

- X President: Kim Veeder, IT Director, (Black Hawk)
- X Vice President: Joel Rohne, IT-GIS Director (Worth)
- X Sec/Treasurer: Mark Castenson, Deputy Auditor/GIS (Dubuque)
- X Past President: Matt Boeck, GIS Coordinator (Story)
- X Tech Advocate: Kirby Winter, IT Director (Hamilton)
- X District 1 Rep: Sandra Hunter, IT Director (Story)
- District 2 Rep: Jon Lubke, GIS Coordinator (Winneshiek)
- District 3 Rep: Shawn Olson, IT-GIS Director (Plymouth)
- District 4 Rep: Anthony Kava, IT (Pottawattamie)
- X District 5 Rep: Gina Erickson, IT Director (Des Moines)
- X District 6 Rep: Jean Schultz, IS Director (Johnson)

Education & Schools: Kirby Winter (Hamilton)

InfoSec: Tom Crimmons (Pottawattamie)

- X Legislative: Jeff Rodda (Polk)
- X Membership & Awards: Matt Boeck (Story)
- X On-Line Services: Scott Williams (Marshall)
- X Cadastral: Jason Siebrecht (Linn)
- Web: Mitch Tollerud (Scott)
- X ISAC Board Rep: Wayne Chizek (Marshall)

## Agenda

1. Call meeting to order  
The meeting was called to order at 2:22.
2. Financial and Membership Report  
Mark reported that there are 103 paid members. There is \$17,957.74 in the checking account.
3. Discussion and possible action of proposed By-law change  
Jeff Rodda made a motion to approve the proposed by-law changes. Ray McDonald seconded the motion. Motion carries. The changes to the by-laws are attached.
4. ICIT Committee activities
  - a. Education & Schools  
Kirby made mention that the joint session with the Recorders affiliate went great. He also mentioned that we need more ideas for upcoming schools.
  - b. Membership & Awards  
Matt reported that nominations will occur later during the session.
  - c. On-Line Services  
Scott had nothing to report.
  - d. Cadastral

Jason Siebrecht reported that they are looking at the NSDI standard for parcel data. Ray Willis had contacted Jason about this initiative. They are looking at certain counties possibly using this data model for their county. They are looking at using the GISDR for serving this data out. Ray also talked about the initiative of having a parcel polygon layer statewide.

- e. Web user group  
Nothing to report.
- f. Information Security  
Nothing to report. Kim mentioned that we will need to find a chair for this committee as Tom Crimmons has taken a job in the private sector.
- g. ICIT Technology Scholarship Report  
Kim reported that we will still be doing the scholarship for next year.
- h. Legislative  
Jeff reported that not much will happen during the session this year.

## 5. Organization updates

- a. ISAC Executive Board  
Wayne mentioned that ISAC has been working with the Iowa League of Cities to possibly looking at a joint building for the two organizations. There was a survey that was sent out for things to consider. They are looking at 2 scenarios with different meeting space requirements. The ISAC board has voted to go on with the second phase. They are now looking at buildings, new or remodeling.  
Wayne also mentioned that anyone interested in providing ISAC an article that would be placed in the Iowa County magazine need to contact Robin at ISAC. Wayne also mentioned the amount of money that counties spend on notifying those parcels that are up for tax sale. Wayne also mentioned that broadband access is now an ISAC legislative priority.
- b. GIS DR  
Scott mentioned that the new code for the website is up and running as of August. They have fixed the automatic upload functionality. He mentioned that there are around 400 registered users on the GISDR.
- c. E-Recording Committee  
Scott mentioned that the legislative passed a bill to have money allocated for the redaction process in regards to the recorders website. The recorders have a new company to host their website. They have hired 3 different developers. They are looking at December 1 for everyone to look at images again. This is a proposed date. There will be 2 separate indexes, one that will be redacted and one that will not.
- d. CREEGAC/CREW  
Scott reported that CREW went 'live' in September. [Crew.iowa.gov](http://Crew.iowa.gov)

e. IGIC

Micah Cutler reported that there was a Rural GIS Summit in September. There were about 50-60 in attendance.

f. CIAO

Nothing to report.

g. EIGIS

Jason reported that there were 2 events. One was the quarterly meeting and the other was a GIS Day with a economic development focus.

