



Facilitating the sharing and coordinated use of spatially referenced data in Delaware

Bylaws of the Delaware Geographic Data Committee **As Approved by the DGDC Executive Council** **January 30, 2008**

PREAMBLE

In 2007, the Delaware General Assembly passed, and Governor Ruth Ann Minner signed, legislation reestablishing the Delaware Geographic Data Committee. The General Assembly found that “the coordination of the use and sharing of data and information among all levels of government is essential to the efficient and smooth provision of government services to the people of the state of Delaware.”

Article I. Name and General Provisions

Section 1 Name

The Name of this organization shall be **The Delaware Geographic Data Committee.**

Section 2 Establishment

The Delaware Geographic Data Committee is established under 29 Delaware Code, Chapter 91, Subchapter IV (Geospatial Data Coordination).

Section 3 General Structure

The Delaware Geographic Data Committee (DGDC) shall be an open committee of users of Geographic Information System (GIS) tools and data. It shall include a DGDC Executive Council comprised of state and local government agency leaders.

The Executive Council shall act on policy and data coordination recommendations made by the full Delaware Geographic Data Committee.

Section 4 Organizational Location

The Delaware Geographic Data Committee shall be administered as a program within the Delaware Office of Management and Budget (OMB).

Section 5 Lead Staff

A staff member of the Office of Management and Budget shall be assigned the role of State Geospatial Data Coordinator (GIS Coordinator) and shall serve as lead staff to, and non-voting Chair of, the DGDC Committee and the DGDC Executive Council.

Article II. Objectives of the Delaware Geographic Data Committee (29 Del C., §9141)

Section 1 Data Availability

The DGDC shall work to ensure that geospatial data are maintained and published in such a manner that they are readily available to all appropriate data users to support state and local government functions.

Section 2 Data- and Technology-Sharing

The DGDC shall promote the use and sharing of geospatial data and of geographic information system software and tools by state agencies and local governments.

Section 3 Data Standards

The DGDC shall establish standards for the appropriate publication of geospatial data and metadata.

Section 4 Data Coordination

The DGDC shall provide for a coordinated community of geospatial data providers and geospatial data users in Delaware.

Article III. Membership

Section 1 Delaware Geographic Data Committee Membership

Membership in the Delaware Geographic Data Committee shall be open to all persons interested in the use and sharing of geospatial data in Delaware.

Section 2 DGDC Executive Council Membership (29 Del C., §9143(a) and (b))

The members of the Executive Council shall be:

- a. The GIS Coordinator, non-voting Chair
- b. The Director of the Office of Management and Budget;
- c. The Secretary of the Department of Technology and Information;
- d. The Secretary of the Department of Safety and Homeland Security;
- e. The Secretary of the Department of Transportation;
- f. The Secretary of the Department of Natural Resources and Environmental Control;
- g. The County Executive of New Castle County;
- h. The County Administrator of Kent County;
- i. The County Administrator of Sussex County;
- j. The Director of the Delaware Geological Survey;
- k. A Federal Geospatial Liaison to be named by the Federal Geographic Data Committee; and
- l. Three representatives chosen annually from among the DGDC membership, as outlined in Section 3 of this Article.
 1. One representing the academic community,
 2. One representing Delaware's municipal governments, and
 3. One representing the membership as a whole.

Section 3 Selection of DGDC Representatives to the Executive Council

The three DGDC representatives to the Executive Council shall be selected annually by vote of DGDC members at the final DGDC meeting of the calendar year. The vote shall be conducted under the terms of these bylaws.

The terms of the three DGDC representatives to the Executive Council shall be for one calendar year. There shall be no limit to the number of terms a DGDC Representative to the Executive Council may serve.

Section 4 Executive Council Proxies

Members of the DGDC Executive Council may assign proxies to attend Executive Council meetings. Proxy assignments shall be made in writing to the GIS Coordinator. Executive Council members shall not assign their proxies to persons who are serving as one of the three DGDC representatives to the Executive Council.

Article IV. Executive Council Duties (29 Del C., §9143(d))

Section 1 Intergovernmental and inter-sector coordination

The Executive Council shall represent the State of Delaware to all levels of government, the private sector, and academia in all matters pertaining to geospatial data and related technologies.

