

**PALM BEACH COUNTYWIDE  
GIS (GEOGRAPHIC INFORMATION SYSTEMS) FORUM**

**CHARTER**

**ARTICLE I. NAME**

This non-profit organization shall be known as the Palm Beach County GIS (Geographic Information Systems) Forum.

**ARTICLE II. OBJECTIVES**

The objectives of the Palm Beach Countywide GIS Forum are:

- ☞ Provide a forum for the exchange and dissemination of ideas regarding technical GIS issues.
- ☞ Educate and inform the community on GIS developments, enhancements and future technologies.
- ☞ Make recommendation on technical matters.

**ARTICLE III. MEMBERS**

Committee membership and meetings shall be open to individuals that have an interest in learning and sharing ideas about GIS issues.

Active membership is based upon attendance at three (3) consecutive meetings. Subsequently, a member becomes inactive by missing three (3) consecutive meetings.

**ARTICLE IV. OFFICERS**

***Section 1 Officers***

The GIS Forum shall have four (4) officers: A Chair, Vice-Chair, Secretary and Treasurer.

***Section 2 Term of Office***

Officers shall hold office for one year from the date of their installation or until their successors take office.

***Section 3 Duties of the Officers***

- ✎ **Chair** - The Chair person presides over the regular meeting and shall act as an advisor to the subcommittees. The Chair person shall have no voting rights with the exception of a tie and then the Chair person may cast the tie-breaking votes.
- ✎ **Vice-Chair** - The Vice-Chair person shall be responsible for tabulating written votes and maintaining an active membership roster.
- ✎ **Secretary** - The Secretary will keep and distribute the records of the meetings. In the absence of the Secretary, the Chair will appoint an active member to keep the records.

- ✎ **Treasurer** - The Treasurer shall establish and maintain the organization's not-for-profit status and keep a record of donations and sponsorships for the Forum and its subcommittees.

## ARTICLE V. NOMINATIONS AND ELECTIONS

### *Section 1 Nomination Procedure*

Nominations shall be presented to the Forum at the meeting prior to the election. Nominations will also be accepted from the floor the day of the election. The Special Projects subcommittee shall prepare the ballots before the election. The following are minimum qualifications for election to a seat on the **GIS Forum**:

- ✎ Must be an active member
- ✎ Officers may be an active member unless their organization may have a commercial conflict of interest

### *Section 2 Election Procedures*

All active members are eligible to vote in the election for Officers. Ballots will be counted by the Vice-Chair person. The successful candidates will be announced by the Vice-Chair person.

## ARTICLE VI. ACTIVITIES

- ✎ **Regular Meetings** - The **GIS Forum** shall meet at 10:00 a.m. on the third Wednesday, of February, April, June, August, October and December of each year.
- ✎ **Meeting Agenda** - Meeting agendas shall include open discussions of technical user issues and educational or information programs. The Committee Chair person shall establish a regular meeting location and shall notify the members of the agenda and any change in schedule or location.

Robert's Rules of Order shall govern the proceedings of the **Palm Beach Countywide GIS Forum** in all cases not provided for in this Charter.

## ARTICLE VII. SUBCOMMITTEES

### *Section 1 Standing Subcommittees*

The **GIS Forum** shall have four standing subcommittees: Newsletter, Programs, Expo and Special Projects.

### *Section 2 Subcommittee Chair person*

The chairperson of each standing subcommittee shall be appointed by the **GIS Forum** Chair person. Membership in the standing subcommittees shall be open.

As adopted February 19, 1997