6. Vice President and Secretary/Treasurer Election

Matt reported that the nominee for the Vice President is Julie Harris, Warren County. Mary McLaughlin made a motion to cease nominations and approve the nominations. Seconded by Lucas Gillmore. Matt reported that Mark Castenson has been nominated for Treasurer. Joel Rohne made a motion to cease nominations and approve the nomination for Sec/Treasurer. Seconded by Bob Duncan. Motion carries.

7. District Representative meetings and Election for districts 1,3, and 5

District 1 has nominated and elected James Nehring, Hardin County.

District 3 has nominated Shawn Olson, Plymouth County and Alyssa Julius. Alyssa Julius was elected.

District 5 has nominated and elected Gina Erickson, Des Moines County.

8. Old Business

None.

9. New Business

None.

10. Adjournment

Meeting adjourned at 3:48pm.

Approved By-Law changes:

## **ARTICLE VII. OFFICERS**

Section 1. The officers of this organization shall consist of President, Vice-President, Secretary/Treasurer, and Past-President.

- a. The President shall be the immediate past Vice-President and shall serve for one year.
- b. The Past-President shall be the immediate previous President and shall serve for one year.
- c. The Vice-President shall be elected at the annual meeting and shall hold office until his or her successor shall have been duly elected and qualified. The Vice-President will then become President.
- d. The Secretary/Treasurer shall be elected at the annual meeting and shall hold office until his or her successor shall have been duly elected and qualified.

Section 2. The Executive Board may elect or appoint and prescribe the duties of such other officers, as it shall deem desirable.

Section 3. Officers of this organization may be removed by a 2/3-majority vote of ~~the full~~ **all** Executive Board **voting members**, after charges of misconduct, nonfeasance, malfeasance, or misfeasance have been substantiated at a general or Executive Board meeting.

Section 4. A vacancy in any elected office shall be filled by the Executive Board for the un-expired portion of the term, except as otherwise provided by these by-laws.

## **ARTICLE IX. EXECUTIVE BOARD**

Section 1. The governing body of this organization shall be the ~~eleven-member~~ Executive Board.

Section 2. There shall be established an Executive Board comprised of the following members:

- a. The four (4) officers of this organization.
- b. One representative from each of the six (6) Districts, each serving a 2-year term.
- c. One at-large Technology Advocate serving a 2-year term.
- d. Ex-Officio members as defined within these By-Laws.**

Section 3. The members of the Executive Board shall be active members as defined in Article VI, Section 2.

Section 4. The members of the Executive Board shall not receive any compensation for their services as directors. The Executive Board may by resolution authorize reimbursement for expenses incurred in the performance of organizational duties.

Section 5. The Executive Board shall act as an advisory board to the President and shall assist in formulating policies and procedures. Meetings of the Executive Board shall be held not less than quarterly and shall be called by the President.

Section 6. A quorum for conducting the business of the Executive Board will be six (6) **voting** members with one having to be the President or Vice-President of the organization.

Section 7. Members of the Executive Board may be removed by a 2/3-majority vote of **the full** **all** Executive Board **voting members**, after charges of misconduct, nonfeasance, malfeasance, or misfeasance have been substantiated at a general or Executive Board meeting.

Section 8. A vacancy of any elected position on the Executive Board shall be filled by the Executive Board for the un-expired portion of the term, except as otherwise provided by these by-laws.

