

BYLAWS – Amended June 2013

CALIFORNIA SPATIAL REFERENCE CENTER COORDINATING COUNCIL

**Cecil H. and Ida M. Green Institute of Geophysics and Planetary Physics (IGPP)
Scripps Institution of Oceanography (SIO)
University of California, San Diego (UCSD)**

ARTICLE I – NAME

This organization shall be known as the *California Spatial Reference Center Coordinating Council*, hereinafter referred to as the Council.

ARTICLE II – PURPOSE

The primary purpose of the Council is to provide support for, and advice to, the California Spatial Reference Center (hereinafter referred to as the Center) within the Cecil H. and Ida M. Green Institute of Geophysics and Planetary Physics (IGPP), a branch of the multi-campus research unit IGPP located at Scripps Institution of Oceanography at the University of California, San Diego.

ARTICLE III – MISSION

The mission of the Council is, in cooperation with the National Geodetic Survey (NGS) and the Center, to:

Ensure the availability of accurate, consistent, and timely spatial referencing data for California.

ARTICLE IV – OBJECTIVES

The objectives of the Council are, in cooperation with NGS and the Center, to:

1. Ensure that a high-accuracy, horizontal and vertical geodetic reference network is maintained in California. This network shall be based on Global Positioning System (GPS) and related technologies and consist of in-ground monuments, Continuously Operating Reference Stations (CORS) or Continuously Operating GPS (CGPS), and geodetic models as necessary to meet the spatial positioning needs within California for surveying, engineering, Earth science research (e.g., crustal motion/earthquake studies), geographic information systems, geomatics engineering, resource management, disaster preparedness and recovery, and other activities dependent upon reliable spatial referencing.
2. Promote this network called the “California Spatial Reference Network” (CSRN) as California’s official spatial reference system, in accordance with the California Public Resources Codes.
3. Ensure that applicable GNSS and other observations by the Center are processed, adjusted, and provided to NGS, with appropriate electronic data files and related information, for inclusion into

the National Spatial Reference System (NSRS) database. Such efforts shall be in accordance with accepted NGS procedures and the California Land Surveyors' Act.

4. Ensure that time-dependent geodetic coordinates, velocities, GNSS observational data, and supplemental station information (historical coordinates, seismic data, etc.) are distributed to agencies, research entities, and other public and private organizations involved in spatial referencing. Such distribution shall be in conformance with the California Land Surveyors' Act and other applicable State laws.
5. Promote the development of specifications and guidelines for GNSS/GPS surveys, not otherwise provided at the national level.
6. Educate users and potential users on (a) spatial referencing issues; (b) availability and application of the Center's data, products, and other information; and (c) services available from the Center.
7. Foster cooperation and partnerships among agencies, research entities, and organizations involved in spatial referencing issues.
8. Promote development of a Master of Science degree program in spatial referencing and geodesy at the University of California, San Diego.

ARTICLE V – MEMBERSHIP

- A. Membership: Those eligible for membership in the Council shall be all persons who have an interest in spatial referencing in California and who are accepted for membership by the Executive Committee. The Executive Committee shall strive to have a member (or members) representing each organization shown in Appendix A, with the number of representatives from each organization as shown. Preferably, each member shall be appointed by the entity (firm, organization, agency, etc.) that he/or she represents; the Executive Committee shall appoint "Non-Designated Professionals" and "at large" members. If an appointing entity fails to appoint a representative within 90 days after the Council Chairperson makes a request or if there is not an applicable entity available to make an appointment, the Executive Committee may appoint a representative and/or elect to remove the said entity as a member. If an entity so elects, they may request removal from membership in the Council.

The following shall be ex-officio voting members of the Council.

- a. The UCSD Chancellor or the Chancellor's designate.
- b. The IGPP Director or the Director's designate.
- c. The Director of the Center.
- d. The President of the California Land Surveyors Association.
- e. The immediate past Chairperson of the Council's Executive Committee.

The following shall be ex-officio non-voting members of the Council. With the exception of voting, all Council membership rights remain intact.

- a. The Director of NGS.
- b. The NGS Geodetic Advisor for California.

