

LAND INFORMATION SYSTEMS (LIS) TASK FORCE  
BYLAWS

**ARTICLE I – Purpose**

Section 1. The Land Information Systems (LIS) Task Force is established to provide coordination and oversight in implementation, operation, and maintenance of a joint Rapid City/Pennington County Land Information System. The LIS Task Force shall develop and adopt policies, standards and guidelines, and any other recommendations to prioritize steps necessary to implement and maintain the joint Land Information System.

Section 2. The LIS Task Force shall be responsible for adopting standards for procurement of services, equipment, software, data conversion or collection, or any and all expenditures of funds related to land information systems by any Rapid City or Pennington County governmental unit; however, any governmental unit or organization receiving less than 25% of its funding from the City and/or County is exempt from this mandate.

Section 3. The LIS Task Force shall be responsible for recommending annual budget allocations for the joint Rapid City/Pennington County Land Information System to both the City Council and County Board of Commissioners.

**ARTICLE II – Membership**

Section 1. The membership and provisions for the establishment of the LIS Task Force are provided in the Amended Joint Resolution adopted by the Rapid City Council and the Pennington County Board of Commissioners dated May 5, 1998. The Task Force shall be comprised of two members of the City Council, two members of the County Commission, the Director of the City/County Emergency Services Communications Center, the City Planning Director, the City Director of Public Works, and the Director of Equalization.

Section 2. Each City Council member and County Commissioner shall be appointed ~~to the Task Force in accordance with the respective bodies procedures for appointment to Committees. for a term of two (2) year. The City Council member shall be appointed by the Mayor with City Council confirmation. The existing LIS Task Force member from the City Council and County Commission can be considered for a subsequent term.~~

Section 3. Each member on the Task Force shall have one (1) vote. The chairperson shall be considered a ~~non~~-voting member and will have the authority to vote to make or break a tie.

Section 4. Each ~~member department having a member on of~~ the Task Force may ~~also~~ provide for an alternate on the Task Force. In the event of the absence of a member at any meeting of the Task Force, their alternate shall, by representation, have all the rights of such absent member.

**ARTICLE III – Officers**

Section 1. A chairperson and vice-chairperson shall be elected by the Task Force at the first meeting in January each year. The existing chairperson and vice-chairperson can be considered for a subsequent term. The chairperson and vice-chairperson shall serve for a one-year term.

Section 2. The chairperson shall preside at the meetings of the Task Force. S/he shall determine the need for and call special meetings of the Task Force. S/he may perform such other duties as prescribed by the Board.

Section 3. The vice-chairperson shall, in the absence or disability of the chairperson, perform the duties and exercise the powers of the chairperson. S/he may perform other duties as prescribed by the Task Force.

Section 4. Any officer may resign at any time by giving written notice to the Task Force. Vacant office positions shall be filled by elective action of the remaining Task Force members from among candidates proposed by nomination of Task Force members.

#### **ARTICLE IV – Meetings**

Section 1. The LIS Task Force shall meet as necessary to ensure successful implementation, operation and maintenance of the Land Information System.

Section 2. ~~A majority, consisting of f~~ Four (4) voting members of the Task Force shall constitute a quorum for transacting the official business of the Task Force. ~~The quorum shall constitute voting members of the Task Force.~~

Section 3. ~~Special m~~ Meetings of the LIS Task Force may be called at any time by the Chairperson or any two voting member of the Task Force.-

Section 4. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the LIS Task Force.

#### **ARTICLE VI – Amendments**

These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the LIS Task Force provided notice is given in advance such that business is included on the Task Force's agenda. It shall take a majority vote of the Task Force membership and approval of the City Council and County Commission to amend or adopt these Bylaws.

#### **ARTICLE VI – GIS/LIS Steering Committee**

Section 1. The LIS Task Force shall create a standing GIS/LIS Steering Committee to provide coordination and oversight in setting and monitoring GIS Program priorities and GIS Division operations. The GIS/LIS Steering Committee shall take an active role in ensuring conformance with GIS policies and standards across user departments. The GIS/LIS Steering Committee shall be comprised of six members, the Director of Equalization, Director of the Emergency Services Communication Center, the Public Works Director, the Planning Director, the GIS Coordinator, and the Engineering Division Manager.

#### **ARTICLE VII – Technical Committee**

Section 1. The LIS Task Force shall create a standing Technical Committee to make recommendations to the ~~Task Force-GIS/LIS Steering Committee~~ regarding policies, standards and guidelines for the joint Land Information System. This Technical Committee shall be appointed from city and county employees to adequately address each department's land information needs. The Technical Committee is ongoing and shall be restricted to non-LIS Task Force members.

Section 2. ~~The LIS Task Force shall create special s~~ Subcommittees may be formed by the Task Force, Steering Committee or the GIS Coordinator as needed to advise them in the various implementation, operation and maintenance issues of the joint Land Information System. The subcommittees shall serve at the discretion of the body that appointed them LIS Task Force and shall be appointed on a departmental or individual basis. ~~The subcommittees shall include representation from all stakeholders as necessary to fully address the specific land information issue.~~ The subcommittees shall be disbanded when the specific issue has been resolved.

**ARTICLE VIII – Effective Date**

These Bylaws shall be in full force and take effect immediately upon their adoption by two-thirds (2/3) of the entire membership of the LIS Task Force and approval by the Rapid City Council and the Pennington County Board of Commissioners.

LAND INFORMATION SYSTEMS (LIS)  
TASK FORCE

\_\_\_\_\_  
Chairperson

PENNINGTON COUNTY COMMISSIONERS

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Auditor

(SEAL)

CITY OF RAPID CITY

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Finance Officer

(SEAL)