**Section 9. Ex-Officio members of the Executive Board will not be counted toward the quorum requirement at Executive Board meetings.**

**Section 10. Ex-Officio members of the Executive Board are not eligible to vote at Executive Board meetings.**

## **ARTICLE XI. NOMINATION AND ELECTIONS**

### Section 1. Officers

- a. The Membership, Nominating and Awards Committee shall make nominations of Officers during the Spring Meeting or during the ICIT Mid-Year Conference. Additional nominations may be made from the floor of the Annual meeting.
- b. The attending members at the Annual Meeting of the organization shall elect officers. Elections shall be determined by simple majority of the attending members. In the event there are three or more candidates for an office and none receive a simple majority of the votes cast, the two candidates receiving the most number of votes will be the official nominees and a new vote taken.
- c. Officers' terms shall commence on the first day of January after the election.

## Section 2. ~~Executive Board~~ District Representatives

- a. The representative from each District shall be nominated from the District by members of said District during the Spring meeting or during the ICIT Mid-Year Conference. Additional nominations may be made from the floor of the Annual Meeting.
- b. Representatives from each District shall be elected as follows:
  1. Districts 1, 3, and 5 shall elect their representatives in the odd years at the Annual Meeting for a term of two (2) years.
  2. Districts 2, 4, and 6 shall elect their representatives in the even years at the Annual Meeting for a term of two (2) year.
- c. The representative from each District shall be elected from the District by members of said District present at the Annual Meeting. Elections shall be determined by simple majority of the attending members. In the event there are three or more candidates for an Executive Board position from a single District and none receive a simple majority of the votes cast, the two candidates receiving the most number of votes will be the official nominees and a new vote taken.
- d. Representatives' terms shall commence on the first day of January after the election.

## Section 3. At-Large Technology Advocate

- a. The Membership, Nominating and Awards Committee shall make nominations for Technology Advocate during the Spring Meeting or during the ICIT Mid-Year Conference. Additional nominations may be made from the floor of the Annual meeting.
- b. The attending members at the Annual Meeting of the organization shall elect the Technology Advocate. Elections shall be determined by simple majority of the attending members. In the event there are three or more candidates for an office and none receive a simple majority of the votes cast, the two candidates receiving the most number of votes will be the official nominees and a new vote taken.
- c. The Technology Advocate shall be elected in even-numbered years for a term of two (2) years.
- d. The Technology Advocate term shall commence on the first day of January after the election.

## **ARTICLE XII. VOTING**

Section 1. Every active member, as defined in Article VI, Section 2, in attendance at either a regular or special meeting of this organization, shall be entitled to one vote on any question or resolution during the meeting.

Section 2. In order for any issue brought to a vote at a general meeting be approved, there must be a simple majority of "aye" votes by the active members present at that meeting, unless otherwise specified in these by-laws.

### **ARTICLE XIII. COMMITTEES**

Section 1. There shall be the following standing committees:

a. Legislative Committee

It shall be the duty of the Legislative Committee to consider all legislation and each resolution with its recommendations at each business meeting.

b. Membership, Nominating and Awards Committee

It shall be the duty of the Membership, Nominating and Awards Committee to coordinate membership activity, to coordinate and/or nominate active members for elected positions within the ICIT organization and to recognize individuals that have provided distinguished service to ICIT and/or the advancement of technology in Local Government.

c. Education and School Committee

It shall be the duty of the Education and School Committee to coordinate training sessions or workshops and work with ISAC on issues concerning education.

d. Online Services Committee

It shall be the duty of the Online Services Committee to consider all content and services provided over the Internet, and to insure that all online services are properly developed and maintained.

Section 2. The President, with the approval of the Executive Board, will appoint the chairperson of each committee. **Each chairperson is an ex-officio member of the Executive Board.**

Section 3. The chairperson of each committee will appoint the members of his or her committee. Each standing committee shall consist of no less than three (3) members. Members may participate in more than one committee.

Section 4. It shall be the duty of each standing committee to keep abreast of all topics relevant to their committee to recommend to the Executive Board appropriate responses to the current topics.

Section 5. The President or the Executive Board may name ad hoc committees.