



POLICY MANUAL

October 15, 2026

TABLE OF CONTENTS

1. AUTHORITY AND DEFINITIONS	3
2. MEMBERSHIP	3
3. ASSOCIATION MANAGEMENT	4
4. PROFESSIONAL EDUCATION OFFERINGS	16
5. COMMITTEES	22
6. CHAPTERS	39
7. GISCORPS PROGRAM	41
8. ASSOCIATION STAFF	42
9. INCLUSIVE LANGUAGE	43
Appendix A: Organization Chart	44
Appendix B: Initiative Evaluation Matrix	45
Appendix C: Privacy Policy	47
Appendix D: Board Liaison Responsibilities	48
Appendix E: Business Policies	49
Appendix F: GIS Hall of Fame Award Nominations, Procedures, and Evaluation Policy	50
Appendix G: Board Meeting & Information Policy	57
Appendix H: Affiliations Policy	59
Appendix I: Commitment to Serve	62
Appendix J: Investment Policy	64
Appendix K: Communities Policy	66
Appendix L: Web Elements Policy	68
Appendix M: Board Virtual Voting Policy	69
Appendix N: Vanguard Cabinet's Vision, Mission & Member Policies	70
Appendix O: Professional Education Policy Manual	84
Document History	112

1 AUTHORITY AND DEFINITIONS

- 1.1 This Policy Manual is created by authority of the Urban and Regional Information Systems Association Constitution and Bylaws, and it is supplemental to them.
- 1.2 The Policy Manual is delimited in scope as provided in the Bylaws. If conflict is found between either the Constitution or the Bylaws and the Policy Manual, the Constitution and Bylaws shall take precedence, and the Policy Manual shall be construed or amended to conform to the Constitution and the Bylaws.
- 1.3 The Policy Manual may be amended as provided in the Bylaws.
- 1.4 Definitions [Reserved]

2 MEMBERSHIP

- 2.1 The dues are to be reviewed by the Finance Committee and adopted by the Board, following a recommendation by the Executive Director, at least once a year, by June 30th.
- 2.2 **Dues Billing.** The membership year is January 1—December 31, corresponding to the URISA fiscal year. During the first year of membership, dues will be pro-rated so that all members receive a dues renewal notice by January 1 of each year. To accomplish this, the following pro-rated dues will be charged:

Applications Received	Dues Payment
January 1—March 31	75% of current annual dues fee
April 1—June 30	50% of current annual dues fee
July 1—September 30	25% of current annual dues fee, 100% of dues pre-paid for following year
October 1—December 31	Free for current year, 100% of dues pre-paid for following year

New memberships are processed and considered members within 45 days of receipt of full membership payment.

Members receive a minimum of two renewal notices each year. Members for which the Association has not received instruction to cancel membership, but who have dues which are more than six months delinquent are removed from the organizational roster and lose all benefits of membership. When this occurs, all outstanding dues invoices are removed from the Association's financial records and the individual is designated as a "former member" in the records. Former members who subsequently re-join URISA will be so noted in the membership records, and membership date (i.e., "member since") will be reported as the date re-joined.

- 2.3 **Corporate Partnerships.** The Executive Director has authority to define corporate membership level benefits.
- 2.4 **Code of Ethics.** URISA adopted a [GIS Code of Ethics](#) on April 9, 2003.
- 2.5 **List Sales.** URISA will provide the membership list at its discretion based on the following policy:
- All requests must be submitted in writing and must contain a sample of the proposed mailing. The letter must contain a signed statement from purchaser agreeing to adhere to URISA Policy.
 - Approval is given only to educational offerings or commercial products/services of scientific or technical interest of value to the URISA membership.
 - Payment must be received before the list is generated.
 - Each listing is for one time use only and the list is to be monitored to ensure compliance.
 - Pricing for the sale of the list will be set and published by the Executive Director to maximize income to URISA.
 - Lists will be supplied free of cost to satisfy written agreements with affinity program vendors.

3 ASSOCIATION MANAGEMENT

- 3.1 **Governance and Administration.** The following sections outline various components for the management of the association.
- 3.1.1 **Organization Chart.** See Appendix A.
- 3.1.2 **Management and Administration of Business Affairs.** The Board recognizes the value volunteer specialists bring in providing programs, projects, products, and services to the URISA membership. To ensure the success of these endeavors, the Board provides volunteers with a

staff of business specialists who are charged with the production aspects, marketing and administration of these programs, projects, products and services. The volunteer's primary function is to provide programmatic content and ensure its quality. While volunteers may assist professional staff in other ways as requested, the Board places final authority and responsibility for non-content related matters in the hands of its professional staff and emphasizes that the Executive Director will be the final authority in program administration matters.

- 3.1.3 **Registered Agent.** The Association's Executive Director is the URISA Registered Agent; the address of record is that of the URISA central office and organizational headquarters, 701 Lee Street, Suite 960, Des Plaines, Illinois, 60016.
- 3.1.4 **Contracts and Agreements.** The Board has delegated to the Executive Director authority to sign contracts on behalf of the Association provided the contracts are consistent with the Board-approved budget and programs. If the Executive Director is unable to sign a contract, such as the Executive Director Employment contract, the Board President will sign on behalf of the Association.
- 3.1.5 **Approval of Board Minutes.** All Board meeting minutes shall be approved at a subsequent Board meeting.
- 3.1.6 **Process for Taking Positions on Issues.** Only the Board, or its designee, may speak for the Association. The URISA Board may, on its own initiative, on recommendation of the Policy Advisory Committee, or at the suggestion of any member, consider taking a position on any issue that relates to the use of information technology in urban and regional environments. The Board may at its discretion act directly, refer the issue to the Policy Advisory Committee, or solicit broader member input. A majority of members of the Board must agree with the proposed position for it to be publicly advocated. The Board may designate a member or members to speak in various forums on behalf of the Association.
- 3.1.7 **Process for Undertaking New Initiatives.** As a basis for deciding whether to undertake a new initiative, the Board shall obtain the following information about it:
- Name
 - Scope and Purpose
 - Alignment with Board Goals and Strategies
 - Actions/Task List
 - Analysis of Strengths, Weaknesses, Opportunities, Threats/risk/mitigation (SWOT)
 - Staffing (Who will do the work? Will staff time be needed?)

- Financing (Amount and source of funds, if funds are needed)
- Contact information of sponsoring person(s) (name, organization, email, phone, mailing address)

After undertaking a new initiative or program, the Board shall periodically evaluate it to determine whether it should be continued. Evaluation shall generally follow the initiative process plan and flow chart set forth in Appendix B.

3.1.8 Liaison and External Relationship/Affiliation Development. As a uniquely interdisciplinary organization, URISA and its chapters are often approached by other organizations and businesses for their expertise and guidance in matters related to spatial data and urban and regional information systems. At other times, URISA may seek to reach out to similar entities as a part of its organizational and educational mission. While each relationship and the situation creating the relationship are different, there are underlying principles that guide our Association.

3.1.8.1 Guiding Principles. URISA should enter into relationships with other organizations only after considering the following principles, the first of which is the overriding consideration.

- Relationships are desirable and suitable with organizations that demonstrate goals, philosophy or accomplishments that are in alignment with URISA's mission and goals. The goals, mission, and philosophy should be demonstrable through adopted, written documents such as mission statements, vision statements, or goals of the organization.
- The candidate organization offers URISA an expanded audience and positive visibility. Positive visibility means presenting URISA as an expert organization of the highest reputation.
- The candidate organization can offer its own expertise to URISA members and the URISA association.
- The candidate organization can collaborate with URISA to provide or produce suitable and desirable products available only as a result of the relationship.

3.1.8.2 Process for Proposing New External Relationships. URISA encourages suggestions for candidate organizations from any level within the organization. In some cases, the Board

may choose to negotiate an Affiliation Agreement to formally document the relationship with said external organization. Every individual wishing to advance a proposed external relationship or affiliate will provide the following information to the Executive Director for their review and written recommendation to URISA's Board.

- Date of request:
- Name, address, telephone, and e-mail of requesting individual:
- Address, telephone, e-mail, and website of organization proposed for external relationship:
- Address, telephone, e-mail of organization's liaison contact:
- Reason for relationship:
- Is negotiating an Affiliation Agreement recommended (if so, why)?
- Products resulting from relationship:
- Cost to URISA:
- Cost to proposed relationship or affiliation:
- Benefits to URISA:
- Address, telephone, and e-mail of URISA point of contact, if different from requesting individual:
- Brief history of proposed organization and any existing/prior relationship with URISA:

The Executive Director has the authority to tentatively approve affiliations, but URISA's Board must give final approval to the relationship at the next available Board conference call or meeting.

3.1.8.3 Establishing a URISA Liaison for the External Organization. When a relationship or affiliation is approved by URISA's Board, an individual, known as the Liaison, will be chosen to serve as the official contact person with the external organization. Ideally, liaisons will have some pre-existing connection with the organization, such as a professional interest, joint membership, or other relationship. Individuals approached and selected for this duty will be expected to represent URISA in the development of joint projects and products with the external organization.

3.1.8.4 Reporting. For each organization or entity engaged in a relationship with URISA, the designated liaison must make a report on the status of the relationship no less than once each year and more often as necessary or as requested by the Board. URISA staff can assist with the writing of the report.

3.1.9 Whistleblower Policy. The Bylaws of URISA require directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

- 3.1.9.1 Reporting Responsibility.** It is the responsibility of all directors, officers, and employees to behave in a legal and ethical manner and to report violations or suspected violations in accordance with this Whistleblower Policy.
- 3.1.9.2 No Retaliation.** No director, officer, or employee who in good faith reports suspected illegal or unethical behavior shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Association prior to seeking resolution outside the Association.
- 3.1.9.3 Reporting Violations.** This Policy expresses the Association's open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. Violations shall be reported in writing, and can also be reported verbally. In most cases, the Executive Director is in the best position to address an area of concern. Anyone not comfortable communicating concerns with the Executive Director or not satisfied with the Executive Director's response is encouraged to contact the Association's Compliance Officer, who has specific and exclusive responsibility to investigate all reported concerns and complaints. Directors and officers should report their concerns, in writing, directly to the Compliance Officer.
- 3.1.9.4 Compliance Officer.** The Association's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning illegal or unethical activities and, at their discretion, shall advise the Executive Director and/or the President. The Compliance Officer also has direct access to the Executive Committee of the Association and is required to report to that committee on compliance activity at least annually.
- 3.1.9.5 Accounting and Auditing Matters.** The Finance Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Finance Committee, in writing, of any such complaint and work with the Committee until the matter is resolved.
- 3.1.9.6 Acting in Good Faith.** Anyone filing a complaint concerning a suspected violation of the law or principles of ethical conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates such a violation. Any unsubstantiated allegations which are made when they are known to be false or are made maliciously will be viewed as a serious disciplinary offense.

3.1.9.7 Confidentiality. Concerns and complaints may be submitted on a confidential basis by the complainant or may be submitted anonymously. Complaints and the subsequent investigations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

3.1.9.8 Handling of Reported Violations. The Compliance Officer will notify the sender and acknowledge receipt of the written complaint or concern within five business days. All complaints will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the complaint involves a Geographic Information Systems Professional, the Compliance Officer will forward the information to the Ethics Officer of the GIS Certification Institute.

3.1.10 Copyrights and Trademarks.

3.1.10.1 For original material created by collaborative groups, URISA will hold copyright if possible.

3.1.10.2 For original material created and provided by individual authors, URISA and authors will share copyright:

- URISA may use the material only in support of its non-profit, professional education mission.
- Authors may use their original material without restriction.
 - a. They may not use additions provided by URISA.
 - b. They may not use the URISA name/logo/endorsement. If they wish to do so, the material must be presented as a URISA event/publication, with any relevant license fee.

All URISA logos and other related materials are to be protected by registering them as a Trade or Service mark of the Association. Until such time as registration occurs, the official symbol “™” will be used identifying the work as the property of URISA. Once the official registration occurs, the official symbol “®” will replace the “™” symbol. The original Office of Patent and Trademark documentation recording the trade or service mark as owned by URISA will be maintained in a safe location.

3.1.11 Authorized Use of Logos

3.1.11.1 Member Use. Members in good standing are authorized to use the “URISA Member Logo” to designate their membership in the Association. Use of this logo by members

does not confer any right, title or interest in the logo. Further, members shall not use the URISA Member Logo to imply or infer that they represent URISA in an official capacity. Members shall employ best efforts to use the URISA Member Logo in a manner that does not derogate from URISA's rights in the logo and will take no action that will interfere with or diminish URISA's rights in the logo. Members must agree that all use of the URISA Member Logo will inure to the benefit of URISA.

- 3.1.11.2 **Chapter Use.** Chapters shall use the URISA trademarked logo for incorporation into the chapter logo. Prior to incorporation of the URISA Logo, chapters must submit an artist's rendering of the proposed use to the URISA Board of Directors for approval along with a letter acknowledging that use of the Logo by the chapter does not confer any right, title or interest in the logo. Further, chapters shall not use the URISA Logo to imply or infer that they represent the parent Association in an official capacity. Chapters shall employ best efforts to use the URISA Logo in a manner that does not derogate from URISA's rights in the Logo and will take no action that will interfere with or diminish URISA's rights in the Logo. Chapters must agree that all use of the URISA Logo will inure to the benefit of URISA.
- 3.1.12 **Letterhead Usage.** URISA makes URISA letterhead electronically available to URISA volunteers on an as needed basis. These volunteers use the stationery to undertake work on behalf of URISA. All volunteers who use URISA letterhead for correspondence or send correspondence of an official nature regarding URISA, must ensure that the Headquarters receives a copy.
- 3.1.13 **Records Retention Policies.** The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the Board of Directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules regarding maintaining and documenting the storage and destruction of the organization's documents and records:

- Paper or electronic documents will be maintained as indicated in the Records Retention Table.
- All other paper documents will be destroyed after three years.
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
- No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

3.1.13.1 Records Retention Table. The following table indicates URISA’s minimum document retention requirements. Note that federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	3 years
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	3 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	1 year
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, Bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	3 years
Personnel files (terminated employees)	4 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	3 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

3.1.14 **Information Technology Systems.** URISA maintains significant amounts of data on multiple platforms with layered redundancy. Software that supports the creation and access to this data is therefore also maintained.

3.2 Financial Management

3.2.1 **Annual Budget.** In preparing the annual operating budget, the Association will strive to meet minimum annual net revenue of 10% of all gross revenues.

3.2.2 **Fiscal Year.** The Fiscal Year is the calendar year which begins January 1 and concludes December 31.

3.2.3 **Payment to Members.** Volunteers, by definition, do not work to be paid, but to improve the state and use of technology, the profession, and, thus, the life of those living in our society. This is the very definition of a charity, and represents URISA's position on this matter. Consequently, and in accordance with URISA's Charter, no monies may inure to the benefit of URISA members.

3.2.3.1 **Honorarium.** URISA may pay a reasonable honorarium for tasks that consume an inordinate amount of time (e.g., writing/editing publications, teaching day-long workshops/seminars, etc.). All proposed honoraria must be approved as part of URISA's annual budget. The maximum honoraria payable per member, per incidence is set at \$1,000. Exceptions to this policy may be made only by the URISA Board.

3.2.3.2 **Travel Reimbursement.** URISA may provide limited funding for travel on behalf of the Association. Reimbursement of travel and related expenses may be made in accordance with the following criteria, subject to the availability of funds:

- Travel must be on behalf of URISA and be part of previously planned and Board approved activities, as outlined in the appropriate budget.
- If travel reimbursement has not been budgeted and approved, written approval for reimbursement must be received from the URISA Board.
- Funding is provided to URISA members only, and solely to reimburse their personal travel costs. Reimbursement is only made to those individuals whose travel has not already been reimbursed by their employer or another sponsoring organization.
- Reimbursement is made up to a maximum of \$500 per trip for domestic Board members (\$750 for international Board members) based on a request accompanied by original receipts and other documentation. Requests for reimbursement that meet the above criteria must be submitted to URISA headquarters within 45 days of the completion of travel.

- Reimbursement for travel by URISA Board members to attend meetings of the URISA Board may not exceed \$2,000 per year, per member. In addition, URISA may directly pay for such expenses as group meals and local travel associated with Board meetings.

