

Charter of the Wisconsin Land Information Council

Authorized 06/15/2015

Summary:

This charter creates a Wisconsin Land Information Council attached to the Department of Administration (DOA), which serves in an advisory role to the DOA on matters relating to the Wisconsin Land Information Program.

The Council consists of 12 members appointed by the DOA for three-year terms. Membership on the Council consists of representatives from various sectors that develop or utilize land information records. The state GIO serves as the non-voting Secretary of the Council. The DOA Division of Intergovernmental Relations will provide staff support for council meetings.

Land Information Council:

- (a) *Creation.* There is a Wisconsin Land Information Council which is attached to the Department of Administration by administrative action. The Council shall consist of 12 members appointed by the Department of Administration Secretary for 3-year staggered terms. The state Geographic Information Officer shall serve as the non-voting Secretary of the Council and provide administrative support to the Council.
- (b) *Appointment Process.* Applications for appointment to the council will be collected by the Division Administrator of Intergovernmental Relations. The administrator will forward recommendations to the Department of Administration Secretary for formal appointment. Preference will be given to candidates who are nominated by a trade association.
- (c) *Membership.* The Council shall consist of the following members:
1. Five private sector representatives selected from various geographical regions of the state, consisting of a representative from the realtor industry, a utility industry representative, a land title or financial lending industry representative, a licensed professional land surveyor, and a geospatial professional.
 2. Five public sector representatives from county and municipal government selected from various geographical regions of the state, consisting of a land information officer, a county surveyor, a register of deeds, a real property lister, and a public safety or emergency communications representative.
 3. A representative of state or federal government active in land information management.
 4. The state cartographer.
- (d) *Duties.* The Council shall do all the following:
1. Advise the Department on the administration of the Wisconsin Land Information Program, such as the allocation of grant funds.
 2. Recommend project objectives for strategic initiative grants.
 3. Annually evaluate the efficacy of projects funded with strategic initiative grants.
 4. Assist the department in identifying and obtaining funding to implement statewide land records modernization initiatives.
 5. Recommend guidelines to coordinate the modernization of land records.
 6. Periodically review and recommend statutory updates to improve land records modernization.

Bylaws of the Wisconsin Land Information Council

Adopted 10/23/2019

Preamble

The Wisconsin Land Information Council (WLIC), exists by virtue of administrative action by the Wisconsin Department of Administration (DOA) in a charter authorized on June 15, 2015. The provisions, rules of construction, and definitions of the charter shall govern the Council, in addition to the following bylaws.

Officers and Duties

WLIC will have a Chair and Vice Chair elected by the membership. Chair and Vice Chair will serve one-year terms, and may serve consecutive terms. Officer responsibilities are described below.

- (a) *Chair*. Run WLIC meetings and moderate meeting discussions; represent WLIC externally (e.g., communications with stakeholder entities); approve meeting agendas.
- (b) *Vice Chair*. Assist with all Chair activities. In the absence of the chairperson, it shall be the responsibility of the Vice Chair to perform the duties of the Chair.
- (c) *Secretary (Geographic Information Officer)*. Coordinate meeting logistics; take and distribute draft WLIC meeting minutes; post final minutes to webpage; facilitate WLIC voting; distribute final WLIC agendas to email list and post to webpage; conduct WLIC webpage updates; and other duties as requested by the Council. In the absence of the Secretary, a DOA staff member may perform his/her duties.

Terms and Vacancies

No less than ninety (90) days prior to a member's three-year term concluding, DOA will begin to solicit applications for a new member. Any member shall be eligible for re-appointment for any number of three-year terms. An existing member who is nominated for a second or greater term must submit an updated application.

When a vacancy on the council exists mid-term, DOA will accept applications for a new member. The new member appointed by DOA will serve immediately upon appointment for the remainder of the calendar year, plus a term of three complete calendar years, to begin on January 1st and conclude on December 31st of the third year.

When a vacancy of the Chair or Vice Chair exists mid-term, the council may elect another Council member to serve the remaining term with a simple majority vote.

If an appointment of a Council member is delayed, leaving a temporary vacancy, the immediate past Council member whose term has lapsed may serve as an interim member representative of their sector until the Department of Administration makes an official appointment.

Resignation, Termination, and Absences

Resignation from the Council must be in writing and received by the Secretary. A Council member shall be terminated from the Council due to excess absences without naming a proxy, defined as more than two absences from Council meetings in a year. A Council member may be removed for other reasons by a simple majority vote of the remaining members in attendance at a Council meeting.

Distribution Lists

WLIC utilizes one primary and one secondary email distribution list:

- (a) *WLIC Email List*. This list includes WLIC membership and DOA staff and is maintained by DOA.
- (b) *DOA-Land Info Listserv (doa-landinfo@lists.wi.gov)*. This list is open to all practitioners of land information and GIS technology. Subscription is required for each county land information officer in order to be eligible for WLIP grants. Council members are required to subscribe.

Meetings of Members

WLIC will meet at least twice a year, with day and time set by DOA in consultation with Chair.

- (a) *Notice of Meetings*. Agendas will be established and distributed a minimum of five full business days before each WLIC meeting. Solicitation for agenda topics will allow sufficient time to enable new topics to be reviewed.
- (b) *Meeting Minutes*. Minutes will be taken by DOA staff. Draft minutes will be prepared and distributed five business days after each WLIC meeting for review prior to, and approval during, the next WLIC meeting.
- (c) *Remote Meeting Option*. A remote meeting option, including audio and video where possible, will be available for meetings. Remote participation counts as meeting attendance.
- (d) *Open Meetings*. WLIC meetings shall be open to the public. Meeting notes and agendas will be made publicly available online via the WLIC webpage a minimum of five full business days before each WLIC meeting. Notices of meetings will also be provided to press boxes at the Capitol.

Quorum

WLIC will have sufficient representation of its membership if at least half the membership is in attendance or otherwise participating (e.g., via remote meeting option).

Decision Making and Voting

Consensus decision making, where all Council members support a specific direction, will be the preferred model. If consensus is not reached, a decision will be made using a vote of the attending membership. If necessary, votes can take place electronically, in which the attending membership is those members casting an electronic vote by a specified deadline. A vote resulting in a tie will be considered a failure (i.e., a "no" vote). Any minority or dissenting opinions will be noted in the meeting minutes.

Rules of Order

Roberts Rules of Order, where applicable and except as modified in the bylaws, shall serve as a guide for WLIC meetings.

Bylaws Revisions

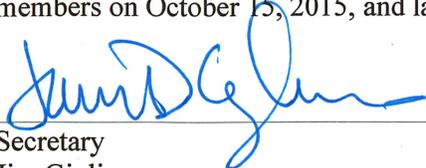
Any future revisions to these bylaws must be approved by a simple majority of the attending membership.

Certification

These bylaws were approved at a meeting of the Council by a majority vote of attending Council members on October 15, 2015, and last amended on October 23, 2019.

Secretary
Jim Giglierano

Date



10/23/19