meeting. Nothing shall come before the Board that is not on the final agenda except by an affirmative vote of the members

present at the meeting. When such a non-agenda matter is placed before the Board in this manner, the matter may be acted upon at that meeting.

- d. Quorum: A quorum shall consist of sixty (60) percent of Board members.
 - e. Voting: A quorum in attendance at an official meeting is required for any vote.
 1. A simple majority vote of the Permanent Members present shall be required for amendments to the Bylaws, removal from office and to add items to the agenda and to adopt or reject a motion.
 2. All Permanent Members, or their alternates, must be present for votes on the budget, or other financial matters, and the Work Program. Only members whose organizations provide funding to SAGIS may vote on the budget, other financial matters or the Work Program.
 - f. Conflict of Interest: The Board shall be subject to all conflict of interest laws set forth in Georgia Statutes, the provisions of which are hereby incorporated by reference.
6. Committees: The SAGIS Board shall have a standing Technical Advisory Committee and such other Ad Hoc Committees as the Chairman may create.
- a. Technical Advisory Committee (TAC): The TAC shall:
 1. Consist of technical experts from participating agencies and other external experts appointed by the SAGIS Board.
 2. Consist of no more than two GIS-related employees from each participating agency with the following exceptions:
 - Information and Communication Services Director for the County
 - County Engineer
 - City Engineer
 - City Information Services Department DirectorThey are granted seats on the TAC and are not included in the City or County total.

The following groups are granted "Special Status" and are considered independent of either the City or County since they serve more than one jurisdiction:

 - Savannah-Chatham Metropolitan Police Department (SCMPD)
 - Chatham Emergency Management Agency (CEMA)
 - Chatham County Tax Assessor
 3. Communicate and coordinate on SAGIS program projects, standards, software and hardware activities, and other technical issues.
 4. Elect a Vice-Chairman and Secretary.
 5. Meet at least once monthly.

ARTICLE V
SAGIS DIRECTOR

1. Appointment: The Executive Director of the Chatham County – Savannah Metropolitan Planning Commission (MPC) is the SAGIS Director. The Executive Director shall have the authority to appoint a designee to serve as SAGIS Director, to remove the SAGIS Director when it is in the best interest of MPC and to fix the compensation for the SAGIS Director.

2. Powers and Duties: The SAGIS Director shall be responsible to the SAGIS Board for the administration of SAGIS Board affairs placed in his/her charge by or under these Bylaws, and for implementing policy directives of the SAGIS Board. The SAGIS Director shall have the following powers and duties:
 - a. Report to the SAGIS Board on all matters affecting the SAGIS Department as directed by the SAGIS Board.
 - b. Prepare a proposed annual SAGIS Work Program for submission to the SAGIS Board for review. Upon approval by the SAGIS Board, the Work Program will be included in the MPC Work Program and submitted to the MPC Board for approval.
 - c. Prepare a proposed annual budget for submission to the SAGIS Board for review. Upon approval by the SAGIS Board, the budget will be included in the MPC Budget and submitted to the MPC Board for approval and included in the MPC submission to the City and County for funding.
 - d. Make recommendations regarding contracts to the SAGIS Board for review and recommendation to the MPC for action.
 - e. Prepare the agenda for, and attend, all SAGIS Board meetings with the right to take part in discussions, but without a vote.
 - f. Ensure that all provisions of laws affecting the SAGIS Board are enforced and executed, as intended.
 - g. Keep the SAGIS Board advised quarterly as to the progress of the SAGIS Work Program.
 - h. Make recommendations to the SAGIS Board on providing services and other information to the private sector, grant evaluations, and other such matters as requested by the SAGIS Board.
 - i. Chair the Technical Advisory Committee.

ARTICLE VI
AMENDMENTS TO BYLAWS

Procedure: These Bylaws may be amended by an affirmative vote of a simple majority of the Permanent Membership of the SAGIS Board. A Bylaw change shall be presented for consideration at a regular meeting of the SAGIS Board but shall not be voted upon until the regular meeting next following the meeting at which the Bylaw change was proposed.