3.2.4 **Authorized Signatures.** The President, Treasurer and Executive Director are each authorized to sign necessary deposit bonds and checks. Authorization of checks or issuance of official bank checks or other negotiable instruments drawn on the Association's accounts or wire transfers from Association accounts shall require a single signature for amounts not to exceed \$15,000. Checks in amounts greater than \$15,000 shall require the signature of any two of the following: President, Treasurer and Executive Director.

3.2.5 **Authority for Expenditures Not Chargeable to a Budget Line Item.** Expenditures in excess of \$1,000 shall be chargeable to a budget line item or shall be approved by any two of the following: President, Treasurer or Executive Director. Expenditures not chargeable to a budget line item that are under \$1,000 shall be approved by any one of the following: President, Treasurer or Executive Director.

3.2.6 **Capitalization and Depreciation.** In order to maintain consistent record keeping and to spread the cost of higher priced items over their useful life, the following capitalization and depreciation policy is enacted:

The capitalization cutoff point is the dollar figure under which an item is expensed in the period acquired and over which an item is capitalized and depreciated. It is the policy of URISA to expense assets in the period purchased if these assets cost less than \$1,000. Assets costing \$1,000 or more and having a useful life of more than one year will be capitalized and depreciated in accordance with URISA depreciation policies. Repairs and improvements to real property and leasehold improvements will be capitalized using this same policy.

It is the policy of the Association to depreciate fixed assets using the straight line, half-year method of depreciation. Real property will be depreciated over a thirty-year period. Electronic equipment (including computer hardware, software, electronic office equipment, etc.) will be depreciated over a three-year period. Equipment and furnishings will be depreciated over a seven-year period. Capitalized repairs and improvements will be depreciated for up to the useful life of the real property, based on the anticipated time the repair or improvement is expected to improve the property.

In addition to affecting all future acquisitions, this policy will be retroactively applied to existing assets and depreciation schedules will be accelerated to bring them into compliance with this policy.

3.2.7 **Banking and Investments.** Understanding the Board's fiduciary responsibility to protect the assets of the organization while maximizing their return, the following Policy is enacted.

- 3.2.7.1 **Short-Term Investments (i.e., operating cash, etc.).** Using modern banking techniques, no cash should be maintained on an overnight basis in non-interest bearing accounts unless said funds generate credits in-kind to offset banking fees. The balance of financial instruments held by the Association shall not exceed the insurance level provided by the regulatory agency.
- 3.2.7.2 **Medium and Long-Term Investments.** Medium and long-term investments are to be invested in mutual funds that have reasonable fees (no loads and fees which are below the average for similar asset groups) and which have reliable and predictable investment characteristics.
- 3.2.8 **Custody and Control of Assets.** All URISA assets are to be in the custody and control of the Executive Director who is charged with their safekeeping and the reporting of such to the Board of Directors at least annually. This includes all bank accounts, cash, checks, furniture, equipment, machinery and buildings and is consistent with other policies contained herein.
- 3.2.9 **Bank Reconciliations.** The Executive Director shall open, review, initial and date all bank statements upon receipt, and then forward each statement to the accounting staff for bank reconciliation. The Executive Director shall review and initial all bank reconciliations at least monthly.
- 3.2.10 **Accounts Payable.** Prior to payment, all invoices shall be reviewed for accuracy and, if approved, they shall be coded and initialed by the reviewer before payment.
- 3.2.11 **Petty Cash.** URISA shall not cash employees' personal checks.
- 3.2.12 **Employee Receivable.** Normally URISA shall not make personal loans to employees. Any exceptions shall have unanimous written approval of the Executive Committee and full written documentation of the terms and business purpose of the loan.
- 3.2.13 **Payroll Reports.** The Executive Director shall review, initial and date monthly payroll journal entries.
- 3.2.14 **Corporate Credit Card and Expense Report.** On a monthly basis, the Treasurer shall be provided a copy of the Executive Director's corporate credit card statement and a copy of the Executive Director's expense report. Only Expense Reports containing cash reimbursable items in excess of \$50 will be reviewed by the Treasurer. The Treasurer shall review these documents in a timely manner and indicate concurrence with them in writing (email is acceptable documentation of concurrence). If the Treasurer questions whether any expense(s) contained in the documents may not be appropriate expenditures, the questioned expense(s) shall be discussed by the Treasurer with the Executive Director. If the Treasurer and Executive Director conclude that the expense should not have been charged to URISA, the Executive Director shall ensure that that

charge is withdrawn or that URISA is reimbursed, as appropriate. If the Treasurer and the Executive Director do not agree, then the Treasurer may bring the matter to the Board for resolution.

3.2.15 **Audit.** On an annual basis, the Association will contract with an accounting firm to conduct an independent audit for approval by the Board.

3.3 **Privacy Policy.** URISA shall maintain a policy protecting the privacy of its members and visitors to its website. The Privacy Policy shall be posted on the URISA website and is included herein as Appendix C.

4 PROFESSIONAL EDUCATION OFFERINGS

4.1 Conferences.

4.1.1 **Conference Types.** URISA sponsors the Annual Conference and specialty conferences.

4.1.1.1 **Annual Conference.** The Annual Conference serves as URISA's Annual Meeting and is wholly under its control.

4.1.1.2 **Specialty Conferences.** Specialty Conferences focus on a specific topic or region; URISA may work with one or more cosponsors in determining the program content and sharing conference costs and revenues.

If the conference involves a partnership with one or more associations and/or agencies, an agreement should be negotiated as to responsibilities, finances and staffing.

- Where feasible, a conference/program committee should be formed consisting of members from all associations/agencies to guide the conference structure and program.
- Each conference shall have Board approval and support.

4.1.1.3 **Conference Management Services.** URISA staff may from time to time, with Board approval, offer conference management services on a fee-for-service basis for conferences not sponsored by URISA. Such services are considered business arrangements, not URISA professional education offerings. The policies in this section only apply to URISA sponsored conferences.

4.1.2 Guidelines for Professional Education Offerings. These policies apply to all professional education offerings.

4.1.2.1 Sales Presentation Restrictions. Except for vendor sponsored sessions, no presentation shall be oriented to any particular commercial software or service. Any presentation that is based on a particular commercial software package or service should attempt to make the presentation as general as possible. The Conference Committee must emphasize to all speakers that the URISA program is not a platform to sell products and services. This statement should be included in a Speaker Release Form, which must be signed and returned to URISA before the presentation is made. While the program should be free from any vendor bias, an exception is made for some sessions that are clearly indicated as sponsored by vendors to discuss and demonstrate their products. However, these vendor-sponsored sessions should be free of sales pitches.

4.1.2.2 Official Language. To ensure broad international access of papers, proceedings and other publications, all URISA publications are to be in English. Conference presentations in other languages may be accommodated with the approval of the Executive Director.

4.1.2.3 Endorsements. In order to promote attendance at URISA educational events, URISA permits educational endorsements of its programs. No direct financial arrangement is made with organizations endorsing URISA programs. Endorsing organizations support URISA programs primarily by assisting in marketing efforts (i.e., distribution of marketing materials, web page links, etc.). In return, URISA may place the organizational logo or name in its event marketing materials and in the final program or in other ways consistent with the level of support the endorsing organization provides, all at the discretion of the Executive Director.

4.1.3 Annual Conference Policies.

4.1.3.1 Site Selection. Annual Conference site selection investigation, evaluation, and negotiation are administrative tasks, for which responsibility rests with the Executive Director who shall be guided by the policies below. While final authorization by the Board is required before committing to contracts, the Executive Director shall execute the agreements. The Executive Director shall be responsible for regularly reporting to the Board of Directors on these activities for their feedback and concurrence.

Due to the scope and impact of the Annual Conference, the following Site Selection policy will be used in conjunction with the URISA Annual Conference.

- An Annual Conference shall be at a time of the year deemed appropriate by the Board of Directors and the Executive Director.
- The Annual Conference shall be rotated among the East, Midwest and West in a regular pattern, and the Annual Conference will be held in Canada a minimum of every nine years.
- Site selection will be made with the understanding that a significant portion of attendance comes from the local area.
- Site selection will take into consideration the dates and locations of conferences of organizations with a similar topic area as URISA.
- Site selection will take into consideration comments and suggestions from industry and members.
- Once available sites in the selected region are determined, URISA local Chapters and other affiliated organizations will be approached to determine if they are willing to provide assistance in operating the Conference.
- If a local Chapter or other organization is willing to assist in operating the Conference, an agreement will be negotiated that outlines the responsibilities of all parties in regard to the Conference.
- Facility and support contracts are negotiated by the Executive Director.

4.1.3.2 Committee and Program Development. A conference committee will be formed for every Annual Conference with the Conference Chair approved by the Board. The Conference Chair will be responsible for chairing Conference Committee meetings and provide overall leadership for the conference. Additional committee members will be made up of volunteers and should include local members. The Conference Committee will include a Program Chair and Vice-Chair such that the current year Program Chair becomes the next Conference Chair and the Vice-Chair will become the next Program Chair. Program Chairs will organize and recommend program topics with input from the other Committee members. The Program Chair will also manage the Call for Papers solicitation process with responses evaluated by the committee and grouped into common theme sessions. Each conference may adopt an overall theme. The program shall include presentations of educational interest and reflect topical issues of concern to URISA members. The program may include formal presentations, workshops, labs, keynotes, roundtables, panel discussions and other formats that the Conference Committee determines is most effective. The Executive Director is a member of the committee.

4.1.3.3 Budget. A budget for the Annual Conference should be approved by the Board and adhered to by the Conference Committee.

4.1.3.4 Fees. Conference registration fees, exhibitor fees and sponsorships shall be set by the Executive Director based on the budget and attendance projections.

- Annual Conferences that are held in conjunction with a chapter or other organization may extend discounted URISA member rates to those organizations' members.
- Activities such as tours, entertainment, workshops, and labs may have separate fees charged as determined by the Executive Director.
- Individuals participating in the program (speaking, presenting, etc.) will be required to register and pay registration fees. A moderately discounted "hardship" rate may apply in special circumstances, with the prior approval of the Executive Director who will decide on a case-by-case basis.

4.1.3.5 Complimentary Registration. Since URISA depends on the Annual Conference for much of its revenue and many members volunteer their time throughout the year to support URISA, complimentary registration should be granted sparingly. However, complimentary registration may be granted in the following conditions:

- Past Presidents receive complimentary base registration (not including tours, workshops and other ticketed events, but including social events that are normally part of the base registration fee) at the annual conference only if requested at the time of registration (i.e., once paid, no registration fees will be refunded).
- Registration is waived reciprocally with other organizations for a single VIP (Executive Director (or Executive Staff) or President) to attend the conference or workshop in an official representative capacity if so requested by the organization. Limited social events and other ticketed events will be included if provided reciprocally. Each VIP registration waiver in this category must be approved individually by the Executive Director.
- Invited paid speakers (i.e., keynote speakers) may receive complimentary registration.
- On-site volunteer support is solicited from students and other local area volunteers. These individuals may receive complimentary registration if a minimum number of volunteer hours are worked during the conference.
- The Board of Directors established the policy that all chapters who completed a Chapter Maturity Assessment would be eligible to receive one complimentary registration to the Annual Conference provided that they attended the Chapter Leader Forum.
- The Board of Directors established the policy that all Vanguard Cabinet members receive complimentary registration while actively serving their term and in good standing.

4.1.3.6 Annual Business Meeting. The URISA Constitution requires that the Annual Conference include a Business Meeting where URISA officers provide the membership a report on the state of affairs of the Association. The Conference Committee is free to decide when to schedule the Business Meeting as long as it is in a prominent spot in the program.

4.1.3.7 Ancillary Meetings and Activities. Revenue generated by any activity of any component of URISA held during the period of the Annual Conference, contiguous to or included in the Program Book listing, will be remitted to URISA. Any program to be presented in the URISA headquarters hotels or convention facilities which has technical content must be approved by the URISA Conference Committee, with concurrence of the Executive Director, before it can be promoted to registrants at the Conference, recognized in the official program or in any way acknowledged by the Association. This is in addition to current policy which prohibits release of hotel or convention space for programs that will directly conflict with scheduled URISA educational/social events. URISA actively discourages the scheduling of events (educational and social) in conflict with any official function which registrants at the Annual Conference are invited to attend.

4.1.3.8 Registration Packets. Only URISA materials may be placed in the participant registration packets. An exception is made for sponsored content. Any other materials that are of interest to the membership from non-profit organizations may be placed in the registration area. For-profit organization placement of materials shall be coordinated through URISA staff.

4.1.3.9 Sponsorships. In order to offset the many expenditures required to produce conferences and increase the enjoyment of conference attendees, URISA actively encourages corporate sponsorships. Sponsors are defined as those organizations that have provided targeted and substantial financial support. Sponsorships and grants are accepted for special workshops, programs, receptions, refreshment breaks and other social functions, and to underwrite the costs of publications, equipment, products, and services. URISA Staff will develop a standard policy designed to provide attractive opportunities to our corporate partners while being sensitive to the Association's need for product identity and name recognition. In no way should sponsorship or grants imply any endorsements and where fitting the phrase "Sponsored by" should be used to reduce the perceived commerciality of the arrangement. All sponsorship and grant arrangements must be approved by the Executive Director.

4.2 Professional Education Materials. URISA-approved professional education materials include workshops, academies, institutes, webinars, publications, best-practice guides and other

materials intended to provide comprehensive, prescriptive, peer-reviewed, unbiased, vendor-neutral overviews of topics of professional interest to URISA members. URISA-approved professional education materials do not include URISA conference presentations, *GIS Professional* articles, committee discussion papers, and other materials that are intended to present the viewpoints or experience of individuals or small groups.

4.2.1 Committee Authority. The Professional Educational Committee (PEC) establishes the URISA guidelines and criteria for URISA-approved professional educational materials. The following committees shall establish their own detailed procedures and criteria, within the Professional Educational Committee (PEC) guidelines and criteria, and have authority to approve URISA professional education materials and accept/reject proposals for new materials:

- Policy Advisory Committee (when issuing white papers);
- URISA GIS Leadership Academy (for GLA materials); and
- Professional Educational Committee (for all other materials).

4.2.2 Procedures and Criteria. The procedures and criteria established by these committees shall, unless otherwise approved by the PEC, ensure that at minimum URISA-approved professional education materials shall:

- Have a designated lead author(s) who is an authority on the topic, and will also serve as steward for the material.
- Have undergone independent rigorous peer review prior to approval. Peer review principles include the following:
 - The peer review panel must contain at least two invited recognized authorities on the topic (i.e.; they have produced publications and presentations on the topic), spanning the entire subject matter of the material.
 - The peer review panel may also contain additional volunteer reviewers.
 - All reviewers' qualifications (resume, recognized publications and presentations in the topic, experience in the topic) must be submitted in writing and reviewed.
 - All members of the designated peer review panel must submit comments.
 - All peer review comments must be shared with the lead committee, which should provide directions for acting on the comments.
- Contain no overt political, social, financial, or national bias.
- Contain no commercial promotion of any firm, product, or services.
- Include no materials in violation of applicable copyright laws.

4.2.3 Copyright of Professional Educational Materials. Non-copyrighted materials will be jointly copyrighted by the author and URISA, or else exclusively copyrighted by URISA.

4.3 Publications

- 4.3.1 ***The GIS Professional.*** *The GIS Professional* is URISA's bimonthly newsletter that includes association news and announcements and member-contributed case studies and articles. It is published electronically and accepts advertising. New corporate member profiles will be contained in *The GIS Professional*. Editors and staff are responsible for determining the content of each issue.
- 4.3.2 ***URISA Digest.*** The *URISA Digest* is an electronic communication briefing distributed to members and other participants on at least a monthly basis. Upcoming deadlines, items of interest and opportunities for volunteer contributions are included in the Digest.
- 4.3.3 ***URISA Journal.*** First published in 1989, the *URISA Journal* was a peer-reviewed publication of the Association and, published both in print and online. Members of URISA received copies of the *URISA Journal* as a member benefit and subscriptions were available to libraries and other institutions. The Journal was an "open access" publication and the archives are a valuable historical resource. Due to a lack of paper submissions over an extended period of time, the URISA Board voted to cease publication. Volume 28, published December 2017, was the final issue of the *URISA Journal*.
- 4.3.4 **Other Publications.** URISA supports and encourages the preparation of special publications on topics of interest to its membership and which are consistent with its stated mission and objectives. Publications may include collections of conference proceedings articles, bibliographies on focused topics, research papers, monographs, books, etc. URISA will consider sponsoring and contributing to the preparation, marketing, and distribution of publications which may be proposed by members, bodies in URISA, or by outside organizations. Only written proposals will be entertained.