- B. Subgroups: the Executive Committee shall assign each member to a “Membership Subgroup” as shown in Appendix A. To the extent feasible, the Executive Committee shall maintain a membership “balance” between the various Membership Subgroups as shown in Appendix A. The Executive Committee may make minor changes in Appendix A if it determines that such changes are in the best interest of the Council.
- C. Terms: Each member of the Council may continue as a member until a successor is chosen by the entity that he/she represents or until he/she resigns, retires, or dies or until the membership is terminated by the Executive Committee for being inactive.
- D. Dues: There shall be no dues for Council membership.
- E. Alternate Members: A Council member may appoint, for a specified time period not to exceed six months, an alternate Council representative from the same entity that he/she represents. The alternate Council representative shall replace the regular Council member, and shall have the same authorities as the regular Council member, in all of the Council activities for the specified time period. An alternate member appointment is not effective until the Council Chairperson is notified of name and appointment period of the alternate Council member.
- F. Responsibilities and Duties: The primary responsibility of the Council is to ensure that all issues, concerns, and needs of the spatial referencing community are considered by the Center. Specific duties and responsibilities include:
 - a. Reviews and recommends revisions to, or approves, the Council Bylaws.
 - b. Develops and adopts broad directives, goals, and objectives for the Council.
 - c. Recommends solutions for controversial and sensitive issues.
 - d. Promotes the Center and assists in obtaining funds for the Center.
 - e. Fosters cooperation and partnerships among agencies, research entities, and organizations involved in spatial referencing issues.
 - f. Educates users and potential users on (1) spatial referencing issues; (2) availability and application of the Center’s data, products, and other information; and (3) services available from the Center.
 - g. Participate in Semi-Annual Coordinating Council Membership Meetings; failure of a Member (and/or Alternate Member) to attend three consecutive meetings shall be considered inactive membership, which may be subject to termination by the Council or Executive Committee.

ARTICLE VI – NONDISCRIMINATION

In compliance with the policy of the University of California, the Council does not discriminate on the basis of race, color, national origin, religion, sex, handicap, age, marital status, or sexual orientation. This nondiscrimination policy covers membership selection, activities, policies, and practices of the Council.

ARTICLE VII – OFFICERS

- A. Officers: The officers of the Council shall be elected and shall consist of the Chairperson, Vice Chairperson, Secretary, and Treasurer.

- B. Chairperson: The Chairperson shall have general and active management of the business of the Council and shall see that all orders and resolutions of the Council and Executive Committee are carried into effect. The Chairperson shall preside over meetings of the Council and the Executive Committee and perform other duties and exercise other powers as designated by the Council or Executive Committee. The Chairperson shall appoint committees and committee chairs and delegate authority to them to perform the work necessary to the operation of the Council. However, committees and their membership shall not be effective until approved by the Executive Committee.

If a progress report is required by a funding agency, the Center's Director, with the assistance of the Chairperson, shall prepare a written report on the activities of the Council and the Center. The report shall include, but is not limited to, the past-year's accomplishments, current issues, the past-year and proposed next-year budgets of the Center, proposed goals and objectives to be accomplished in the near term and long range, suggested actions for the Council, and the current Council roster. The report shall be distributed to the Council members prior to, or at, the annual Council meeting. At the Council meeting, the Chairperson shall provide an overview presentation on the report.

- C. Vice Chairperson: The Vice Chairperson, in the absence or disability of the Chairperson, shall perform the duties and exercise the powers of the Chairperson. In addition, the Vice Chairperson shall perform such other duties and exercise such other powers as the Council or Executive Committee shall prescribe.
- D. Secretary: The Secretary shall be responsible for ensuring that a) minutes are prepared for all meetings and other official actions of the Council and Executive Committee, b) correspondence is received, prepared, and filed, and c) current membership rosters are maintained. In addition, the Secretary shall perform such other duties as the Council, Executive Committee, or Chairperson shall prescribe.
- E. Treasurer: The Treasurer is responsible for reviewing the financial report, recommending approval of the report, providing financial and cost-saving recommendations, and researching revenue-generating opportunities.

