



2012 IGIC Board Member and Policy Handbook

Updated: October 2011

Congratulations on your election to the Indiana Geographic Information Council (IGIC) Board of Directors! The IGIC community which elected you has demonstrated confidence that you will serve Indiana GIS interests well. Serving on the IGIC Board requires a commitment of your time and talents. The IGIC Executive Committee and staff look forward to working with you and thank you for your efforts.

IGIC is a nonprofit membership organization of GIS users, professionals and educators. Administered by an elected board of directors, IGIC is recognized as the statewide coordinating body for Indiana geographic information. Through our membership and elected board of directors, we are making a real difference in Indiana GIS. Each and every IGIC member's efforts contribute to this success.

This handbook is a resource for IGIC Board members to introduce you to your roles and responsibilities, and to inform you about IGIC policies and procedures as adopted by the IGIC Board of Directors. Your acceptance of a position on the IGIC Board of Directors indicates you agree to abide by and fulfill all conditions stipulated in this document.

Objectives

IGIC's objectives are to provide for the coordination of Indiana GIS through dissemination of data and data products, education and outreach, adoption of standards, building partnerships, and the IndianaMap.

Mission

The Indiana Geographic Information Council will lead the effective application of GIS in Indiana for an improved quality of life.

Vision

It is our vision to provide a modern, accurate, documented, and accessible geospatial information infrastructure for all of Indiana.

General Purpose of IGIC and Its Board

The general purpose of IGIC is to promote efficient and effective use of resources by providing leadership and direction in the development, management, and use of geographic information in Indiana.

The IGIC Board makes recommendations about geographic information in areas including, but not limited to, policy, institutional interactions, data standards, education, funding, and stewardship of geographic data and related processes. The Board attempts to always address appropriate issues in a deliberate and open manner, with clear policy goals in mind. Activities that are not appropriate for deliberation are referred to other entities for their consideration and action. The

Board publicizes information on its activities and findings to encourage knowledge sharing and participation by a broad segment of people interested in geographic data.

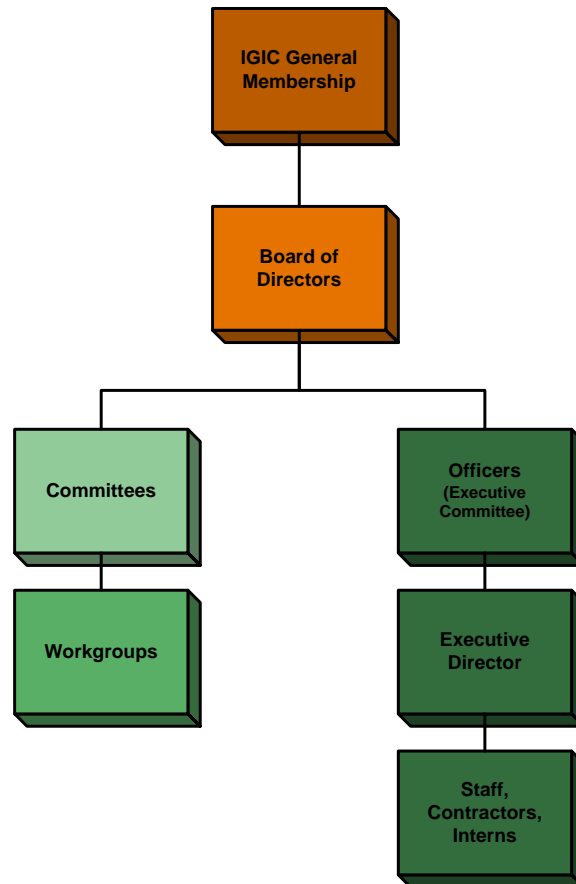
Board Membership

The Board is comprised of members representing the statewide GIS user community, with the following constituencies:

- County Government (3)
- Municipal Government (3)
- State Government (3)
- Federal Government (2)
- Nonprofit (2)
- Commercial GIS Service Provider (2)
- Regional GIS At Large(5)
- Surveyors (2)
- Universities (2)
- Regional Planning Commissions (1)
- Utilities (2)
- Critical Infrastructure (2)
- At Large (Any Sector or None) (4)

As noted in IGIC's by-laws, additional Board members may be considered. Midterm vacancies are filled at the Board's discretion.