Proposals shall be coordinated by the Professional Education Committee. The review shall focus on the following factors:

- Consistency with URISA's mission and objectives;
- Level of interest by URISA membership and the broader community of potential readers;
- Resource commitment in dollars, staff time, and volunteer time;
- Potential for revenue; and
- Other pertinent factors as deemed important by the Committee.

All contracting, printing, marketing, storage and distribution will be administered by the URISA Headquarters. The Professional Education Committee will report its activities to the Board on a regular basis and work within the limits of the annual budget.

- 4.3.5 **Publications and Other Inventory.** URISA produces numerous educational, technical and historical publications in paper and electronic formats. These publications are sold to members, provided to them as a benefit of membership, or used as educational materials in URISA courses. The following policy is followed to ensure a consistent approach is used in determining when to keep and when to permanently remove items from the URISA inventory. This policy should not be misconstrued to imply that all publications are recorded in the Association's financial records as inventoried physical assets. Additionally, URISA sometimes produces non-publication items such as member memorabilia. This policy addresses items of this nature as well.

Sufficient printed quantities of URISA publications and memorabilia will be maintained in accordance with current and anticipated needs. Prior to disposing of items in accordance with this policy, ensure that required quantities are contained in the URISA archives.

When disposing of excess quantities the following alternatives to destruction should be sought before the items are destroyed; free distribution at meetings, conferences, workshops, distribution to foreign countries where such a program exists which allows URISA to distribute educational offerings abroad without cost to URISA, or to universities or other educational institutions sufficiently interested in receiving the items being discarded that they are willing to pay for the shipping costs.

- 4.3.6 **Use of Copyrighted Materials in URSA Publications.** Authors of URISA publications shall include no materials in violation of applicable copyright laws.

5 COMMITTEES

5.1 Chapter Development and Relations Council (CDRC)

- 5.1.1 **Purpose and Scope:** The Chapter Development and Relations Council promotes the health and growth of URISA chapters and facilitates communication, and support by and between URISA and its chapters. The Chapter Development and Relations Council has these specific responsibilities:

- Maintain contact with active chapters through electronic mail, phone calls, Podio and regular conference calls.
- Provide information and assistance requested by chapter leaders and support existing and new chapters in their growth and development.

- Communicate chapter needs to the URISA Board and recommend Board actions.
- Conduct the annual Chapter Leaders Forum held at the Annual Meeting.
- Issue the Outstanding Chapter Award (annual award to recognize innovation, education, outreach and community impact).
- Coordinate completion and collect the Chapter Maturity and Status report for each chapter and submit to Board.
- Review and update of the Chapter Leaders Manual annually.

The Chapter Development and Relations Council may be assigned other duties and responsibilities at the discretion of the Board and/or the Chapter representatives as needed to support the primary purpose of the Council stated above.

5.1.2 Council Membership and Leadership

5.1.2.1 Membership and Chair. Each chapter as well as the URISA Board shall appoint a representative to the Chapter Development and Relations Council. If possible, the Board representative should be familiar with chapter operations. Each member of the Chapter Development and Relations Council shall be a member of URISA in good standing during their term. Chapter representatives must also be a member in good standing in the chapter they represent during their term.

5.1.2.2 Term. The term of service of each chapter representative is to be determined at the discretion of the chapter but may not exceed five consecutive years. The term of service for the URISA Board representative shall be one year but may be reappointed for a total of three consecutive terms. Terms are defined to begin and end at the conclusion of the Chapter Leader Forums held during the annual conference whether the term is for one or multiple years. Representatives that are appointed during the term shall be only for the duration of the term but may be reappointed to the following term.

5.1.2.3 Leadership. The Council will be led by an elected Chair and Chair-Elect. Terms for each are one year as defined in 5.1.2.2. At the completion of the term, the Chair-Elect becomes the Chair and the committee elects a new Chair-Elect.

5.1.2.3.1 Chair. The Chair runs the council meetings and sets the agenda in consultation with the council and Executive Director. The Chair is to faithfully represent the chapters and council to the Board. The Chair will also coordinate support and interaction between the Council, chapters and URISA committees, councils, taskforces, special interest groups, and cabinets.

5.1.2.3.2 Chair-Elect. The Chair-Elect will assist the Chair as needed with meetings, setting the agenda and other activities. The Chair-Elect will also oversee

the call for nominations as outlined in section 5.1.2.4 and set the agenda for the Chapter Leaders Forum.

In the event the Chair vacates the position before their term is complete, the Chair-Elect will assume the Chair and complete the remainder of the vacated Chair's term along with their one-year term. In such a case where the Chair-Elect must take over the position of Chair due to it being vacated, the council shall appoint an interim Chair-Elect. The interim Chair-Elect will fill that role until the next election which will be conducted as directed in 5.1.2.4.2. The interim Chair-Elect may be included on the ballot following the normal nomination process indicated in 5.1.2.4.1.

5.1.2.4 Nominations and Elections for Chair-Elect

5.1.2.4.1 Nominations for Chair-Elect. No later than three months before the Annual Meeting the current Chair-Elect will put out a call for nominations for Chair-Elect. The call for nominations will be open for a minimum of 30 days.

Nominees for Chair-Elect must be members in good standing and have served on the Council for at least one year as a Chapter representative. Current URISA Board members may not be nominated.

Once nominations have been received, the current Chair-Elect will contact each potential nominee to verify their acceptance of their nomination. The list of all accepted nominations will then be published to the Council membership for consideration and voting.

5.1.2.4.2 Election and Voting. Election of the Chair-Elect will be conducted before or at the Chapter Leaders Forum. Each chapter in good standing will be able to cast a single vote for the position of Chair-Elect.

Balloting may be done by any means that provides for a secret ballot with security, an audit trail, and no duplication of votes. The ballot shall contain all of the candidates which have meet the requirements and accepted a nomination. The ballots shall be counted and verified by the Chair, URISA Board Representative, and one Chapter Representative appointed by the Council which

is also not on the ballot. The results of the election will be announced at the Chapter Leaders Forum.

5.1.3 Council-specific Policies and Procedures. The Council will hold regular meetings as needed to support its purpose and scope. The Chair will be responsible of developing meeting agendas and leading meetings. In the Chair's absence, the Chair-elect will assume these responsibilities. The Council may create additional taskforces or groups as needed at the direction of the Chair or URISA Board. Additional Chapter Development and Relations Council policies and procedures are given in the Chapter Leaders Manual.

5.1.4 Chapter Leaders Forum. The Chapter Leaders Forum is to be held during the Annual Meeting of the Association. The purpose of this meeting is to announce the results of the Chair-Elect election and provide an opportunity for chapter leaders to meet face-to-face to facilitate better communication and coordination. Agenda items might include but are not limited to:

- Discussing issues of concern;
- Sharing ideas for growing chapters, bettering URISA and increasing member benefits;
- Leadership training;
- Reviewing achievements;
- Meeting with the URISA Board, Councils, Task Groups and/or Special Interest Groups;
- Reviewing the Chapter Leaders Manual;
- Creating new councils or working groups; and
- Discussing improved operations.

The Chair-Elect is responsible for setting the agenda for the Chapter Leaders Forum. The agenda must be provided to all chapter and board representatives at least one week prior to the start of the Annual Conference. The Chair-Elect will solicit input from the Chair, all chapter representatives, incoming Chair-Elect and the Board Representative for the agenda content.

5.1.5 Special Awards Committee. The Special Awards Committee coordinates with the Chapter Development and Relations Council in administering the Outstanding Chapter Award.

5.2 Conference Committee—Annual Conference

5.2.1 Purpose and Scope. The Committee is charged with producing the Association's annual educational conference.

5.2.2 Membership and Chair. The Annual Conference Committee shall be composed of the Conference Chair, Program Chair, and Vice-Chair. Annually, the Vice-Chair will rotate upwards to Program Chair and then to Conference Chair the following year.

The Vice-Chair will be annually nominated by the Annual Conference Committee and approved by the Board. Vice-Chair nominees shall be knowledgeable in the range of sectors and disciplines covered by the Conference. Effort will also be made to ensure that nominees represent different member sectors from year to year.

This committee is open to any URISA member. If the Annual Conference is done in partnership with other organizations, those organizations may also designate individual(s) to serve on this committee.

5.2.3 Committee-specific Policies and Procedures. The Conference Committee is tasked with creating each year's conference organization that it determines best meets the conference goals. However, 90- and 60-minute sessions with individual presentations of 20 to 30 minutes each or whole session panels will be most common.

5.2.3.1 Keynote Speakers. The Annual Conference typically has one or two keynote speakers as part of the program. Keynotes should strive to be informative, entertaining, and address conference themes and issues. If the conference budget allows, one or more keynote speakers may be contracted.

5.2.3.2 Workshops. The Annual Conference typically includes workshops held the day before the start of the conference program. The Conference Committee may select URISA approved workshops and solicit new workshop proposals. Workshops, where appropriate, will include workbooks and other material. Vendor sponsored workshops may also be held on this day as long as the vendor's sponsorship is clearly indicated.

5.2.3.3 Awards. URISA awards are typically given at the Annual Conference and the program shall include them. The Conference Committee is free to decide when to schedule the awards as long as it is in a prominent spot in the program.

5.2.3.4 Meals and Refreshments. Based on the budget, the Executive Director will determine all conference food service. Sponsorships for food service may also be solicited.

5.2.3.5 Exhibits. The Executive Director is responsible for organizing the exhibit hall and for working with exhibitors. The Conference Committee is encouraged to contact any companies or agencies to exhibit.

5.3 Conference Committees—Specialty Conferences

5.3.1 Purpose and Scope. Additional conference committees are charged with producing specialty conferences such as the URISA Caribbean GIS Conference, GIS/CAMA Technologies Conference, GIS in Transit Conference, and the GIS in Public Health Conference. On an as-needed basis,

other committees may be formed, or individuals designated, to develop and deliver regional and special interest conferences to meet the needs of the membership.

5.3.2 **Membership and Chair.** Open to any member of URISA or another co-sponsoring association. Each committee has a Chair and Vice-Chair.

5.3.3 **Committee-specific Policies and Procedures.** None.

5.4 Exemplary Systems in Geospatial (ESIG) Awards Committee

5.4.1 **Purpose and Scope.** This Committee is charged with the development, administration, and selection of awards for recognition of exceptional achievement in the application of information technology that has improved the delivery and quality of geospatial services.

5.4.2 **Membership and Chair.** Open to any URISA member.

5.4.3 **Committee-specific Policies and Procedures.** None.

5.5 GISCorps Core Committee

5.5.1 **Purpose and Scope.** The GISCorps Core Committee plans and directs the work of the GISCorps. The GISCorps coordinates short-term, volunteer-based GIS services to underprivileged communities and for humanitarian relief. The GISCorps Core Committee solicits and assigns volunteers to provide GIS services.

5.5.2 **Membership and Chair.** The GISCorps Core Committee is comprised of between three and nine URISA members, selected by the criteria and procedures set forth in the GISCorps Organizing Principles and Policies. Volunteers affiliated with GISCorps missions need not be members of URISA. A complimentary URISA membership will be provided to Core Committee Members.

5.5.3 **Committee-specific Policies and Procedures.** Additional committee policies and procedures are given in the GISCorps Organizing Principles and Policies.

5.6 Leadership Development Committee

5.6.1 **Purpose and Scope.** This Committee is charged with:

- Fulfilling the role of the Nominating Committee as defined in Article IV, Section 2 of the Constitution by recommending a slate of candidates to serve on the URISA Board of Directors in accordance with the Association's Bylaws.
- Recommending candidates to serve in the post of Whistleblower Policy Compliance Officer.
- Selecting Members of the Vanguard Cabinet
- Identifying people for future leadership roles.

- Training for all volunteers holding leadership positions within the Association.

5.6.2 **Membership and Chair.** The Immediate Past President shall serve as Chair. The Chair shall propose, and the Board approves, the members of the Committee. Members other than the Chair shall be solicited from outside the Board and shall include a current member of a URISA committee that focuses on diversity (e.g., Pro-Equity and Anti-Racism), a current member of the Vanguard Cabinet, the current Chair of the Chapter Development Relations Council, one past URISA president and up two additional members. Committee member terms are from November 15 to November 15 of the following year. No member shall serve more than three consecutive years on the Committee.

5.6.3 **Committee-specific Policies and Procedures.** The committee will use the following guidelines when proposing nominees.

5.6.3.1 **Whistleblower Policy Compliance Officer.** The committee proposes candidates for Board approval to serve in the post of Whistleblower Policy Compliance Officer. The term for the Whistleblower Policy Compliance Officer is from January 1 to December 31. There is no term limit for this position.

5.6.3.2 **Nominations Criteria for Board Members.** These characteristics are essential for Board candidates.

- **Leadership.** Candidates for the Board of Directors should clearly demonstrate the ability to think and act as leaders, able and willing to take the time and effort to continually grow and improve URISA.
- **Team Skills.** Board candidates should have teamwork skills, and understand the importance of a collaborative approach to policy and decision-making.
- **Strategic Thinking.** Potential Board members must be able to analyze internal and external environmental factors, formulate issues that are of strategic importance to URISA, and develop measurable objectives to address the issues and move the Association forward.
- **Policy-Making Skills.** Experience working at the senior executive level or in other policy-making and analysis roles is critical for the new Board members in URISA. The Board is a policy-making group, which analyzes market intelligence brought to it by staff, and acts upon it strategically.
- **Ethical Commitment.** Board candidates should have a commitment to ethics, diversity, equity, inclusion, and civility.
- **URISA Participation.** Board candidates should have participated in three or more URISA activity areas.
- **Commitment to Attend Board Meetings.** Board members are expected to attend Board meetings as well as the Annual Conference.

These characteristics are *desirable* for Board candidates:

- **Demographics.** It is a general, though not over-riding goal, to have the composition of the Board of Directors profile the URISA membership in terms of nationality, ethnicity, gender, and type and size of organization. While this is important in terms of membership representation, it is listed here as a general goal, which is secondary to the importance of getting the brightest and best qualified members to run for the Board. This may include persons who can help URISA enter new markets.
- **Knowledge of the IT/IS/GIS Industry.** Broad knowledge and contacts within the “industry” and/or its various sectors will be very helpful. A potential candidate's recognition and visibility will also benefit the association.
- **Other Affiliations.** The candidate should not be overly committed to other organizations or volunteer activities, so that time and energy is available for URISA commitments. However, it is a strategic goal of URISA to penetrate other markets, so candidate affiliations with other related organizations may be very helpful.

5.6.3.3 Nominations Criteria for President. The criteria for President include those presented above for Board members, as well the following additions:

- Employer support.
- Demonstrated willingness to dedicate considerable energies to the needs of URISA, including travel to other conferences and events to represent URISA.
- Recognized stature in the IT/IS/GIS industry.
- Familiarity with issues, operations and mechanics of the Board, and of the Association in general.
- Proven leadership and decision-making skills.

5.6.3.4 Statement to Board Nominees. The following statement will be conveyed to all Board nominees so that they may understand fully their potential commitment.

“Each Board member is expected to attend and actively participate in meetings. Three to four face-to-face meetings are scheduled. Two are held in conjunction with the annual conference and the remainder, which are typically one to two days in length, are scheduled during the spring and summer of each year. Board members are expected to cover their own travel expenses, although the Board may allow for a stipend to be made available. In addition to these meetings, all Board members are expected to participate in monthly conference calls. Regular costs that are incurred to carry out normal Board members business (e.g., telephone calls) are the responsibility of the Board member.

Board members do much more than attend meetings. They are the leaders of URISA and are expected to be actively involved in initiating, overseeing, participating in, and coordinating various activities that fall under the URISA mission (educational programs,

publications, industry relations, and public relations). With the Executive Director, URISA staff, and a host of volunteers, Board members are expected to apply their time and energy to worthwhile projects and programs. It is assumed that Board members will have the support of their agencies for time and resources in support of URISA and also that they make a personal decision, taking into account all other professional and personal commitments, to make a meaningful contribution to URISA during their three-year term.”