ARTICLE VIII – EXECUTIVE COMMITTEE

- A. Executive Committee: The Chancellor of UCSD (or the Chancellor's designee), the Director of the IGPP (or the Director's designee), and the Director of the Center shall be ex-officio voting members of the Executive Committee and any other committee empowered to act on the Council's behalf. The NGS Geodetic Advisor shall be an ex-officio non-voting member of the Executive Committee, but shall retain all other membership rights. In total, the Executive Committee shall consist of the 13 members:
- a. The Chancellor of UCSD (or the Chancellor's designee).
 - b. The Director of the IGPP (or the Director's designee).
 - c. The Director of the Center.
 - d. The four officers of the Council (Chairperson, Vice Chairperson, Secretary, and Treasurer).
 - e. The immediate past Chairperson of the Council.
 - f. Four members elected from the Council membership (excluding those members that are already Executive Committee members).

- g. The NGS Geodetic Advisor for California (non-voting member).
- B. Terms: The terms of all elected Executive Committee members shall begin on July 1 and end on June 30. The term of office for each elected Executive Committee member shall be two years. Each elected Executive Committee member shall be eligible to serve not more than two consecutive full two-year terms in one position.
- C. Vacancies: If the Chairperson should temporarily be unable to serve, the Vice Chairperson shall serve in his/her absence. If the Chairperson should resign, or be unable to serve for the balance of his/her term of office, the Vice Chairperson will serve as Acting Chairperson for the unexpired portion of the Chairperson's term. If any other officer is unable to serve or resigns, the Executive Committee shall appoint an appropriate Council member to fill the unexpired portion of his/her term.
- D. Participation: If any member of the Executive Committee fails to attend three or more consecutive regular meetings of the Committee, the other Committee members, at their discretion, may declare that the member's position is vacant. Such vacancies shall be filled as noted above.
- E. Responsibilities and Duties: The Executive Committee shall be authorized to conduct the operations of the Council, approve expense disbursements, plan programs and set fees for such programs (if applicable). The Executive Committee shall develop and adopt policies and procedures that are consistent with the direction of the Council membership and these Bylaws.

Specific duties of the Executive Committee are:

- a. Reviews the operational policies of the Center and recommends additions and/or changes to such policies.
- b. Pursues and solicits funds for the Center.
- c. Develops and reviews priorities, work efforts, and programs for the Center and ensures that such priorities, work efforts, and programs are consistent with the direction of the Council membership, these Bylaws, and the Council's mission and objectives.
- d. Reviews and recommends changes to, or approval of, the annual budget of the Center.
- e. Reviews revisions to the adopted annual budget of the Center and recommends changes to, or approval of, such revisions.
- f. Reviews the qualifications of persons under consideration for appointment as the Center's Director and provides recommendations; also, provides recommendations for termination.
- g. Reviews and recommends compensation rates for consultants (experts) that are contracted by the Center to perform specific efforts.
- h. Reviews and approves (or disapproves) committee memberships and chairs selected by the Chairperson.
- i. Approves (or disapproves) persons nominated for Council membership and assigns approved members to a Membership Subgroup.
- j. Maintains and revises the Coordinating Council Membership roster – Appendix A.
- k. Determines what issues are controversial and/or sensitive and refers such issues to the Council's membership for resolution.
- l. Provides advice to the Center on what geodetic data and related data shall be maintained and archived by the Center.
- m. Fosters cooperation and partnerships among agencies, research entities, and organizations involved in spatial referencing issues.

- n. Educates users and potential users on (a) spatial referencing issues; (b) availability and application of the Center's data, products, and other information; and (c) services available from the Center.

ARTICLE IX – ELECTIONS

- A. Election and Eligibility: the members of the Council shall elect the Executive Committee officers and elected members. Each elected person must be a Council member at the time he/she is elected and throughout his/her term of office.
- B. Schedule: All elections shall be conducted before the end of the term.
- C. Representation: It is the goal of the Center to have broad representation among the officers and Executive Committee. The combined body of officers and elected Executive Committee members shall represent at least three different Membership Subgroups.
- D. Ballots: A valid ballot shall not contain more votes for a given position than specified on the ballot.
- E. Counting Ballots: The Director of the Center and two selected Coordinating Council members, who are not candidates for the given election, shall verify the ballots.