Section 2 Maintaining a Base Map

The DGDC Executive Council shall work to ensure the availability of basic geospatial data to provide an up-to-date, comprehensive, digital base-map for the State of Delaware.

Section 3 Funding

The DGDC Executive Council shall seek funding sources to support the creation and maintenance of geospatial data for the State of Delaware.

Section 4 Standards

The DGDC Executive Council shall promulgate geospatial data standards to govern the creation, use and sharing of geospatial and related data in the State of Delaware. These will include standards for the publication of Geospatial Metadata (29 Del. C., §9142(a)(2)).

Section 5 Project Oversight

The DGDC Executive Council shall provide oversight and management direction for projects and processes that support the use and sharing of geospatial data. These include, but are not limited to:

- a. Statewide data collection and maintenance projects,
- b. The Delaware Data Mapping and Integration Laboratory (DataMIL); and
- c. The Delaware Geospatial Information Clearinghouse.

Article V. DGDC Subcommittees and Working Groups

Section 1 Subcommittees

The Executive Council may establish subcommittees of the Delaware Geographic Data Committee to perform specific tasks and/or to focus on specific subject areas. DGDC subcommittees shall remain in existence until disbanded by the Executive Council.

Section 2 Working Groups

Short-term working groups maybe formed on an as-needed basis by the GIS Coordinator to meet functional needs of the DGDC or the Executive Council. Working Groups shall remain in existence until the completion of their assigned tasks.

Section 3 Subcommittee and Working Group Membership

Membership in subcommittees and working groups shall be open to all members of the DGDC.

Membership in, and leadership of, subcommittees shall be ratified annually by the Executive Council.

Membership in, and leadership of, working groups, shall be at the discretion of the GIS Coordinator.

Article VI. Meetings of the Delaware Geographic Data Committee

Section 1 Meeting Schedule

The DGDC shall meet on a quarterly basis. Additional meetings may be scheduled as needed. All meetings shall be public meetings and shall be scheduled by the GIS Coordinator and noticed by e-mail to the DGDC listserv and as required under state law (29 Del. C., §10004(e)).

Section 2 Order of Business

1. Welcome and Introductions
2. Announcements
3. Approval of Minutes
4. Committee Reports
5. Project Updates
6. Old Business
7. New Business
8. Public Comment
9. Adjournment

Section 3 Minutes

Minutes shall be taken of DGDC meetings and shall include attendance, a record of all votes, and a general record of discussion. Minutes shall be posted on-line in draft form at least five (5) working days prior to the next meeting of the Committee.

Section 4 Voting

Votes by the DGDC will generally be by voice vote, unless the Chair finds a need for a vote by show of hands or by ballot. Motions shall be approved by a simple majority of voting members present. Voting member status for any DGDC meeting shall require attendance at at least one previous meeting of the DGDC.

Article VII. Meetings of the Executive Council

Section 1 Meeting Schedule

The Executive Council shall meet on an as-needed basis, at the call of the GIS Coordinator. Executive Council meetings shall be public meetings and shall be noticed by e-mail to the Executive Council members and as required under state law (29 Del. C., §10004(e)).

Section 2 Quorum

A quorum shall consist of nine (9) voting members of the Executive Council or their assigned proxies. Executive Council members, or their proxies, may attend meetings via conference call, by video conference, or using other electronic means providing that that member, or proxy, is able to hear and be heard by all in attendance and take part in any discussions.

Section 3 Order of Business

1. Welcome and Introductions
2. Approval of Minutes
3. DGDC Committee Report
4. Old Business
5. New Business
6. Public Comment
7. Adjournment

Section 3 Minutes

Minutes shall be taken of Executive Council meetings and shall include attendance, a record of all votes, and a general record of discussion. Minutes shall be posted on-line in draft form at least five (5) working days prior to the next meeting of the Council.

Section 4 Voting

Voting at Executive Council meetings shall be by roll call vote with motions approved by a simple majority of members, or their proxies, in attendance.

Article VIII. Amendments to Bylaws

Section 1 Amendments

These Bylaws may be amended or repealed by an affirmative vote of a majority of the full voting membership of the Executive Council at a public meeting held in accordance with these bylaws.