5.6.3.5 Selection of Vanguard Cabinet. Eight new Vanguard Cabinet members are appointed by the Leadership Development Committee each year.

5.6.3.5.1 Selection of Vanguard Cabinet Young Professional of the Year. The Leadership and Development Committee selects a Vanguard Cabinet member each year to be the recipient of the Young Professional of the Year award. This award recognizes Young Professional members for their contributions to the association and the URISA community at large. The Vanguard Cabinet Young Professional of the Year is a service award for URISA.

5.6.3.6 Volunteer Training. The Leadership Development Committee is charged with developing, delivering and maintaining a training and mentoring program for committee, workgroup, task force and Board volunteers holding URISA leadership positions. Training elements will include leadership skills, guidance on URISA policies and procedures, and other relevant information and resources that can help the volunteer be successful.

5.7 Marketing Committee

5.7.1 Purpose and Scope. This committee is charged with developing and implementing programs to: market the organization; advertise its activities, events, programs and initiatives; and attract and retain URISA members.

5.7.2 Membership and Chair. Open to any URISA member.

5.7.3 Committee-specific Policies and Procedures. None.

5.8 Past Presidents Council

5.8.1 Purpose and Scope. The Past Presidents Council provides advice to URISA’s Board upon request, and may, at Board request or with Board approval, take up specific matters for the good of the Association. In addition, each year the Council reviews and makes recommendations to the Board on nominations for the GIS Hall of Fame, using the criteria and procedures detailed below.

The Past Presidents Council operates under the principle that, upon conclusion of their terms, Past Presidents should step away from direct involvement in Board affairs. In recognition of the wear and tear associated with presidential service, the Past Presidents Council is designated a Sitting Committee of the Association.

- 5.8.2 **Membership and Chair.** The URISA Past Presidents Council is comprised of all persons who have completed a term as President of the URISA Board of Directors, are not members of the Board, and are URISA members in good standing. The term of membership is not limited.

The Past Presidents Council is chaired by the person who has most recently completed a term as Immediate Past President. That person shall have the title of “Rocking Chair”. Other Council members may be known as the “Rockers”, or, as appropriate, “Off Their Rockers”.

5.8.3 **Council-specific Policies and Procedures**

- 5.8.3.1 **Meetings.** The Past Presidents Council shall meet annually at the Past Presidents’ breakfast, convened at each Annual Conference of the Association. A quorum shall consist of all those Past Presidents who make it to breakfast. At the meeting the Immediate Past President leaving the Board at the conclusion of that Annual Conference shall be recognized as the incoming Rocking Chair, and that person shall provide a brief unwritten report on the health, focus, and financial state of the Association, and any matters on which the Board might value Council input.

During the course of each year additional meetings and discussions may be held as needed by email or videoconference. Any Council member may raise any topic germane to the business or purposes of the Association; discussion shall be informal and self-moderated.

- 5.8.3.2 **GIS Hall of Fame Award Nomination Procedures and Evaluation Criteria.** See the Hall of Fame Eligibility, Nomination, and Review Policy in the Appendices.

5.9 **Policy Advisory Committee (PAC)**

- 5.9.1 **Purpose and Scope.** The Policy Advisory Committee is charged with recommending formal policy positions on matters that:

- pertain directly to URISA’s mission;
- do not involve partisan political lobbying or direct support for a political party or candidate; and

- are raised and reviewed, and the position recommended, in accordance with the established procedures of the Committee.

The Committee may take up matters upon referral by the Board, upon its own initiative, or upon request by any URISA member. Further, the Committee shall prepare, for consideration by the URISA Board, recommendations for official resolutions, position statements, or formal comment submittals on policy matters.

The Committee shall provide advice and recommendations to the Board. The Committee shall not make decisions for the Association related to policy or other matters. Nothing herein shall preclude the Board from considering any policy matter or taking any policy position without seeking advice from the Committee.

5.9.2 **Membership and Chair.** Open to any URISA member. The Committee shall include at least one member of the Board of Directors who will serve as the official Board Liaison.

5.9.3 **Committee-specific Policies and Procedures.** None.

5.10 **Professional Education Committee (PEC)**

5.10.1 **Purpose and Scope.** The Professional Education Committee oversees the development and maintenance of URISA-approved professional educational materials and standards. It establishes guidelines, policies, and standards for the development, review, and publication of URISA-approved professional educational materials. The committee ensures that these materials are developed and presented in accordance with URISA policies, membership interests, and Board strategic goals. The committee also coordinates the URISA portfolio of educational materials, identifying gaps, resolving overlaps, and assessing balance. Originating committees may establish appropriate authorship and peer review policies and procedures for their materials, within the guidelines established by the PEC.

5.10.2 **Membership and Chair.** Open to any URISA member. To ensure coordinated development and maintenance of the URISA portfolio of educational materials, the Chairs (or their representatives) of the Professional Practices, GLA, and any other committees creating URISA-approved professional education materials are members of the PEC.

5.10.3 **Committee-specific Policies and Procedures.**

5.10.3.1 General professional educational materials policies are given in Section 4.2 herein.

5.10.3.2 To ensure coordinated development and maintenance of the URISA portfolio of educational materials, the PEC convenes, twice yearly or more often as needed, a

meeting of the Chairs (or their representatives) of all other committees whose activities include the creation of URISA-approved professional education materials. One meeting occurs at the annual conference and the other approximately six months thereafter. The meetings:

- Review the full range of current and planned URISA-approved professional education materials activities against URISA policies, membership interests, and Board strategic goals, to determine what changes might be needed in URISA's portfolio of educational materials.
- Identify specific gaps, overlaps and needed updates in the portfolio, related work efforts among the committees, and specific points of collaboration between them.
- Review any issues concerning content, authorship, or review of URISA-approved professional education materials, to ensure that committee practices are consistent with the criteria given in Section 4.2 herein.

5.10.3.3 To provide for coordination between meetings, the committees represented on the PEC shall each month, or more frequently as necessary, transmit a list of professional education activities to the PEC.

5.10.3.4 The Professional Education Committee maintains the Workshop Development Manual, which provides additional workshop development policies and procedures.

5.11 Climate and Community Resilience Committee (CRC)

5.11.1 **Purpose and Scope.** This committee seeks to both engage and inform URISA members and other stakeholders in matters related to the role of GIS in climate and community resiliency. One of the key goals of the committee is to share existing as well as new best practices that apply to community resilience which is the ability of individuals, communities, organizations, and states to effectively incorporate geospatial technologies and data to reduce risk and impacts of natural disasters. Community resilience is comprised of elements that leverage geospatial technologies to manage, analyze, and produce information in pursuit of a holistic approach to resilience.

5.11.2 **Membership and Chair.** Open to any member of URISA. The committee is led by a chair elected for a term typically no to exceed two year in length. The co-chair serves as chair-elect.

5.11.3 **Committee-specific Policies and Procedures.** None.

5.12 Special Awards Committee

5.12.1 **Purpose and Scope.** This committee is charged with developing awards that recognize members for their contributions to the association and community at large. Each year the committee

nominates, for consideration by the Board, members who meet the criteria for the following awards:

- **Horwood Service Award:** an occasional award given for long-term service to URISA and the profession. This award is URISA's ultimate award for service and leadership to URISA and within the geospatial industry. Awardees will have demonstrated significant contributions to both URISA and the geospatial technologies industry.
- **Leadership:** presented to members who have demonstrated exemplary leadership to URISA, creativity, innovation, and dedicated support of URISA activities. The recipient should be a member of URISA for enough years to show a pattern of leadership. Typically the recipient will have been responsible for new activities, or significantly enhanced an existing activity, so that it takes URISA in a new direction and/or enhances our standing in the professional community.
- **Service:** presented to members who have demonstrated faithful service to URISA and participation in its activities over a period of several years. This award is for specific service to URISA. It should require a significant number of years of (not necessarily consecutive) service in a number of committees, and a willingness to take on challenges without regard to the potential for recognition.
- **Barbara Hirsch Special Service Award:** presented to members or staff who have made special contributions to URISA. This award was created to honor URISA's former Chief Financial Officer, Barbara Hirsch. Barb made her mark at URISA by being an exceptional professional who would always step forward when a point needed to be made, but never stepped to the front for recognition. It is in the spirit of this dedication that the Board of Directors created an award for special service to URISA. This award will be given to individuals or committees who have shown a similar consummate level of service to URISA through an ongoing commitment to our success as an organization.
- **Dr. Marilyn O'Hara Ruiz Young Professional Scholarship:** this scholarship fund was introduced to honor Dr. Marilyn Ruiz who passed away unexpectedly in 2018. During Dr. Ruiz's career at the University of Illinois at Urbana-Champaign, she provided her undergraduate, graduate and post-doctoral students with excellent research experiences in her laboratory which helped them to have successful careers in academia, government and industry. Marilyn was passionate about her role as a mentor of graduate education. The scholarship fully supports young professional participation in the conference, fostering their professional connections and educational development.

The Special Awards Committee coordinates with the following committees in administering the awards program at the Annual Conference:

- Chapter Development and Relations Council (Outstanding Chapter Award)
- Exemplary Systems In Government Awards Committee (ESIG Award)

- Past Presidents Council (GIS Hall of Fame Award)

5.12.2 **Membership and Chair.** The Immediate Past President shall serve as the Chair of the Special Awards Committee, and shall appoint at least two additional members, including at least one current URISA Board member and one non-Board member, to serve on the committee.

5.12.3 **Committee-specific Policies and Procedures.** None.

5.13 Teller Committee

5.13.1 **Purpose and Scope.** The Committee annually validates the votes from the annual ballot distribution.

5.13.2 **Membership and Chair.** The Committee is open to any URISA member except members of the Board and candidates. Membership is limited to three persons named from year to year by the Executive Director.

5.13.2 **Committee-specific Policies and Procedures.** The work of this Committee is anticipated to be completed on-line.

5.14 URISA GIS Leadership Academy (GLA) Committee

5.14.1 **Purpose and Scope.** The GLA Committee produces the GLA, a one-week leadership and management course for developing GIS leaders. It focuses on GIS leadership and management techniques, strategic planning, team development, organizational capacity building, program investment and justification, change management, and ethics and professional challenges, among other topics. The GLA is the only leadership training program of its type, tailored to industry leaders and practitioners faced with unique challenges of GIS leadership and management who want to make an impact leveraging the power of GIS. The GLA has typically been held annually at locations around North America.

5.14.2 **Membership and Chair.** While there is no formal structure, there are typically two co-chairs and a small group of volunteers. These volunteers, along with a larger group of instructors, team-teach throughout the GLA.

5.14.3 **Committee-specific Policies and Procedures.**

- A venue is selected to maximize attendance.
- The co-chairs poll the group of instructors for availability to teach.
- Works with local GIS community to identify a closing keynote speaker.
- The teaching material is reviewed and updated prior to each GLA.

- All instructors must be qualified in their topic area, have teaching experience, and be GLA graduates. The committee reviews GLA graduates to identify new instructors to grow the teaching pool.
- The GLA Committee provides a representative (chair or other representative) to be a member of the Professional Educational Committee (PEC), and that representative participates in the semi-annual professional education coordination meetings convened by the PEC. The GLA Committee each month transmits a list of professional education activities to the other committees represented on the PEC.

5.15 Vanguard Cabinet

5.15.1 **Purpose and Scope.** The Vanguard Cabinet was established to provide the means for young professionals to receive encouragement and to have a stronger role in the guidance of URISA. The Cabinet's mission is to collaborate with the Board of Directors in creating and promoting programs and policies of benefit to young professionals.

5.15.2 **Membership and Chair.** Membership in the Cabinet is by appointment only and is restricted to members of URISA who are 35 years of age and under. Each year, up to eight young professionals will be selected by the Leadership Development Committee to serve a three-year appointment. The Cabinet members should select a Chair and a Vice-Chair each year as directed in the Vanguard Cabinet Strategy Document.

5.15.3 **Committee-specific Policies and Procedures.** Each Cabinet member is required to participate in the activities of at least one special or standing committee of URISA. Other policies are defined in the Vanguard Cabinet Vision, Mission and Members Policies document.

5.16 Membership Committee

5.16.1 **Purpose and Scope.** The purpose of the Membership Committee is to advance membership growth, retention and benefits by promoting URISA membership through marketing and communications efforts and best practices to increase participation in URISA through networking, volunteerism and recognition. The committee is responsible for evaluating current and proposed member benefits and potential new categories of membership to be reviewed and approved by the Board of Directors.

5.16.2 **Membership and Chair.** The Committee Chair serves for a period of no more than two years. Upon conclusion of their term, the Associate Committee Chair assumes the role of Chair. Committee member terms are limited to two years with 50% of the committee rolling off every two years. Committee members must be a member in good standing of URISA. Membership of the Committee shall reflect the diversity of URISA in terms of professional discipline and other characteristics.

15.16.3 Committee-specific Policies and Procedures. Committee members are required to attend regularly scheduled conference calls as well as additional calls as needed. The Committee may establish subcommittees that report to the Chair.

Specific responsibilities include:

- Advancing membership growth, retention and benefits in collaboration with URISA staff.
- Ensuring committee efforts support the URISA strategic plan and priorities.
- Developing and implementing recruitment and retention programs in collaboration with, and support of, URISA staff.
- Identifying potential members and recommend to the Board specific programs targeting constituencies who are inclusive of prospective members.
- Reviewing the current membership benefits in collaboration with staff and make recommendations for enhancements or “sun-setting”.
- Identifying or implementing metrics for member satisfaction to identify long- and short-term initiatives to achieve and sustain identified membership satisfaction goals.
- Working with the Finance Committee, review membership dues structure, categories and make recommendations to the URISA Board of Directors.

15.17 Core Documents Committee

15.17.1 Purpose and Scope. The Core Documents Committee, under the direction of the Board of Directors, is charged with identifying and reviewing amendments to the URISA Core Documents:

- The Urban and Regional Information Systems Association (URISA) Bylaws;
- URISA Policy Manual;
- URISA Chapter Leaders Manual; and
- Other documents that are identified to be critical to the governance and operations of the URISA organization by the Board of Directors.

15.17.2 Membership and Chair. The Core Documents Committee is chaired by the Secretary and is comprised of URISA members in good standing as appointed by the Board of Directors.

15.17.3 Committee-specific Policies and Procedures. The committee meets as needed, but at least once a year to review the documents and ensure they are up to date. It is the Secretary’s discretion, unless directed by the Board, whether changes need to be handled by the full committee or are simple enough to be done by the Secretary without needing the full committee.

5.18 Location, Enterprise Addressing, and Public Safety (LEAP) Committee

5.18.1 Purpose and Scope. The purpose of the LEAP Committee is to support and educate GIS professionals working at the intersection of geospatial, location technology, and addressing and the impact these have on wayfinding and public safety including Next Generation 9-1-1 (NG9-1-1). The LEAP Committee encourages collaboration with stakeholders and industry standards.

5.18.2 Membership and Chair(s). Membership is open to any URISA member who shall select a committee chair each program year.

5.18.3 Committee-specific Policies and Procedures. On an annual basis, the committee shall develop a workplan.

5.19 Pro-Equity and Anti-Racism Committee

5.19.1 Purpose and Scope. The purpose of the Pro-Equity and Anti-Racism Committee is to advance and to achieve URISA's commitment (as documented in the Constitution) to be a pro-equity and anti-racist organization.

5.19.2 Membership and Chair(s). Membership is open to any URISA member who supports the pro-equity and anti-racism commitment as described in the URISA Constitution.

5.19.2.1 Leadership. The Committee leadership shall be comprised of two co-chairs and two co-vice-chairs. The Committee's pro-equity and anti-racism commitment is that one co-chair and one co-vice-chair shall be a person of color. The two co-chairs will serve for one year. After their term ends, the two co-vice-chairs will become co-chairs, and two new co-vice-chairs will then be selected by vote of the core committee of the committee. Leadership shall/can also be solicited from other unrepresented groups within society.