Board membership is through a nomination and/or self-nomination process followed by a vote of the general membership. No rotating Board member shall serve more than two consecutive terms unless that seat is uncontested. New members begin their term at the annual business meeting, when rotation takes place. Members do not receive compensation for regular Board activities.



Board Member Rights

- To be kept apprised of issues, initiatives and projects related to Indiana geographic information
- To be supported in activities which further geographic information in Indiana
- To have ideas and concerns listened to with respect and consideration
- To vote on all items before the Board

Board Member Duties

Board members are expected to show a sincere interest in IGIC's work, a commitment to its goals, willingness to ask questions, and the ability to offer constructive criticism. Specifically, Board members are asked to:

- Attend the majority of scheduled Board meetings
- Serve on at least one committee per year, either as chair or a regular member
- Act as a primary point of contact for GIS coordination issues for their sector
- Pay membership dues
- Perform public outreach
 - Contribute a short article or white paper to the newsletter or website, or
 - Give a public presentation as an IGIC representative, or
 - Give a presentation to the Board

The activities listed here are not meant to be inclusive. Board members are encouraged to be creative and proactive in their involvement.

Should a Board member be unwilling or unable to fulfill the responsibilities of this position, the Board at their discretion may remove the Board member with a 2/3 majority vote.

Board Meetings

The IGIC Board meets 6 times per year, usually every other month. The schedule and locations appear below.

Each member has one vote. When a Board member is unable to attend a meeting, they are strongly encouraged to send or appoint a proxy empowered to vote on their behalf. The Board member should complete and sign a proxy form and send to the IGIC office prior to the Board meeting. The proxy form is available from the IGIC website. Members who are unable to attend, in person (not proxy), at least 4 meetings annually should discuss arrangements for designating a permanent replacement on the Board.

Any Board member may petition the Board, or the Board on its own initiative may recommend, amendments to policies, initiatives, proposals, etc. A motion will be carried with a majority vote of a quorum of the Board. Amendments to by-laws or removal of a Board member requires a 2/3 vote of the Board, provided that the new language has been provided to each Board member at least five working days in advance.

DATE	TIME	LOCATION*
February 23, 2012	12pm – 4pm Annual Business Meeting 4pm – 7pm Reception	The Nature Conservancy Efroymsen Conservation Center 620 E. Ohio Street Indianapolis, IN 46202
April 19, 2012	1pm – 4pm	TBD Indianapolis, IN
June 21, 2012	1pm – 4pm	TBD Indianapolis, IN
August 16, 2012	1pm – 4pm	TBD Indianapolis, IN
October 18, 2012	1pm – 4pm	TBD Indianapolis, IN
December 6, 2012	1pm – 4pm	TBD Indianapolis, IN

*Tentative locations. Check www.igic.org/activities/meetings.html for up-to-date information on meeting times and places.

Committees

IGIC has formed committees to address specific issues and needs. Board members will serve on at least one committee per year, either as chair, co-chair or regular member. Currently, standing committees include:

- Conference Committee
- Data Sharing Committee
- Education & Outreach Committee
- Legislative Committee
- Indiana Board on Geographic Names

- Indiana GIS Response Corps Committee
- IndianaMap Framework Data Groups
 - Boundaries-Cadastre-PLSS Workgroup
 - CAD/GIS Integration Workgroup
 - Data Integration Workgroup
 - Elevation Workgroup
 - Geodetic Control Workgroup
 - Orthophotography Workgroup
 - Streets and Addresses Workgroup
 - Waters Workgroup
- IGIC Organization Committees
 - Elections Committee (ad hoc)
 - Executive Committee
 - Finance Committee
 - Membership Committee
 - Recognition Committee (ad hoc)

Committee membership (with the exception of the Executive and Conference Committees) is open to any IGIC member. Most committees have regular monthly meetings which are open to the public. New committees may be formed by vote at a board meeting.

Positions for committee/workgroup Chair and Co-Chair are assigned by the current President. The Chair position can only be held by a current Board member, though non-Board members may serve as Co-Chairs. Chairs and Co-Chairs are responsible for coordinating each group, developing subcommittees, and submitting reports at IGIC board meetings.