ARTICLE X – MEETINGS

- A. Council Membership Meetings: There shall normally be at least two regularly scheduled meetings of the Council membership – one in the spring and one in the fall of each calendar year. The Chairperson may call meetings at other times. Notices of meetings of the Council shall be mailed or e-mailed to members of the Council at least seven days prior to the meeting. An agenda for the meeting shall be prepared by the Chairperson and accompany the meeting notice.
- B. Executive Committee Meetings: Executive Committee meetings shall be held as required. The Chairperson shall call the meetings, but any member of the Executive Committee may suggest a meeting. Notices of meetings of the Executive Committee shall be mailed or e-mailed to members of the Committee by the Chairperson. The purpose of the meeting shall be prepared by the Chairperson and accompany the meeting notice.
- C. Attendance: Meetings may be conducted (attended) in-person, by telephone conference, or electronically via the Internet as designated by the Chairperson.
- D. Minutes: Minutes for each meeting shall be prepared, distributed, and maintained by the Secretary. Distribution shall be to all members within two weeks of the meeting.
- E. Location: The Chairperson shall designate the location of each meeting. The location of each meeting shall be specified in the meeting notice.
- F. Open Meetings: All meetings shall be open to the public, and all persons shall be permitted to attend any meeting. Closed sessions may be conducted during any meeting to consider those matters deemed appropriate to be considered in closed sessions.

- G. Action Without a Meeting: Any action required or permitted to be taken by the Council or Executive Committee may be taken without a meeting if a majority of the voting members of the Council or Executive Committee consent in writing or by e-mail to the adoption of a resolution authorizing the action. Minutes of such actions shall be prepared and shall contain the resolution and the written/e-mail consents from each approving member. The minutes of such actions shall be included with the minutes of the next official meeting of the Council or Executive Committee.
- H. Quorums:
- a. *Council Membership Meetings*: A quorum to conduct official business at Council membership meetings shall be 50 percent of the voting members.
 - b. *Executive Committee Meetings*: A quorum to conduct official business at Executive Committee meetings shall be 50 percent of the voting members.
- I. Voting:
- a. *Council Membership Meetings*: Each member of the Council shall be entitled to one vote on each issue, with the exception of the Director of NGS and the NGS Geodetic Advisor for California, who are precluded from voting.
 - b. *Executive Committee Meetings*: Each member of the Committee shall be entitled to one vote on each issue, with the exception of the NGS Geodetic Advisor for California, who is precluded from voting.
- J. Proxy Votes: There shall be no proxy votes permitted.
- K. Decisions: Except as otherwise expressly required by these Bylaws, all matters shall be decided by a majority of the members voting at the time of the vote, providing a quorum is then present.
- L. Conflicting Decisions: By appropriate action, the Council membership may supersede any decision made by the Executive Committee.
- M. Executive Decision: Upon extensive and unsuccessful effort to solicit participation from the Coordinating Council, by authority of Executive Decision, an Executive Committee quorum may conduct official business and may authorize action on behalf of the Council.

ARTICLE XI – GEODETIC REFERENCE NETWORK

The geodetic reference network referred to in Article IV, item 1, shall conform to the conceptual and design details described in the CSRC Master Plan. Periodically, the Executive Committee (or a special committee appointed by the Chairperson) shall review the specified network details and make appropriate revisions to Master Plan to ensure that the described geodetic reference network is consistent with current technology and user needs. Significant revisions to Master Plan shall be approved by the Council membership before becoming effective.

ARTICLE XII – FISCAL and RELATED MATTERS

- A. Fiscal year: The fiscal year of the Council shall be July 1 through June 30.
- B. Contracts: Contracts for work related to the Center activities will be entered into directly by the University of California. The Council recommends that all professional engineering and surveying

contracts be awarded on a “qualifications based selection” process. Officers and Executive Committee members that have any relationship with a firm that has submitted a proposal for a given contract, or any other potential conflict of interest, shall not be involved in the contractor selection process for that contract.

- C. Compensation for Officers, Executive Committee Members, Council Members: Officers, Executive Committee members, and Council members will not be compensated, except as provided herein. At the discretion of the Chairperson and the Center’s Director, reimbursement for actual travel costs may be provided in accordance with the requirements of the University of California and the funding agencies. In general, the policy of the Council shall be to reimburse travel costs only if the officers, Executive Committee members, or Council members incur personal expenses; i.e., travel costs are not reimbursed by the organization that he/she represents. Prior approval must be obtained from the Chairperson and the Center’s Director for any reimbursement of travel costs.
- D. Access to Information: The Council Treasurer, the University of California Auditor, and the UCSD Internal Auditor Office shall be authorized to receive from any financial institution with which the organization maintains accounts, any information, records, or photocopies of transactions relating to the Council’s accounts as the University may at any time request from the financial institution.