5.19.2.2 **Membership.** The membership of the Committee shall be comprised of the leadership, a core committee member and associate members. The core committee is comprised of the leadership, the URISA Board liaison, and six to 12 other members who have knowledge of and commitment to pro-equity and anti-racism practices and who have been vetted by the existing core committee members. Associate membership is open to any URISA member who is willing to actively support the work of the Committee. Core committee members shall be leaders of URISA Pro-Equity and Anti-Racism lines of business.

5.19.3 **Committee-specific Policies and Procedures.** On an annual basis, the leadership and core committee shall develop a workplan for the Committee.

6 CHAPTERS

6.1 **General Policies.** The following serve as general policies for all URISA chapters.

6.1.1 **Chapter Name.** An approved chapter shall include “URISA” as part of its chapter name.

6.1.2 **Chapter Bylaws.** Each chapter shall maintain a copy of its current bylaws, as approved by the URISA Board of Directors, on file with the headquarters of URISA which will post them on the URISA web site.

6.1.3 **Changes to Chapter Bylaws.** Any proposed changes to a chapter’s bylaws shall be reviewed and approved by the URISA Board of Directors before formal adoption by the chapter. This review by the Board of Directors shall be completed within 60 days from receipt of the proposed changes by URISA headquarters. In the event the Board cannot act on the revision request within the specified time period, the Board shall inform the chapter, and shall take action no later than the next face-to-face Board meeting.

6.1.4 **Chapter Officers.** Each chapter shall have, at a minimum, a President, a Vice President or President-Elect, a Treasurer and a Secretary. The duties of these officers shall be those normally pertaining to their posts. Chapters may also create other officers and a Board of Directors. All officers and directors must be members of both the chapter and URISA.

6.1.5 **Chapter Development and Relations Council Representation.** Each active-status chapter shall appoint representatives to the Chapter Development and Relations Council as provided in Section 5.1.2.

- 6.1.6 **Dues.** A chapter may levy dues for chapter membership, which are in addition to those for membership in the Association.
- 6.1.7 **Membership.** Upon payment of Association dues, each member shall be assigned to the geographic chapter that includes the primary contact address listed by the member, unless the member has indicated a desire to join a different chapter. Association members may join more than one chapter upon payment of the appropriate chapter dues, if any. Association members who do not join a chapter due to the lack of one serving the member's geographic area shall be classified as "at-large" members.
- 6.2 **New Chapter Formation.** The following sections outline the procedures for the formation of a URISA chapter.
- 6.2.1 **Petition.** The Board will consider formation of a new chapter upon receipt of a written petition signed by ten URISA members in good standing (dues paid) from the geographic area to be served by the proposed chapter.

The petition must state the:

- Chapter name and geographic area to be served;
- Name of the primary contact person to represent the chapter;
- Chapter mission and goals for first year; and
- Dates, topics, and attendance figures for previous start-up meeting and events.

The Board will disapprove any petition if:

- The proposed chapter area overlaps with the area of another chapter;
- The proposed chapter goals are inconsistent with URISA goals, or
- The petition is not signed by ten URISA members in good standing from the proposed chapter area.

- 6.2.2 **Organizing Status.** Upon approval of a petition, a chapter is granted organizing status and is assigned a Chapter Development and Relations Council representative. The chapter retains organizing status until the first URISA Board meeting following one year from the date the URISA Board approves the petition. During or before that meeting the URISA Board may at its discretion grant the chapter active status, extend the period of organizing status, or rescind approval of the petition.

Chapters are required to accomplish the following items during the organizing period:

- For US chapters, execute a valid URISA Chapter Charter Agreement. For Non-US chapters, execute an agreement with URISA.
- Sponsor regular meetings and events.
- Draft and approve chapter bylaws consistent with URISA's Constitution and Model Chapter Bylaws.
- Create a chapter logo for letterhead, marketing, website, etc., that meets the policies governing chapter use of URISA's logo.
- Elect officers based on the approved chapter bylaws. Elected officers of the board must be URISA members in good standing.
- Open a bank account; decide whether and when to file for non-profit status; establish dues; and set up a means of communication among members.
- File a Chapter Maturity Assessment report with the Chapter Development and Relations Council representative.
- Resolve administrative issues identified by the Chapter Development and Relations Council or the Board.

During the organizing period, URISA will provide the following assistance and support:

- Bylaw templates.
- \$500.00 (US) startup funds if requested by chapter and at the discretion of the Board.
- Access to the Chapter Leaders Manual.
- Assign a tech assist team to help with formation issues.
- Hosting of a chapter web page on the URISA website if desired.
- Marketing assistance for membership drives and events.

6.2.2 **Active Status.** Upon successful completion of the organizing activities, the Board will grant active status to the chapter.

6.2.3 **Inactive Status.** Chapters will be considered inactive if they do not appoint a representative to the Chapter Development and Relations Council or submit an annual Chapter Maturity Assessment after two consecutive years.

6.2.4 **Associated Chapters.** Associated chapters are defined as existing URISA chapters that have not signed the Charter Agreement.

7 GISCORPS PROGRAM

7.1 **General Definition.** In October 2003, the URISA Board of Directors unanimously endorsed the GISCorps as a program under URISA's auspices. GISCorps is run by a core committee. GISCorps

offer volunteers to provide GIS services such as performing needs assessment and strategic planning, conducting technical workshops, database modeling, disaster management, and remote sensing.

8 ASSOCIATION STAFF

8.1 **Employee Handbook.** An Employee Handbook is established to define the policies and practices of URISA in relation to its employees. This handbook is prepared and modified as necessary by URISA's Executive Director, and approved by URISA's legal counsel.

8.2 **Review of Headquarters Office Operations.** In order to ensure the efficient and effective operation of URISA headquarters and to provide an accurate assessment of the Executive Director's performance, the Executive Committee will meet at URISA headquarters annually where they will review all aspects of the headquarters office operations, including but not limited to:

- Cash receipt and disbursement procedures;
- Safeguarding of assets;
- Information systems (hardware and software applications);
- Database maintenance;
- Organizational work flows;
- Record retention, filing, and archiving;
- Personnel policies and procedures;
- General office procedures; and
- Business continuity plan (Disaster Recovery Plan).

After this review, the Executive Committee will prepare a report of their findings. The draft report will be reviewed with the Executive Director to solicit their comments, after which the Executive Committee will send its finalized report to the full Board of Directors for informational purposes and to address any issues or concerns identified by the Executive Committee that require Board action.

8.3 **Annual Performance Reviews.** The Executive Committee shall conduct an annual performance of the Executive Director concurrently with the annual headquarters review. The performance review will shall assess achievement of goals for the prior year and set goals for the upcoming year. This review will become a part of the Executive Director's personnel file and will be acknowledged by signature of both the President and Executive Director.

Feedback from the Executive Director to each staff member is expected to occur on a continual basis. In addition, the Executive Director will annually provide a formal performance review of each employee. The performance review will assess achievement of goals for the prior year and set goals for the upcoming year. This review will become a part of the employee's personnel file and will be acknowledged by signature of both the Executive Director and the employee.

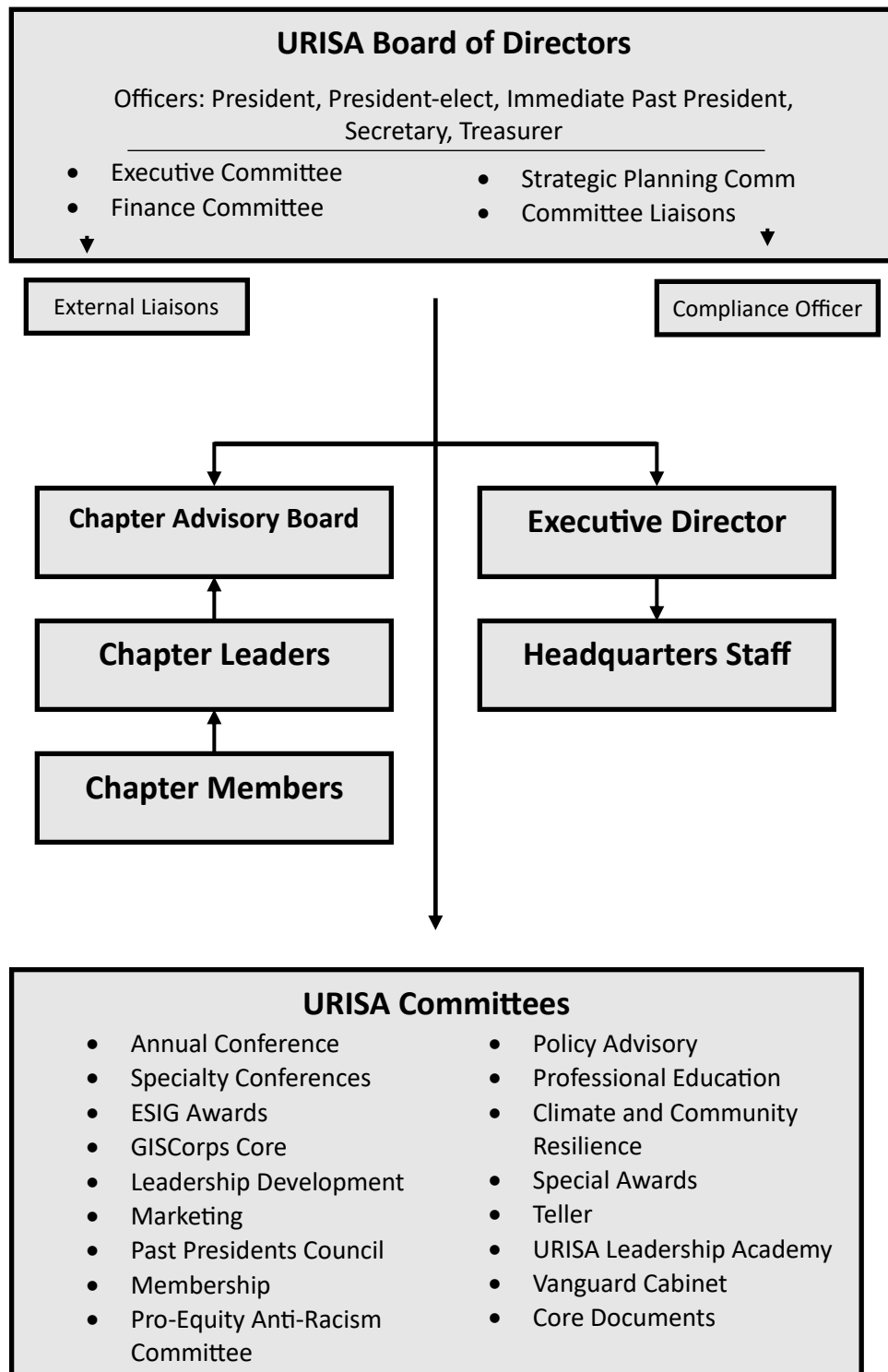
8.4 **Conflict of Interest in Employment.** This policy exists to prevent any actual or apparent conflict in interest between the employee and URISA. Such conflicts may arise when an employee seeks, is offered, or is engaged in employment or volunteer activities that are competitive with or detrimental to URISA. Thus employee conflict of interest is defined as behavior which is competitive with or otherwise detrimental to URISA operations and mission. This policy applies to all URISA employees.

8.4.1 **Policy.** The purpose of this policy, as defined in the Employee Manual, is to make employees aware that they are not to take part in off-duty employment or volunteer activities that are in conflict with their URISA work or the URISA mission.

9 INCLUSIVE LANGUAGE

9.0 **Inclusive Language.** All documents shall use inclusive language as a style or governance guideline for newly created and revised documents unless legally required.

Appendix A: URISA Organization Chart



Appendix B: Initiative Evaluation Matrix

<u>Stage</u>	<u>Description</u>	<u>Trigger</u> <i>When/how new activity, request starts</i>	<u>Participation</u> <i>Who is involved and how</i>	<u>Milestones</u> <i>Timing of action items</i>	<u>Resources</u> <i>What special resources are needed</i>	<u>Incentives</u> <i>What motivates, and enables participation</i>	<u>Dangers</u> <i>Risk to URISA</i>	<u>Guidelines</u> <i>What structure, strategy should Board promote</i>
1st: <i>Discovery</i>	How issues flow into system?	Ordinary feedback; Board strategic planning	URISA members, committees, guests	Regularly scheduled events	Routine HQ/ member travel, m&s	Volunteer good will, local relevance, professional development	Wrong person, lost energy; < \$10K at risk	Routine feedback to Board, members
Assessment	Depth/breadth of interest; relevance; capacity							
2nd: <i>Incubation</i>	Constructed activities & partnerships	Board initiative; unique opportunity	URISA champions; outside experts	External events, URISA events, pubs, white papers	Extraordinary travel/time; non-volunteer expertise	2nd level travel/work money; professional visibility; HQ support	\$10-25K at risk	Build sequence of activities; >1 URISA person; know opportunity cost; leverage
Assessment	Quality assurance; sustained interest, relevance, capacity							
3rd: <i>Initiation</i>	Policy options, position papers, restructuring	Board initiative, external pressure, timetable	URISA champions; outside experts, institutional partners	Program design; policy statements, options	Extraordinary travel/time; non-volunteer expertise	Travel/work money; professional visibility; HQ support, pooled resources	URISA reputation, direction	Institutional plan; member relevance; partners
Assessment	Importance, breadth of support							
4th: <i>Action, Policy, Position</i>	Board adoption/ agreement; MOU	Board initiative, external pressure, timetable	URISA champions; outside experts, institutional partners	Program launch; policy approval	Board, HQ time, political capital	Travel/work money; professional visibility; HQ support, pooled resources	URISA objectivity, credibility, structure	Coalition building
Assessment	Effectiveness, consensus, URISA positioning							

Appendix B (cont.): Initiative Evaluation Matrix Examples (from 2003)

Stage	<u>Example 1</u> Certification (<i>complete</i>)	<u>Example 2</u> Special Interest Groups (SIGs)	<u>Example 3</u> GISCorps
1st: <i>Discovery</i>	Invite from other organization; conference sessions & edu-comm history	Board 'key topic' priority; exist in Bylaws & under-utilized in recent years	Provide short term volunteer GIS Assistance to developing countries
Assessment	Member interest/ capacity; responsiveness to external events	Member interest/ capacity; conduit for hot topics; adds breadth to URISA's offerings	Member interest/capacity; boosts URISA's international image; strengthens Geo Science
2nd: <i>Incubation</i>	Cross-org edu. meetings/events; Task Force participation; pubs	Establish topic areas	Develop Strategic Plan & web interface
Assessment	Member/prof. participation; surveys of members, others; Board discussion; funding available	Member participation; survey/evaluation Board discussion	Core Committee, current and previous Board members' discussion & participation
3rd: <i>Initiation</i>	Job categories, skills; certification process(es); model laws	Identify leaders and establish online discussion forums	Develop detailed operational plan; start an outreach/media campaign
Assessment	Quality, utility, practicality, consensus, commitment	Quality; identification of work products; member support	Assess the Quality of volunteers & projects
4th: <i>Action, Policy,</i>	Adopt certification process, 'model law'	Acceptance into collection of URISA benefits	Conduct Pilot projects

APPENDIX C: PRIVACY POLICY

Privacy Policy

The Urban and Regional Information Systems Association (URISA) respects the privacy of its members and other visitors to its Web site, www.urisa.org. URISA strongly believes that if electronic commerce and online activities are to flourish, consumers must be assured that information provided online is used responsibly and appropriately. To protect online privacy, URISA has implemented the following policy. By accessing our websites or providing your information to us, you accept and agree to the practices described in this Policy.

How We Collect Personal Data

Personal Data identifies you as an individual or is information that can be linked to you as an individual ("Personal Data"). Visitors may generally browse public portions of the URISA website anonymously without providing any detailed information. However, Personal Data is required in connection with membership registration, event activities, purchasing products or services, requesting additional information, signing up for newsletters, or submitting questions through these sites.

From General Users. URISA does not collect any Personal Data from users browsing its Web site. Only aggregate data -- such as the number of hits per page -- are collected. Aggregate data are only used for internal and marketing purposes and do not provide any personally identifying information. IP addresses are used to analyze trends, administer the site, track user movement and gather broad demographic information.

In general, a visitor will know when Personal Data is being collected because he or she will have to fill out a form.

URISA does not knowingly collect or use any Personal Data from users under 13 years of age.