For more information about a standing committee, contact the committee Chair or Co-Chair listed on the committee webpage (www.igic.org/committees).

Executive Committee/IGIC Officers

The Executive Committee is comprised of the following five officers:

- President
- Vice President (President-Elect)
- Treasurer
- Secretary
- At-Large Member (Past President)

Nominations for the officer positions are accepted after the December Board member election. Elections are held at the annual IGIC business meeting.

Any IGIC Board member or general member may hold the position of Treasurer. If the elected Treasurer is not an IGIC Board member, the Treasurer will hold a voting seat on the IGIC Board while serving as Treasurer (this is in addition to regularly elected and appointed directors). The Board will elect annually the position of Treasurer with no term limits.

All other officers must be Board members. By tradition, the Vice President rotates to President in the second year, then to At-Large for a third. In some cases, an officer's term as Board member may expire before they have completed the presidential rotation. In these cases, the Board seat will be open for election after the 3-year presidential term has expired. The next incoming Board member will then serve a shortened term. The Board may remove a regular officer by a 2/3 vote.

The Executive Committee acts for the Board in order to provide timely response to issues and events when it is not possible or practical for the full Board to meet. Actions are decided by majority vote, and are reported to the Board through email or at meetings.

Regular Executive Committee meetings take place monthly and, like all committee meetings, are open to the public. Any member of the Executive Committee may call a meeting of the Executive Committee by providing a minimum of one day notice.

Ethics

As a nonprofit organization, it is important that IGIC remain unbiased and inclusive of all its members. Our reputation is our most important asset. Board members are expected to comport themselves professionally whenever representing the organization and avoid situations which could be deemed a conflict of interest. If a questionable situation is brought to a Board member's attention, it should be taken to the Executive Committee for review and any necessary action

IGIC follows the GIS Certification Institute's Code of Ethics (Copyright © 2008 GIS Certification Institute) www.gisci.org/code_of_ethics.aspx to provide guidelines for making appropriate and ethical choices. Included below are main points from this code.

Obligations to Society

The GIS professional recognizes the impact of his or her work on society as a whole, on subgroups of society including geographic or demographic minorities, on future generations, and inclusive of social, economic, environmental, or technical fields of endeavor. Obligations to society shall be paramount when there is conflict with other obligations. Therefore, the GIS professional will:

1. Do the Best Work Possible
2. Contribute to the Community to the Extent Possible, Feasible, and Advisable
3. Speak Out About Issues

Obligations to Employers and Funders

The GIS professional recognizes that he or she has been hired to deliver needed products and services. The employer (or funder) expects quality work and professional conduct. Therefore the GIS professional will:

1. Deliver Quality Work
2. Have a Professional Relationship
3. Be Honest in Representations

Obligations to Colleagues and the Profession

The GIS professional recognizes the value of being part of a community of other professionals. Together, we support each other and add to the stature of the field. Therefore, the GIS professional will:

1. Respect the Work of Others
2. Contribute to the Discipline to the Extent Possible

Obligations to Individuals in Society

The GIS professional recognizes the impact of his or her work on individual people and will strive to avoid harm to them. Therefore, the GIS professional will:

1. Respect Privacy
2. Respect Individuals

Policies

IGIC has developed policies for travel, sexual harassment, drug-free workplace and contracting. These policies are available from the IGIC Office or at www.igic.org/activities/govdocs.html.

Contracting Policy

The following is a summary of the official IGIC policy on contracting.

When an opportunity arises, IGIC will send vendors a solicitation and post the information on the IGIC website. The Executive Committee will approve all successful applicants. The Board will approve all contracts greater than \$50,000 prior to the contract's execution. All successful vendors will sign a formal contract with IGIC.

The Executive Committee may sole source contracts worth \$50,000 or less. The Committee may also, with reasonable justification and by unanimous vote, sole source contracts worth more than \$50,000. Reasonable justification includes time constraints, financial issues or nature of the work for hire. In either case, the Executive Committee will provide the Board a full report.

Public Records

The public may inspect IGIC's records pursuant to Indiana Statutes.