**5. Structure**

5.1 Advisory Council

The full membership of the Missouri GIS Advisory Council will meet and act to provide leadership and direction for the state in the development, management, and use of geospatial information.

5.2 Officers

Nominations for MGISAC officers shall be solicited and initiated during the regularly scheduled July meeting and can be submitted through the end of that month. Nominees shall be given an opportunity to provide the Council with a platform statement before the officer elections are held. Do we want to state electronic or statement in the meeting? Officers shall serve one-year terms beginning at the conclusion of the meeting at which they are elected, unless otherwise noted in responsibilites.

5.2.1 The Chair shall be elected from full membership by a majority vote. If the Chair steps down or for some other reason cannot perform the duties of the Chair, then the Vice-chair will assume the duties of Chair and a new Vice-chair shall be elected from full membership by a majority vote to serve the remainder of that officer’s term. The Chair shall serve in a 1 year term followed by a 1-year term of Immediate Past-Chair.

5.2.2 The Chair-Elect shall be elected from full membership by a majority vote. The Chair-Elect normally assumes the duties of the Chair in the absence of the Chair. If the Chair-Elect cannot fulfill the duties of a vacated Chair, then a Chair shall be elected to fill the vacancy in the same manner as other officers. If the Chair-Elect steps down during his or her term, then a Vice-chair shall be elected to serve the remainder of the term.

5.2.3 The Secretary shall be elected from the full membership of the MGISAC by a majority vote. If the Secretary steps down during his or her term, then a Secretary shall be elected to serve the remainder of the term.

5.2.4 The Treasurer shall be elected from the full membership of the MGISAC by a majority vote. If the Treasurer steps down during his or her term, then a Treasurer shall be elected to serve the remainder of the term.

5.3 Subcommittees

Subcommittees are established to facilitate MGISAC business and exist at the discretion of the Chair. The Chair designates the structure and leadership of subcommittees in consultation with the other officers.  
  
**6. Duties and Responsibilities**

6.1 Members

Members of MGISAC are expected to attend and participate in the MGISAC meetings as Council members or Council officers. If a member is unable to attend a particular meeting, a Council officer should be notified of the absence before the meeting and the member may designate a proxy to attend in their place. The Membership Subcommittee shall inform members when their attendance is not in good standing after two unexcused absences. A member is considered unexcused if they have not notified a Council officer either by phone, email, or mail, or have not sent a proxy to the meeting. If a member neither attends nor designates a proxy for three consecutive regularly scheduled meetings, the Chair, with the consent of the Vice-chair, may remove the member from the Council and request appointment of another representative from the member’s organization.

6.2 Chair

The Chair is responsible for leadership and coordination of all MGISAC activities.

The Chair shall:

1. Preside at all meetings of the Council
2. Set all meeting schedules and agendas
3. Sign all correspondence of the Council
4. Appoint positions and committees, not otherwise provided for with the consent of the executive (or admin or council?)
5. Fill vacancies when they occur, with the consent of the council
6. Serve on X number of or named committees (I suggest we split these among the incoming, past and current chair)
   1. Membership

6.3 Chair-Elect

The Chair-Elect shall:

The Chair-elect shall:

1. Assume the duties of the Chair temporarily when the Chair is unavailable for any reason.
2. Serve on X number of or named committees (I suggest we split these among the incoming, past and current chair)
   1. Strategic Planning (?)
   2. ?

6.4 Immediate Past Chair shall be available for advice and counsel to the Chair and Chair-Elect for a term of 1 year.

Obvious renumbering after this…..

6.4 Secretary

The Secretary is responsible for recording the minutes of the meetings and making them available for posting on the MGISAC web site. The Secretary shall transmit officer election results to the CIO.

6.5 Treasurer

The Treasurer shall:

6.5.1 Provide guidance and reports of balances held at the Missouri Spatial Data Information Service (MSDIS) – University of Missouri

6.5.2 Coordinate with the fiscal officer at the Missouri Spatial Data Information Service (MSDIS) to complete deposits and withdrawals as directed by the vote of the Council.

6.6 Subcommittee Chairs

A Subcommittee Chair is responsible for the leadership of a specified subcommittee. A Subcommittee Chair is responsible for conducting meetings and any activities necessary for the successful completion of the subcommittees tasks.  
  
**7. Voting and Elections**

7.1 Voting

Each state and cooperating member is allowed one vote. Votes shall only be cast during meetings where more than 50% of all voting members or their designated proxies are present.

7.2 Elections

Officer elections are to be conducted during the regularly scheduled August meeting. Written ballots are to be distributed to voting members or their proxies, and are to be collected and counted by at least two members of the nomination subcommittee. Members who are unable to attend or to send a proxy to the meeting during which elections are held may request and submit ballots prior to the start of the meeting. Election winners will be announced once the votes are tallied. The number of votes cast for each candidate will be made available to members by the Secretary upon request after the conclusion of the meeting during which elections are conducted.  
  
**8. Meetings**

MGISAC meetings are normally held on a monthly basis at the discretion of the MGISAC Chair in consultation with the membership. Meeting notices are posted on the MGISAC website: [**www.mgisac.org**](http://www.mgisac.org/).