Contact Forms. The contact form on this website collects your first name, last name, and e-mail address. It sends that information to URISA via e-mail at info@urisa.org to identify you as the e-mail's sender. The information is not stored in URISA's database but may persist in our e-mail account like any other e-mail we receive.

From URISA's Members, Conference Registrants, and Other Customers. To gain access to members-only resources and personalization features on urisa.org, members and other users are asked to register and provide some limited information. This information is submitted voluntarily. URISA asks users to provide their name, member number (for members), organization name, phone, and e-mail. Similar information may be submitted to URISA through membership applications, conference registration, and publication orders.

APPENDIX D: BOARD LIAISON RESPONSIBILITIES

Board members are each assigned as a liaison to one or more URISA committees. Responsibilities associated with that role include the following:

- Support committee leadership, but do not lead the committee. Liaison responsibilities may include helping identify avenues for securing volunteers (e.g., URISA Connect), helping to identify URISA resources, etc. Committee leadership is an important step in professional development. The Board liaison can serve as a mentor that empowers committee leaders to be successful.
- Serve as the conduit between the committee and the Board. If the committee is experiencing issues that require Board attention or awareness, it is the role of the liaison to ensure that information reaches the Board.
- Be active members of the committee. This means attending all committee leadership meetings to ensure awareness of what is happening within the committee and to convey URISA policies to the committee if and when needed. Board liaisons are also responsible for hosting virtual committee meetings, to include starting the meeting if the meeting is held using URISA collaboration tools. In the event the liaison is unavailable, they are responsible for identifying another Board member to take their place.
- Participate in Committee Coordination Group meetings. These meetings provide an opportunity for notifying committees of significant organizational level initiatives and policies and for initiating collaboration between committees.
- Prepare a quarterly report in collaboration with committee leadership that identifies progress made by the committee since the previous report, planned activities for the next quarter and opportunities for volunteers to support committee activities.

APPENDIX E: BUSINESS POLICIES

The purpose of Appendix E is to capture short Board policy decisions that relate to how the organization does business. These are different from decisions that have a clear before and after in that policies are meant to guide the organization going forward. These are different from longer or larger operational policies that are framed as a separate document that are incorporated as their own appendices. Policies are arranged chronologically.

1. URISA's GISCI Board of Directors representative must currently be or have previously served on the URISA Board of Directors. Adopted 5 June 2024.
2. All GPN logos, including those used for chapters (as approved) and committees and communities, must follow the brand-aligned and defined standards. Adopted 17 January 2025.
3. People, companies, or organizations that contact GPN for business purposes or partnerships will be directed to existing GPN offerings and structure. Adopted 16-17 May 2025.
4. GPN will post a version of the Board's decisions in the GIS Professional after the minutes are approved. Adopted 6 August 2025.

APPENDIX F: GIS HALL OF FAME POLICY

GIS Hall of Fame Award Nomination, Procedures, and Evaluation Policy

Drafted: December 23, 2025

Adopted: January 8, 2026

GPN GIS Hall of Fame Eligibility Criteria

Hall of Fame membership may be conferred on any person or organization that, in the judgment of the GPN Hall of Fame Nomination Review Committee, meets all of the following criteria:

The person or organization has made significant and original contributions to the development and application of GIS concepts, tools, or resources, or to the GIS profession.

Those contributions have had a significant and enduring impact on the GIS field or profession, and they have benefited society as a whole.

[For persons] In their work and professional conduct, the honorees have exemplified vision, leadership, perseverance, community-mindedness, professional involvement, and ethical behavior.

1. Content and Format of Nomination Submittals

A nomination submittal may be of any length, but it must include a cover page and a 1-2 page summary, followed by a longer supporting statement, supporting the nominee's qualification for the Hall of Fame.

1.1 Cover Page and Nomination Summary

Nominations shall include:

1. A cover page, giving the name and contact information for the nominator(s) and nominee, and the date of the nomination. (Note that nominations should not include any other personal identifying information, such as date of birth or social security number, that is unrelated to the nominee's career and GIS achievements.)
2. A 1-2 -page, stand-alone nomination summary briefly describing:
 - The nominee's achievements and contributions to the development or application of GIS concepts, tools, or resources, or to the GIS profession, that warrant induction to the GIS Hall of Fame.
 - The originality and significance of the nominee's contributions, in terms of their enduring impact on the GIS field or profession, and their social benefit.

- [For individuals] The vision, leadership, perseverance, community-mindedness, professional involvement, and ethical behavior exemplified by the nominee's work and professional conduct.

1.2 Nomination Statement: Additional details and materials supporting the summary

The statement may be of any length or format, but should provide:

1. A CV or timeline summarizing the nominee's relevant career or (for organizations) history:
 - a) Individuals: Employers/titles, publications, projects (and role within them), professional association involvement, and awards and honors.
 - b) Organizations: Description of major programs, projects, and policies relevant to the nomination, and a how they evolved over time.
2. Additional information (if any) needed to supplement the nomination summary in explaining the nominee's work, achievements, and (if the nominee is a person) professional conduct; or stating how the work and achievements are significant, original, of enduring impact on the GIS field or profession, and of benefit to society as a whole.
3. Additional documents, or citations/links to online documents, may be included at the nominator's discretion.

2. Guidance for Nominators

The Nomination Submittal Should Convey Both the Achievements of the Nominee, and Why the Nominee Merits Hall of Fame Honors

Within the nomination submittal, the nomination summary should make a concise and cogent case for why the nominee merits induction into the GIS Hall of Fame. The longer nomination statement should provide supporting details, background, context, and documentation (including a CV), with references and source citations as appropriate. The submittal as a whole should give the reviewers a clear, comprehensive, and substantial record by which to understand and evaluate the nominee's career, contributions, recognitions, and impacts. The submittal should contain all the information necessary for the reviewers to evaluate the nomination.

Together, the nomination summary and the nomination statement should make clear why the nominee's work and contributions meet the eligibility criteria. It should provide explicit answers to the following questions:

1. What was original about the achievements? What had others accomplished in the field before the nominee's work, and what did the nominee add that was new?
2. Why were the nominee's achievements significant?
3. What was their enduring impact on the GIS field or profession?
4. What was their social benefit?

5. [For individuals] How has the nominee's work and professional conduct exemplified vision, leadership, perseverance, community-mindedness, professional involvement, and ethical behavior?

Nominators who are not familiar with the before-and-after development of the particular field in which the nominee worked should review published sources, or seek out colleagues of the nominee, who can shed light on what was original and significant about the nominee's contributions.

Level of Achievement and Impact Required to Meet the Hall of Fame Eligibility Criteria

The GPN has, by its eligibility criteria, deliberately set a high bar for entry into the GIS Hall of Fame. Listed below are some examples of the kinds of achievements that have met the criteria:

1. **Basic Research.** Originating new and widely useful principles, methods, algorithms, or software for geographic information science and systems.
2. **Applied Research.** Conducting original and influential research that extends the application of GIS to new fields of inquiry or new issues of public concern.
3. **Public Policy and Administration.** Providing substantial leadership in developing and implementing new public policies, or new administrative programs or structures, that foster the creation, standardization, use, or dissemination of new geographic datasets; or the use, sharing, coordination and integration of geographic information across multiple organizations.
4. **Standards.** Providing substantial leadership in creating standards for GIS software, data, services, or processes.
5. **Business and Industry.** Building companies that bring new GIS tools, data, or services to the marketplace, making GIS more productive or affordable for large numbers of customers.
6. **Program Implementation.** Pioneering and disseminating practical, effective strategies and methods for implementing GIS programs within organizations
7. **Education.** Advancing GIS education beyond the normal routines of the teaching process by creating educational materials, methods, or curricula that, by their wide use or novel approach, enable students and practitioners to obtain a better understanding of the design, development and use of geographic information science and systems.
8. **Publications.** Publishing works (technical or popular, via any medium) that have made significant and original contributions to the development and application of GIS concepts, tools, and or resources, or to the GIS profession.
9. **Public Awareness.** Expanding awareness of the uses and benefits of GIS by creating programs that extend GIS education, awareness, and access to the general public and members of the media.
10. **GIS Profession.** Providing significant leadership in giving identity to the GIS profession, defining its subject matter, or establishing its standards of professional knowledge and conduct.

These are some examples; others could be added. The key point for nominators is not the categories per se, but the level of achievement and impact required to meet the Hall of Fame eligibility criteria. Current GIS Hall of Fame honorees are available on the GPN website: https://thegpn.org/page/GIS_HallofFame.

3. Nomination, Review, Recommendation, and Award Procedures

3.1 Summary of Nomination Review Roles and Schedule

This subsection summarizes the roles and schedule of the nomination review process. Subsequent subsections give specific details of the process.

Roles. The Hall of Fame nomination review process encompasses the following roles:

1. **Nominee** – The person or organization nominated for the Hall of Fame.
2. **Nominator(s)** – The person(s) submitting the nomination.
3. **GPN Executive Director** –
 - a) Receives the nomination submittal, makes content available to the HOF Nomination Review Committee, and notifies the Nomination Review Coordinator; and,
 - b) After the Board has acted, informs nominators and honorees of the results.
4. **GPN President** – Shall appoint a current GPN board member as the Chair of the HOF Nomination Review Committee.
5. **HOF Nomination Review Committee Chair** –
 - a) Shall propose, and the Board approves, the members of the Committee, which shall total an odd number, including the Chair. Members other than the Chair shall be solicited and include:
 - i. 1-2 GPN Board Members outside of the Chair
 - ii. 2-3 GPN Past Presidents
 - iii. 1-2 members of the Pro-Equity and Anti-Racism Committee
 - iv. 1-2 members of the Vanguard Cabinet
 - v. 1-2 additional GPN members
 - b) Shall ensure deadlines are met to make HOF recommendation to the GPN Board.
6. **HOF Nomination Review Committee** – Reviews nomination content, provides feedback, and supports the Committee determination on the nominee.
7. **GPN Board** – Receives and acts on the review committee's recommendation.

Schedule. The nomination review process includes four phases:

1. **Preparations (March 1 – May 1)** – HOF Nomination Review Committee Chair is appointed, HOF Nomination Review Committee is solicited and approved by the GPN Board; receive nominations by May 1.
2. **Initial Review (1-2 weeks)** – HOF Nomination Review Committee Chair and GPN Executive Director determine whether the nomination submittal provides sufficient information to support an informed judgment of the nominee's eligibility and merit.

3. **Substantive Review (3-6 weeks)** – HOF Nomination Review Committee determines by discussion and vote whether the nominee merits Hall of Fame honors; and transmit a recommendation to the GPN Board.
4. **Board Action / Award (July Board meeting; Annual Conference)** – Board action on HOF Nomination Review Committee recommendation; Award (if any) conferred at the Annual Conference.

The schedule will vary somewhat from year to year according to when weekends, holidays, and the Board's July meeting occur. In addition, the Chair and review committee have some leeway to adjust the schedule as needed, as long as the recommendation (or report of no recommendation) is delivered to the Board in time for consideration at the Board's July meeting.

3.2 Nomination Submittals

1. Anyone may submit a nomination, except that self-nomination is prohibited.
2. Nomination submittals shall conform, in content and format, to the requirements given in the subsection "Content and Format of Nomination Submittals" above.
3. Nomination submittals shall be emailed to the GPN's Executive Director: wnelson@thegpn.org.
4. The deadline for submittal is May 1 of each year (or the first GPN business day thereafter, if May 1 falls on a GPN business weekend or holiday).

3.3 Selection of HOF Nomination Review Chair and Committee

Each year, the GPN President shall appoint a current GPN board member as the Chair of the HOF Nomination Review Committee. The Chair shall then solicit and propose, and the Board approves, the members of the Committee, which shall total an odd number, including the Chair. Members other than the Chair shall be solicited and include:

1. 1-2 GPN Board Members outside of the Chair
2. 2-3 GPN Past Presidents
3. 1-2 members of the Pro-Equity and Anti-Racism Committee
4. 1-2 members of the Vanguard Cabinet
5. 1-2 additional GPN members

No HOF Nomination Review Committee Chair or Member shall be the Nominator.

3.4 Communication of Nominations

Nominations shall be received by the GPN Executive Director. Upon receipt of a nomination submittal, the Executive Director shall provide the nomination submittal to the HOF Nomination Review Chair and make the GPN President aware a nomination has been received.

3.5 Initial Review

Within 1-2 weeks of the May 1 deadline, the HOF Nomination Review Committee Chair and GPN Executive Director determine whether the nomination submittal provides sufficient information to support an informed judgment of the nominee's eligibility and merit, based on the requirements described in Sections 1 and 2.

If the nomination submittal does not provide all the requested content, the nominator(s) shall be informed by the GPN Executive Director so the minimum content can be provided by a future HOF nomination deadline.

If the nomination submittal is confirmed to include all the requested content, the submittal will be provided to the full HOF Nomination Review Committee for review by the Chair.

3.6 Substantive Review

For 3-6 weeks after the confirmation of the nomination submittal, the HOF Nomination Review Committee shall discuss and vote whether the nominee merits Hall of Fame honors. The committee should have an odd number of total members, including the Chair, so that any vote will not result in a tie. The committee may do additional research on the nominee at their discretion and share that information with the committee.

After open discussion of the nomination submittal by the committee concludes, the committee members shall no longer discuss viewpoints of the nomination. The GPN Executive Director shall provide an online survey instrument for the committee members to provide their vote for or against the nomination, with the voting open for 1 week.

If the committee vote does not yield a result to induct the nominee into the GIS Hall of Fame, the GPN Executive Director and GPN President shall be informed. The Executive Director will then inform the nominator(s) of the result. Communications with nominators whose nominations were rejected shall be kept private.

If the committee vote yields a result to induct the nominee into the GIS Hall of Fame, the Chair will send a recommendation to the GPN President to include as an agenda item in an upcoming GPN Board Meeting.

3.7 Final Review

The GPN Board shall review the recommendation from the HOF Nomination Review Committee at a GPN Board meeting and confirm approval of the recommendation to induct the nominee into the GIS Hall of Fame.

3.8 No Set Number of Recommendations per Year

In any given year, GIS Hall of Fame honors may be awarded to one nominee, or several, or none at all.

3.9 Communication of Results to Nominators, Nominees, and the Public

Pending the GPN Board confirmation of the recommendation from the HOF Nomination Review Committee, the GPN Executive Director shall relay the results to the nominator(s) and nominee.

The Executive Director or Headquarters staff shall draft a brief press release for dissemination to the public, relying on the nomination submittal, the recommendation from the HOF Nomination Review Committee, and input from the nominee, nominator(s), and Chair as needed. The Executive Director shall control the timing and distribution of the press release.

3.10 Induction

Induction into the GPN GIS Hall of Fame occurs at the GIS-Pro Annual Conference during the Awards portion of the program.

APPENDIX G: BOARD MEETING & INFORMATION POLICY

Drafted: August 2023

Adopted: 6 September 2023

URISA is a multi-disciplinary geospatial organization that provides professional education and training, a vibrant and connected community, advocacy for geospatial challenges and issues, and essential resources. URISA fosters excellence in GIS and engages geospatial professionals throughout their careers.

URISA board meetings exist so that elected URISA officers and directors, specified ex-officio members, staff, and invited guests can transact the business of the organization. URISA officers and directors have an ethical, fiduciary, and accountability role in strategic discussions and decisions being made that impact the organization, which non-board members do not have. To promote candor, increase decision quality, preserve fiduciary elements, and preserve the integrity of the board discussions, URISA board meetings are not open to guests. Guests, both members and non-members, may be invited by the board to attend a portion of a meeting. Candidates for the URISA Board may attend a meeting before agreeing to stand for election, but will be excused if the Board enters executive session. Incoming elected officers and directors may attend the entirety of the board meeting preceding GIS Pro immediately before their term begins.

All URISA members have an interest in knowing the current state of the organization. To this end:

1. Summaries of major URISA board activities and votes will appear in every issue of *The GIS Professional* going forward. If the recent board activities are not summarized in the President's Column, the President will coordinate with office staff to ensure that the information is presented.
2. URISA will establish a form by which members can request time to speak to the Board at a board meeting. Requests received at least seven calendar days before the next

regularly scheduled board meeting will be added to that agenda as invited member comment, if the requestor is able to attend.