ARTICLE XIII – PARLIAMENTARY PROCEDURE

Robert’s Rules of Order, Revised, when not in conflict with these Bylaws, shall govern all meetings of the Council, the Executive Committee, and other organizational groups of the Council.

ARTICLE XIV – AMENDMENTS

The proposed amendments shall be distributed by regular mail or e-mail to all current Council members at least 10 days prior to the meeting or call for the vote. Voting on the resolution shall be conducted per Article X, Sections G-M. Before becoming effective, the approved resolution must be approved in writing by UCSD.

ARTICLE XV – DISSOLUTION

If the Council should ever dissolve, any remaining assets held in its name shall be transferred within three months to The Regents of the University of California or the University of California, San Diego Foundation, as designated by the Chancellor of UCSD, for purposes consistent with the terms of the individual gifts, if any, and purposes of the Council.

(End)

APPENDIX A – CSRC COORDINATING COUNCIL MEMBERSHIP*

Membership Group	Organization/Subgroup	#Members
Professional Surveying	American Council of Engineering Companies (ACEC)	1
Organizations (Active, State Legislation) – 3	California Land Surveyors Association (CLSA)	1
	CLSA President	1
Professional Surveying Organizations (Other) – 4	League of California Surveying Organizations (LCSO)	1
	National Society of Professional Surveyors (NSPS/ACSM)	1
	Northern California GPS User's Group (NCGPSUG)	1
	American Society of Photogrammetry and Remote Sensing (ASPRS)	1
GIS Organizations and Professionals – 4	California Geographic Information Association (CGIA)	1
	Urban and Regional Information Systems Association (URISA)/Bay Area Automated Mapping Association (BAAMA)	1
	GIS Professional (at large)	2
Geophysical Research Professionals – 6	Bay Area Regional Deformation Network (BARD)	1
	Pacific Northwest Geodetic Array (PANGA)	1
	Geophysical Professionals (at large)	1
	Plate Boundary Observatory (PBO)	1
	Southern California Geophysical Researchers	2
Federal Agencies – 9	U.S. Geological Survey (USGS)	1
	Director of National Geodetic Survey (NGS)***	1
	NGS Geodetic Advisor for California***	1
	Federal Emergency Management Agency (FEMA)	1
	United States Army Corps of Engineers (USACE)	1
	Bureau of Land Management (BLM)	1
	U.S. Forest Service	1
	U.S. Bureau of Reclamation	1
	Global Positioning Systems (GPS) Directorate	1
State Resources Agency – 5	Resource Agency (at large)	1
	California Department of Water Resources (DWR)	1
	San Francisco Bay Conservation and Development Commission (BCDC)	1
	California Coastal Commission	1
	California Geological Survey (CGS)	1
Other State Agencies – 9	Other State Agencies (at large)	1
	CA Geographic Information Officer	1
	Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG)	1
	Food and Agriculture	1
	Office of Emergency Services	1
	Department of Transportation (Caltrans)	2
	Forestry and Fire Protection	1
	Parks and Recreation	1
Cities, Counties, and Local Agencies – 5	County Engineers Association of California	1
	League of California Cities	1
	Local Agencies (at large)	1
	City/County/Local Agency Professionals (at large)**	2
Utility Firms, Organizations, & Districts – 5	Metropolitan Water District	1
	Utilities Companies (at large)	1
	Flood/Irrigation Districts (at large)	1
	Water/Utility/Flood/Irrigation/etc. Professionals (at large)**	2
Educational Professionals (Surveying, GIS, and Geophysical) – 4	University of California - San Diego	1
	San Diego State University	1
	California State University - Fresno	1
	Educational Professional (at large)	1
Non-Designated Professionals – 12	Various Professionals (at large)**	12
UCSD Ex-officio Members – 3	Director of the Center	1
	Chancellor of UCSD (or designee)	1
	Director of the IGPP (or designee)	1
Total Number of Members		69

*The Executive Committee maintains a roster of the current Council membership, including names and contact information.

**Includes employees, officials, retired employees, and consultants who perform this work.

***Non-voting Coordinating Council Members.