District of Columbia Geographic Information System
Steering Committee Bylaws
(Final – October 15, 2009)

Section I: Purpose & Authority
The purpose of the District of Columbia Geographic Information System Steering Committee (GISSC) as established by Mayor's Order 2002-27 is to "ensure (a) the DC GIS is developed and maintained to achieve its full potential in providing digital maps, geographic based information, and GIS applications to enhance the planning, decision making and business processes of District government agencies, and to provide value to the citizens of the District of Columbia; (b) all mapping and GIS activities in the District government are cost effective, interoperable, and integrated with the DC GIS; and (c) the DC GIS is used effectively within District government." The committee also fosters information sharing and partnerships among local, federal, and regional organizations (public, private, and nonprofit) that seek to mutually benefit from geospatial systems and data.

Section II: Voting Membership
Agencies, not individuals, are members of the GISSC. Membership in the GISSC is established by Mayor's Order 2002-27. The four original members of the GISSC are:
- District Department of Transportation
- Office of the Chief Technology Officer
- Office of the City Administrator
- Office of Planning

On May 8, 2009, the city administrator exercised authority under Section 4 of the executive order and expanded the voting membership of the GISSC to include:
- Department of Consumer and Regulatory Affairs
- Department of Health
- Department of Public Works
- District Department of the Environment
- Department of Fire and Emergency Medical Services
- Homeland Security and Emergency Management Agency
- Metropolitan Police Department
- Office of the Deputy Mayor for Planning and Economic Development
- Office of Tax and Revenue
- Office of Unified Communications
- Office of Zoning
- Water and Sewer Authority

Membership includes the responsibility to attend GISSC meetings. Department heads of member agencies automatically have standing. Should the department head not attend, he/she may designate a representative. It will be assumed that those attending have been so designated. Multiple representatives from a single agency shall be welcome at GISSC meetings, and each individual may participate fully. However, agencies may never have more than one vote. In such cases, the agency head or his/her official designee shall cast the vote. Should there be no official designee, agency staff may caucus and cast a single vote. In the unlikely event that an agency has neither an official designee nor a successful caucus, that agency may be disqualified from the vote by the GISSC chair.

Section III: Role of GISSC Officials

A. Chair: The manager of the DC GIS as recognized by the OCTO chief technology officer is automatically the chair of the GISSC unless the chief technology officer designates someone else. In addition, the chair is responsible for certifying the accuracy of minutes developed by the GISSC to document its meetings. The chair is responsible for ensuring adequate staff support to the GISSC, including the performance of the following functions: (1) notifying members of the time and place for each meeting; (2) maintaining records of all meetings, including subgroup or working group activities; (3) maintaining the roll; (4) preparing the minutes of all meetings of the GISSC's deliberations, including subgroup and working group activities; (5) attending to official correspondence; (6) maintaining official GISSC records and filing all papers and submissions prepared for or by the GISSC, including those items generated by subcommittees and working groups; and, (7) preparing and handling all reports.

B. Executive Committee: The Executive Committee under the leadership of the chair establishes priorities and identifies issues that must be addressed by the full GISSC. There shall be two members of the Executive Committee to be determined by annual vote. Executive Committee members must be employees of separate member organizations and may not be from OCTO. The other Executive Committee members assume the duties of the chair in GISSC matters when the chair is not available. Nomination for the Executive Committee will be called for prior to the vote and may be taken until the vote commences. Members may serve consecutive terms. Should an Executive Committee member become unavailable, a special election to fill the remainder of the term will be held at the next full GISSC meeting.

Section IV: Meeting Procedures
The GISSC will meet at least four times per year. OCTO will provide appropriate support for GISSC meetings and activities. Meetings will be called by the GISSC chair according to the following considerations:

A. Agenda: The GISSC chair and Executive Committee will develop meeting agendas with input from GISSC members. The chair will distribute the agenda to the members prior to each meeting and will publish an outline of the agenda with the notice of the meeting. Items for the agenda may be suggested to the Executive Committee or chair by any member of the GISSC. Items may also be suggested by nonmembers, including members of the public.

B. Member Participation: Members are expected to make a good faith effort to attend or send a representative to all GISSC meetings. Under exceptional circumstances, at the discretion of the chair, members may be allowed to participate in meetings via conference call or similar remote technology.

C. Minutes and Records: The chair will prepare minutes of each meeting and will distribute copies to each GISSC member. Minutes will be reviewed and approved by the GISSC. Minutes of GISSC meetings will be available to the public upon request. The minutes will include a record of the persons present (including the names of GISSC members, names of staff, and the names of members of the public from whom written or oral presentations were made) and a complete and accurate description of the matters discussed and conclusions reached, and copies of all reports received, issued, or approved by the GISSC. Draft minutes will be distributed in advance of GISSC meetings in a timely manner.

D. Open Meetings: Unless otherwise determined in advance, all meetings of the GISSC will be open to the public. Members of the public may attend any meeting or portion of a meeting that is not closed to the public and may, at the determination of the chair, offer oral comment for a set period of time at each meeting. Members of the public may submit written statements to the GISSC at any time. Subcommittee and Executive committee meetings are exempt from this requirement.

Section V: Decision Making
Consensus is the preferred decision-making model for the GISSC, whereby general agreement amongst GISSC members is apparent without a formal vote. When consensus cannot be achieved, the chair may request a motion for a vote when a decision or recommendation of the GISSC is required. A quorum of members and a balance of viewpoints must be present for any vote at a GISSC meeting. A quorum will consist of a simple majority of the voting members. Each GISSC member is entitled to one vote. Votes will be decided by a simple majority of votes cast. Members must be present to vote. Proxy votes are not allowed. At the discretion of the chair, minority opinions may be included with GISSC decisions and recommendations. Requests for GISSC studies or reviews will be transmitted through the chair, and GISSC recommendations or decisions will also be transmitted to the OCTO chief technology officer. A majority of the members present is required for the GISSC to take a position or action.