3. URISA will leverage Connect and other platforms to gather questions from the membership desiring feedback or response from the Board. The Board will promptly respond to such questions and ask for confirmation of receipt.
4. The URISA Board will schedule at least two “town hall” forums per year, either at the annual meeting or virtually, to give members the opportunity to ask questions.
5. URISA will continually evaluate the means and methods used to connect members to the board. If any of the above are discontinued, the policy shall be revised.
6. URISA elected leaders and staff commit to following up with questions received from members.

Notes:

1. Neither the November 1986 URISA Constitution, nor the URISA Bylaws adopted 15 August 2022, nor the URISA Policy Manual adopted 2 August 2022 explicitly specify if Board Meetings are to be “open” or “closed.”

APPENDIX H: AFFILIATIONS POLICY

Drafted: August 2023

Adopted: 4 October 2023

1. URISA shall maintain and annually at the Board meeting following GIS-Pro review a list of the ongoing recognized affiliations and collaborating relationships (Bylaws 308.2; Policy 3.1.8). The review should consider the elements of the URISA Policy Manual 3.1.8 for evaluating proposed new relationships to measure the health of the relationship and the return to URISA, such as:
 - i. Reason for relationship
 - ii. Terms of the Affiliation Agreement (if they exist)
 - iii. Products resulting from relationship
 - iv. Cost to URISA
 - v. Benefits to URISA
 - vi. Cost to proposed relationship or affiliation
 - vii. Reporting from the liaison or URISA staff
2. URISA shall maintain and annually at the Board meeting following GIS Pro review a list of liaisons (Bylaws 308.1).
3. URISA Committees may support a new affiliation or relationship by following the process in the URISA Policy Manual section 3.1.8. Committees cannot be a liaison; a liaison must be a URISA member in good standing. Such relationships are between URISA and the affiliate, not the committee and the affiliate, as URISA's core documents grant the power to affiliate to the Executive Director and the Board.

4. The relationship between URISA and Chapters to each other is that of independent contractors (Chapter Charter Agreement VI). Nothing in the URISA Constitution, Bylaws, or Policy Manual prohibits chapters from establishing their own affiliations and relationships external to URISA. Chapter-organized affiliations should clearly be between the chapter and the affiliate as URISA Chapters are not agents of URISA (Chapter Charter Agreement VI).
5. URISA will collaborate with local, state or provincial, and regional groups in areas where common interests exist.
6. URISA will grant chapter charters to local, state, and regional groups in the United States that follow the Chapter Charter process.
7. In the context of the URISA Policy Manual section 3.1.8, when weighing proposals for new relationships, URISA will additionally consider:
 - i. The health of current affiliate relationships
 - ii. Alignment of relationships with current URISA efforts and initiatives
 - iii. Current commitments in staff, board, and volunteer time to existing affiliations and their timelines
 - iv. Availability of willing and qualified liaisons from URISA to the organization and vice-versa
 - v. Possible future affiliations
8. URISA shall maintain and annually at the Board meeting following GIS Pro review a list of international and national organizations that are GIS-centric or GIS-adjacent that do not have a current ongoing affiliation or relationship with URISA, that have not been proposed using the Bylaws process to have a relationship, with which URISA has considered developing a relationship (section 6). In doing so, URISA will consider:
 - i. An equity strategy to engage with non-GIS organizations, nonprofits, international organizations, and community organizations.
 - ii. Reason for possible relationship

- iii. Cost to URISA and its committees
- iv. Benefits to URISA and its committees
- v. Cost to proposed relationship or affiliation
- vi. Action taken by URISA during the previous year to develop a relationship
- vii. The health of the current relationship
- viii. Alignment of the organization with current URISA efforts and initiatives
- ix. Current commitments in staff, board, and volunteer time to existing affiliations and their timelines
- x. Availability of willing and qualified liaisons from URISA to the organization and vice-versa
- xi. The balance of furthering relationships with non-affiliated organizations against current affiliations, URISA priorities, and resources
- xii. The possible number of healthy external relationships that URISA can maintain or grow for the program year
- xiii. Goals for the program year to further the relationship
- xiv. Is it the right time to propose an official ongoing affiliation relationship with the organization?
- xv. If so, and if an affiliation agreement is needed, what terms should be included?

APPENDIX I: BOARD COMMITMENT TO SERVE

Adopted: 15 October 2023

URISA Board of Directors Commitment to Serve

URISA is a multi-disciplinary geospatial organization that provides professional education and training, a vibrant and connected community, advocacy for geospatial challenges and issues, and essential resources. URISA fosters excellence in GIS and engages geospatial professionals throughout their careers.

URISA board meetings exist so that elected URISA officers and directors, specified ex-officio members, staff, and invited guests can transact the business of the organization. URISA officers and directors have an ethical, fiduciary, and accountability role in strategic discussions and decisions being made that impact the organization.

Expectations of Board Members:

- Be a URISA member in good standing
- Attend monthly virtual Board meetings
- Attend three in-person meetings each year, one in the spring in coordination with the GIS-Pro conference planning meeting and two at the GIS-Pro Conference
- Attend GIS-Pro Conference
- Act as a liaison for at least one committee
- Maintain mutual respect for other members of the Board of Directors and staff
- Maintain Board business confidentiality
- Handle fiduciary responsibilities in a responsible manner
- Properly and fairly represent URISA to the membership, the general public and the media and make every effort to assist URISA in achieving a positive public image
- Maintain an understanding of URISA Constitution, Bylaws, Policy Manual, Code of Ethics, Board Meeting & Information Policy, Privacy Policy, and Strategic Plan
- Ensure that all activities initiated on behalf of URISA are consistent with the vision, mission, and core documents listed above
- Not use my relationship with URISA to enhance personal opportunities, to elicit favor with a special interest group, and/or receive personal gifts or compensation except when approved by the Board of Directors

- Represent the interests of all URISA members and not any separate constituencies
- Commit to serving a three-year term, with the understanding that major life events can alter one's ability to serve the full three years
- Acknowledge the above commitments annually

URISA's commitment to those who serve on the Board:

- An invitation to attend at least one Board meeting as a guest prior to joining the board officially at GIS-Pro. This meeting will acquaint the incoming board member with the current Board's make-up and the commitments described above.
- A welcoming onboarding process both before and after the Board election, with the goal of providing new board members access to several current and recent Board members with whom they ideally feel comfortable sharing their questions, concerns, and insights about their service to URISA.
- When participating in a URISA event (e.g., GIS-Pro), URISA will strive to provide a safe, supportive, and welcoming environment for Board members and those in their party. This includes providing alternative options requested by the Board member upon registration as well as on-site support.
- Provide partial financial compensation, for travel to in-person board meetings or other URISA events as designated by your role on the Board.

I confirm that I do not have a conflict of interest in serving on the Board of Directors of the Urban and Regional Information Systems Association (URISA). If a conflict arises in the future, I will alert the Board of Directors and either refrain from participating in a specific action or, if necessary, resign from the Board of Directors.

I understand the responsibilities of serving on the URISA Board of Directors. I am committed to the mission. I will make every effort to attend all meetings of the Board of Directors and to respond in a timely fashion to all items requiring my vote or response.

Director Signature Date

Name (please print)

APPENDIX J: INVESTMENT POLICY

Drafted: April 2024

Adopted: 5 June 2024

Investment Policy

The Board of Directors of URISA has charged the Finance Committee with overseeing the investment of surplus funds of the Association. The Finance Committee will monitor and review the policies as necessary.

PURPOSE

This Investment Policy Statement (“IPS”) is intended to:

1. Outline the objectives for invested Association assets; and
2. Establish investment policies, which incorporate prudent risk parameters, appropriate asset guidelines and realistic return goals to be effective, yet remain adequately flexible as to be practical; and
3. Support the Association’s annual budget; and
4. Define standards for monitoring assets and measuring success of investments.

OBJECTIVES

1. To generate additional income for the Association by investing excess funds to obtain the highest possible rate of return on investments with low risk; and
2. To preserve capital by making only high-quality investments that earn regular and predictable interest or dividends (e.g., Certificates of Deposit (CD), bonds or other similar investments); and
3. To maintain liquidity of capital that allow for adjustments to the investment strategy (laddered investments) to ensure investment decisions have minimal to no impact to the Association’s cash flow; and
4. To build capital over time, with an objective to develop a long-term endowment that will generate additional free cash-flow to support Board strategic initiatives
5. To maintain a total of 6 months of average organizational expenses in reserves (split between the operational account and operating reserve).

FUND DEFINITIONS

OPPORTUNITY RESERVE

Long-term investments of the Association will be managed and tracked in a separate investment account. The investment account is for Association funds intended to remain invested for one or more years. Transfers to/from this account shall be reviewed annually by the Finance Committee after the committee completes its review of the audit report and while preparing the budget.

OPERATING RESERVE

To maintain an operating reserve containing funds intended to cover budgeted expenses without having to access long-term investments will be maintained.

OPERATING ACCOUNT

The Association's regular checking account, which should contain on average at least three months of budgeted expenses. Funds greater than this are considered excess funds.

ANNUAL REVIEW

After the receipt of the final audit, the Finance Committee will review the amount of funds in excess of the operating budget and make a recommendation to the Board regarding:

1. The amount to be transferred to the Opportunity Reserves
 - a. Recommend 10% of excess funds
 - b. The Finance Committee can determine if the recommendation should be higher or lower given the actual expenses and revenues for the year.
2. The amount to be transferred to the operating reserve
 - a. Recommend remaining excess revenue
 - b. The Finance Committee can determine if the recommendation should be higher or lower given the actual expenses and revenues for the year.
3. The recommended investment type(s) as specified in the objectives; and
4. The length(s) of the investment for the funds to be transferred, with due consideration for managing laddered investment maturity.

RESERVE ACCOUNT MANAGEMENT

Reserve accounts will be directly managed by the Executive Director with the approval of the Treasurer.

A summary of activities will be provided to the Board on a quarterly basis.

APPENDIX K: COMMUNITIES POLICY

Adopted: 4 September 2024

Revised: October 15 2026

Geospatial Professional Network Communities

Communities are informal groups within an organization that develop around a shared passion or interest. These groups communicate with one another, set up ways to advance their understanding of the topic they are organized around, and have a loose leadership team that can be modified and changed over time. Communities are not expected to be permanent, although there is no strict length of time they should or can be in existence. They generally continue until the group decides to disband or requests to revise its structure into another Geospatial Professional Network group.

Geospatial Professional Network Communities are meant to be easy to start and only require a group of 5 to initiate. Any Geospatial Professional Network member can apply to start a Community as long as they have at least 4 additional members (total of 5), and at least 2 of the 5 must share leadership responsibility and be Geospatial Professional Network members. The founding Community group will fill out a form for approval by the Membership Committee. Then they sign an agreement outlining the rights and responsibilities of the Community and Geospatial Professional Network. If the group wants to disband at any point, they must let the Membership Committee know in writing. The Membership Committee Liaison will keep the Board apprised of any newly formed or any disbanded Communities.

Applications and annual reports of the Geospatial Professional Network Communities will be reviewed by a three-member review team (which will include at least two board members). The review team will have broad discretion to work with applicants and existing Communities to ensure that the goals of the program are being upheld. The review team will recommend applications and present the annual reports to the board for approval.

All the documents and links to the application and yearly report forms will be posted on Geospatial Professional Network's website. Contact information for the review committee

will also be posted on the Communities web page.

Geospatial Professional Network maintains a series of Workshops which groups can access as well as working with the Professional Education Committee to develop new content if it is needed. Geospatial Professional Network will also provide the Community with access to the CONNECT platform which allows all Geospatial Professional Network members access. The Community will also have access to Geospatial Professional Network's learning management system to publicly advertise programs.

The Board may choose to create a committee to manage the Communities.

A Community may request funds for a specific activity, either in person or on-line.

APPENDIX L: WEB ELEMENTS POLICY

Adopted: 5-6 October 2024

Web Elements Policy

1. Each URISA group will have the following standard elements in their web property:
 - i. A description of the group's purpose.
 - ii. A description of the group's eligible membership.
 - iii. A description of the group's structure and leadership.
 - iv. A description of the group's activities.
 - v. How often and when the group meets.
 - vi. Examples of activities and deliverables of the group.
 - vii. Information about how to learn more about the group, for those interested in participating.
2. Each URISA group web property will be reviewed annually and updated as needed by a member of the group.

APPENDIX M: BOARD VIRTUAL VOTING POLICY

Drafted: September 25, 2025

Adopted: October 9, 2025

Board Virtual Voting Policy

Purpose: At times, GPN is requested to sign on to, support, or agree to an initiative or position within a timeframe that does not align with the regular schedule of Board meetings. This policy outlines the process for virtual Board votes.

2. The Board member bringing the issue should brief the Board ahead of time if it is known something will be coming.
3. If the Board cannot be briefed ahead of time, the member should email the entire Board with a summary of the issue and see if there are any questions that can be handled through email. If there are questions, and discussion is needed, leadership should convene a special meeting to discuss and possibly vote. All email discussion must “reply all.”
4. Once there seems to be consensus on the issue, the Board member will coordinate with the President for concurrence. This satisfies the “motion” and “second” requirements.
5. The Board member and President will coordinate with Headquarters or the Secretary to create a Survey Monkey or similar electronic polling platform to pose the question. Voting options will be:
 1. Yes
 2. No
 3. AbstainWith a comment box for “Reason for Abstention”
6. Headquarters staff or the Secretary will email the Board the link to the vote and establish the deadline for voting.
7. At the conclusion of the vote, Headquarters staff or the Secretary will email the Board the survey results, ideally as a chart showing the number of yes and no votes. The President will reply all stating the results as “the motion passed” or “the motion did not pass.”
8. All virtual votes must be unanimous. Abstentions count towards the majority. Failure of any member not to vote by the established deadline will result in the motion not passing.
9. Virtual votes must be confirmed at the next regular Board meeting. This is commonly done on the consent agenda.

APPENDIX N: Vanguard Cabinet’s Vision, Mission, & Member Policies

Revised: December 2025

Vanguard Cabinet’s Vision, Mission, & Member Policies Document

The following are guidelines to help GPN’s Vanguard Cabinet of Young Professionals govern themselves as they develop into future leaders of the organization. Vanguard Cabinet is a committee under the GPN Board of Directors

1 VISION

1.1 The Vanguard Cabinet provides students, young, and emerging professionals within the geospatial profession with opportunities to further professional development and represent their interests within the GPN organization

2 MISSION

2.1 The role of the Vanguard Cabinet is to:

- Support the GPN Strategic Plan.
- Represent young and emerging geospatial professionals, both as GPN members as well as non-members, by working with the GPN Board of Directors and committees.
- Support meaningful involvement and career development for young and emerging professionals across the geospatial industry.
- Develop and implement initiatives that build and strengthen community and peer support among young professionals across GPN.
- Bring awareness of opportunities within the growing public and private sectors and the ‘art of the possible’ within the industry as a whole to young and emerging professionals

3 POLICIES

As a representative committee within GPN, the Vanguard Cabinet will follow GPN’s standing Bylaws in addition to the policies offered here to help better govern the internal operations of the Vanguard Cabinet.

3.1 MEMBERSHIP – NOMINATIONS AND APPOINTMENTS. The GPN Board initiates a call for applications in early June, with a deadline of mid-July, aiming for the week after Esri UC.

Applicants must be 35 years or younger at the time of application and be or become GPN members in good standing by the beginning of their term. The applications will be reviewed by the “Application Review Board” composed of the Leadership and Development Committee, Cabinet Chair, and Cabinet Vice-Chair by early August. Interviews will then take place for the top applicants by early September. Applicants will be selected and notified by the Leadership and Development Committee (ideally) by mid-September. Up to nine members are appointed each year and will be announced during the annual GIS-Pro Conference. Vanguard Cabinet members serve a three-year term (3 year), October to October, with one overlapping conference call for “retiring” and “new” members.



3.1.1 Defined Vanguard Cabinet Cohort(s).

Vanguard Cabinet First-Year Members “LEARN” - Focus on getting familiar with Vanguard Cabinet and GPN initiatives. By the end of their first year, members will have the opportunity to apply for Vice-Chair leadership positions of subcommittees.

Vanguard Cabinet Second-Year Members “DO” - Work to achieve Vanguard Cabinet initiatives and potentially enter leadership positions as Vice-Chair in Vanguard Cabinet subcommittees.

Vanguard Cabinet Third-Year Members “TEACH” - Lead as Chair of a subcommittee and/or serve as an internal steering committee for the Vanguard Cabinet to work toward strategic goals and initiatives. Advise members as necessary.

3.2 Vanguard Cabinet Member Direct Benefits. Each Vanguard Cabinet member in good standing* is entitled to waived registration fee for the annual conference, GIS-Pro. In addition, one member each year will be rewarded for their outstanding service by being offered free tuition to the GPN Leadership Academy, to be used within two years of the award date (YP of the Year award).

*Being a member in good standing requires that you regularly attend meetings, contribute to VC initiatives, and communicate with VC leadership. Details about specific requirements can be found in the Service Requirements and Termination section.

3.3 Defined Cabinet Roles.

- 3.3.1 **Vanguard Cabinet Chair (Required).** A third-year Vanguard Cabinet member will serve as Vanguard Cabinet Chair. Typically, this member is the one that served as Vanguard Cabinet Vice-Chair in their second year. If the Vice-Chair is otherwise unable to take this on, incoming third-years may apply for the position and will be selected by the outgoing Vanguard Cabinet Chair, Leadership Development Committee Chair, and incoming 3rd year subcommittee chairs. If no other 3rd years are available, a 2nd year may be considered.

Chair Responsibilities:

- Act as spokesperson for the Vanguard Cabinet
- Serve as the liaison between Vanguard Cabinet and Executive Board in general
- Remain up to date with the goals and initiatives of larger GPN and ensure that VC goals and activities are aligned with the mission and vision of the organization
- Serve as a liaison between Vanguard Cabinet and other Young Professional groups (AAG, Esri YPN, etc)
- Attend monthly Leadership Development Committee and Committee Coordination meetings
- Provide support and advise subcommittees as necessary
- Set up regularly scheduled meetings through Google Meet for all subcommittees at the start of the year
- Develop meeting agendas, with the assistance of the VC Vice-Chair, and facilitate monthly All Call
- With members of the Vanguard Cabinet, prepare an annual strategic plan
- Prepare an annual reporting with the assistance of the Cabinet Administrator
- Submit monthly liaison reports to the Board ([Link to 2025 Report](#))
- Lead application process for new Vanguard Members ([Process Document](#))
- Mentor and advise members as necessary
- Delegate tasks as necessary

- 3.3.2. **Vanguard Cabinet Vice-Chair (Required).** A second-year Vanguard Cabinet member will apply and be selected by the incoming Vanguard Cabinet Chair, and incoming subcommittee Chairs to serve as Vanguard Cabinet Vice-Chair.

VC Vice-Chair Responsibilities:

- With Chair, Maintain and administer the primary Vanguard Cabinet Gmail and notify subcommittees of messages or forward email messages as necessary
- Lead the onboarding process for all first-year members
- Maintain log of Vanguard Cabinet membership, participation and committee involvement (both for VC and GPN Committees)
- With Chair, develop regularly scheduled meeting time(s) for general meetings and all subcommittees. Assist in setting meeting agendas, as needed.
- Record general meeting minutes or delegate the task as needed, post minutes in Google Drive ([Meetings: Agenda & Meeting Minutes](#))

- 3.3.3. **Sub-Committee Chairs.** One of the third-year Vanguard Cabinet members who served as the subcommittee Vice-Chair in their second year will lead as the subcommittee Chair in their third year. If the past Vice-Chairs are otherwise unable to take this on, a third-year member may apply to be selected by the Vanguard Cabinet Chair and Vice-Chair. If there are no available 3rd years, a second-year may apply and will serve as Subcommittee Chair with the support of the Vanguard Cabinet Chair.

Sub-Committee Chair Responsibilities:

- Host monthly subcommittee calls and plan agendas
- Act as spokesperson for the Vanguard Cabinet Subcommittee on Monthly VC All
- Calls with updates and issues to include in minutes and discussed.
- Serve as the liaison between Vanguard Cabinet and GPN Committees that have
- the same or similar focus. (Example VC Conference & GPN GIS-Pro Planning.)
- Ensure the Vanguard Cabinet objectives and GPN International objectives are
- used as guiding principles in all tasks and work.
- With Chair, prepare a Strategic Plan for the Executive board as necessary.

- 3.3.4 **Sub-Committee Vice-Chairs.** One to three second-year Vanguard Cabinet members will be selected by the Vanguard Cabinet Chair and Vice-Chair and subcommittee Chair and Vice-Chairs for each subcommittee to serve as the subcommittee Vice-Chairs. If no second-year members are available to take-on a leadership role, an incoming first year may apply to be considered. The subcommittee Vice-Chair will move into the role of subcommittee chair in the following year.

Sub-Committee Vice-Chair Responsibilities:

- Work in partnership with the Subcommittee Chair to work toward yearly
- Vanguard Cabinet and GPN International objectives and initiatives.
- Take/maintain subcommittee minutes in Google Drive.
- Support onboarding/incorporating first-years by acting as a resource for
- subcommittee-specific needs.

- 3.3.5 **Subcommittee Leads.** Vanguard Cabinet members without a chair or Vice-Chair role may take on informal leadership positions within subcommittees as designated subject area leads. If there are no members interested in leading the subject area, it is the role of the Subcommittee Chair and Subcommittee Vice-Chair to ensure the tasks are still completed and enlist help as needed.

Year	Positions	Preferred Requirements
03	VC or Subcommittee Chair	<ul style="list-style-type: none"> • Must have actively served as 2nd year Vice-Chair • Attended 75% of all VC/Subcommittee Monthly calls • Have a decent understanding of all 3 subcommittees
02	VC or Subcommittee Vice-Chair	<ul style="list-style-type: none"> • Attended 75% of meetings for VC/Subcommittee • Must be involved in 2+ subcommittees • Must have contributed an average of 5-7 hours per month
01	Workgroup Leaders and Subcommittee Contributors	

- 3.3.6 **Selection of Chairs and Vice-Chairs.** Midway through the year (April), first-year Vanguard Cabinet members will be offered the opportunity to express interest in leadership positions for their 2nd and 3rd years. The leadership positions available each year will be Vanguard Cabinet Vice-Chair, Mentoring Subcommittee Vice-Chair, Conference Subcommittee Vice-Chair, and Outreach Subcommittee Vice-Chair, with the understanding that they would serve as Vice-Chair in their 2nd year and Chair in their 3rd year. All first-year members must notify the current Vanguard Cabinet Chair and Vice-Chair whether they would like to be considered for a leadership position.

If more than one member is interested in a role, the Vanguard Cabinet Chair, Vanguard Cabinet Vice-Chair, Subcommittee Chair, and Subcommittee Vice-Chair will make a selection based on the following:

- Participation in All-Call and Subcommittee meetings
- Participation in subcommittee projects
- Demonstrated dedication and passion to VC initiatives
- Demonstrated communication with current leadership
- Participation in other GPN committees, task forces, or chapters

If appropriate, current leadership may request candidates to submit a written response to questions regarding interest, leadership style, goals, etc. to provide a fair evaluation. In some cases, there may be more than one Vice-Chair selected to meet the needs of the subcommittee. This is up to the discretion of the leadership team.

To allow time for training and a smooth transition into the next year, members will be notified of their leadership position by May 31st

- 3.3.7 **Executive Board Liaison to the Vanguard Cabinet.** GPN's current President or designee will serve as the Executive Board Liaison to the Vanguard Cabinet and will support/serve the Vanguard Cabinet to move any initiatives forward.

- 3.4 Meetings.** In order to set priorities and review progress on Vanguard Cabinet initiatives, members are required to regularly attend and participate in scheduled meetings. Monthly calls will be scheduled based on a poll of best availability for all Vanguard Cabinet members. Vanguard Cabinet leadership will reach out to any member that misses three (3) or more consecutive all-call meetings to discuss options for asynchronous participation or resignation.

If a member is not able to attend business hour work calls due to work limitations (ie non-work calls are not allowed) or due to extreme time zone difference, that member must communicate this at the beginning of their term (or as soon as possible if a change occurs mid-term) and coordinate with the Vanguard Cabinet Chair to develop a strategy to ensure engagement. Suggestions include reading minutes the following day after a meeting, responding in Slack to available tasks, or scheduling touch bases with subcommittee Chairs during a suitable time for the member.

Additional subcommittee coordination/meetings may be necessary, however participants in the work groups can decide if Zoom, email, Slack or other conference-style means can meet their needs for work accomplishment. These meetings may require the participation of all Vanguard Cabinet members, or only a subset of members involved with a particular working group.

Vanguard Cabinet members are encouraged to take advantage of the waiver of the attendance fee and attend the annual conference (GIS-Pro). During the conference, a Cabinet meeting will be scheduled to go over initiatives and provide an opportunity for a face-to-face meeting, typically the Sunday prior to the conference.

- 3.4.1 Executive Board Liaison to the Vanguard Cabinet.** GPN's current President or designee will serve as the Executive Board Liaison to the Vanguard Cabinet and will support/serve the Vanguard Cabinet to move any initiatives forward.

- 3.5 Vanguard Cabinet subcommittee & GPN Committee Participation.** Vanguard Cabinet members must participate on at least two Vanguard Cabinet subcommittees. Vanguard Cabinet subcommittees are developed to focus activities around specific initiatives or problems related to students and young professionals. Vanguard Cabinet subcommittees will report to the entire Vanguard Cabinet during regularly scheduled All Call and provide support for the Vanguard Cabinet initiatives as necessary. A Vanguard Cabinet member may be involved in all three subcommittees, as long as that person can be effective in all three.

- 3.5.1 MENTORING VC subcommittee (Standing subcommittee)**
Purpose

The purpose of the Vanguard Cabinet’s Mentorship subcommittee is to connect YPs and others new to geospatial professions with volunteers willing to support a mentee in the field, establishing mutually beneficial mentor/mentee relationships. Objectives ▪ Promote the establishment of mentor/mentee relationships between YPs and others new to geospatial professions and those with experience in the field. ▪ Develop means for connecting mentor and mentee positions that make connections based on the wants, needs, and experiences of applicants for the useful establishment of meaningful mentor/mentee relationships. ▪ Provide clear guidelines and resources for mentor/mentee relationships that establish realistic expectations (i.e. expected time commitments, acceptable forms of communication, etc.). ▪ Host a kickoff meeting for each cohort. ▪ Send mentors GISP point certificates. ▪ Maintain up-to-date records on existing matches and unpaired applicants (including, but not limited to spreadsheets and mentor program map), and rematching applicants should issues arise. ▪ Develop marketing strategies and/or materials to solicit new applicants and grow the mentoring program (advertisements, story map(s), and website). ▪ Facilitate Group Mentoring for those without a mentoring pair in the cohort.

Structure

- Vanguard Cabinet Subcommittee Chair (Required)
 - Delegate, coordinate, and execute mentoring program activities.
 - Provide agenda ahead of subcommittee monthly calls
 - Add to All Call agenda items
 - Support onboarding and offboarding of mentoring committee members
- Vanguard Cabinet Subcommittee Vice-Chair (Required)
 - Responsible for taking meeting minutes and posting them in the mentoring subcommittee slack channel
 - Assist Chair with subcommittee call agenda items
 - Assist with the tasks outlined in the lead positions and enlist help as needed
 - Act as a resources for subcommittee specific needs
- Matching Process Lead (Optional)
 - Ensure that the mentoring application is open during the proper periods and up to date with requirements
 - Checking mentoring application form for new applicants
 - Documenting new applicants in spreadsheet(s) and/or mentoring program map
 - Overseeing kickoff meeting
- Support Lead (Optional)
 - Maintaining public interface (website, Story Maps, marketing materials)
 - Regularly checking mentoring Gmail account for emails from participants and providing solutions to potential issues that arise during the cohort.
 - Planning and conducting outreach to solicit new applicants
 - Leading the cohort close-out process (meeting, survey, GISP certifications, etc)
 - International Lead (Optional)
 - Planning and conducting outreach to solicit new international applicants

- Assist in communication and support for international mentors and mentees
- Group Mentoring Lead (Optional)
 - Coordinate with group mentoring participants on scheduling sessions and selecting group mentoring topics for the cohort
 - Coordinate with group mentors to develop and schedule sessions based on topics of interest
 - Manage group mentoring communication throughout the cohort
- Mentoring subcommittee member (First years or non-leadership)
 - Serve as mentors whenever possible
 - Evaluating applicant compatibility and assigning mentors to mentees (and vice versa)
 - Assist with developing new materials and updating previous materials for mentors/mentees
 - Assist with any of the tasks outlined in the optional lead positions as needed

3.5.2 **CONFERENCE VC subcommittee (Standing subcommittee).**

Purpose

Vanguard Cabinet's Conference subcommittee supports the GPN Mission to engage young GIS professionals and students at GPN conferences. The primary focus is on GPN's annual conference, GIS-Pro, which is the biggest opportunity for the Vanguard Cabinet to gain exposure among GPN members and conference attendees. The VC Conference subcommittee is also free to promote and create events for conferences outside of GPN to benefit young professionals.

Objectives

- Track and encourage Vanguard Cabinet members to develop topics of focus for a young professionals/student conference track at local/regional conferences.
- Work with GPN's GIS-Pro Conference Planning Committee to coordinate Young and Emerging Professional opportunities at the conference.
 - Plan and schedule networking events that bring Young and Emerging Professionals and Veteran GIS professionals together.
 - Speed networking (i.e. Networking BINGO, Maptionary, etc.)
 - Young Professional Social Meetups
 - Develop session tracts topics with the focus on young professionals and students.
 - Submit or moderate professional development focused presentations
 - Competitions targeted at the various educational levels and early career professionals to encourage YP attendance at GIS-Pro. Including but not limited to:
 - High school poster competition
 - University Digital Competition

- Promote Young Professional related activities and GIS Pro and other conferences
- Coordinate with the Vanguard Cabinet Outreach subcommittee (including GPN Marketing Committee, if necessary) to advertise activities directly to colleges/universities offering GIS, who will disseminate Vanguard Cabinet information to classrooms and student bodies. Including but not limited to social media and email.
- Recruit and coordinate student volunteers for GIS Pro
- Host a pre-conference networking event
- Host other conference related events as desired

Structure

- Vanguard Cabinet Subcommittee Chair (Required)
 - Delegate, coordinate, and execute conference related activities
 - Provide agenda ahead of subcommittee monthly calls and post minutes from work group meetings and progress
 - Add to All Call agenda items
 - Attend the GPN GIS-Pro Conference Planning Committee as a liaison to help coordinate (or provide a VC representative to attend)
 - Facilitate subcommittee onboarding for all first-year members
- Vanguard Cabinet Subcommittee Vice-Chair (Required)
 - Responsible for taking meeting minutes and posting them in the conference subcommittee slack channel
 - Assist Chair with subcommittee agenda items
 - Assist with the tasks outlined in the lead positions and enlist help as needed ▪ Act as a resources for subcommittee specific needs
- GIS Pro Lead (Optional)
 - Facilitate all relevant logistics to the GIS Pro event
 - Young Professional social meetup
 - Speed networking event (networking bingo)
 - Collaboration with local universities for volunteer recruitment, and outreach of YP sessions.
- External Conferences Lead (Optional)
 - Coordinate activities conferences external to GPN such as Esri UC and local conferences
 - Coordinate with partners such as Esri and AAG to coordinate YP programming
 - Develop and provide VC materials to members participating in conferences
- Scholarship Lead (Optional)
 - Oversee goals relevant to scholarship and competition efforts including:
 - Digital Competition or other virtual competition
 - GPN YP Scholarship, etc.
- Student Volunteers Lead (Optional)
 - Facilitate logistics related to student volunteers at GIS-Pro

- Outreach to local universities
- Volunteer Application and selection process
- Coordinate with students
- Conference committee member:
 - Assist with VC website updates related to conference programming
 - Assist with any of the tasks outlined in the optional lead positions as needed
 - Develop marketing materials for conference activities

3.5.3 OUTREACH Vanguard Cabinet subcommittee (Standing subcommittee)

Purpose

The purpose of the Vanguard Cabinet's Outreach subcommittee is to engage young and emerging GIS professionals and students in GPN, provide a foundation for networking and to increase awareness of activities and opportunities.

Objectives

- Coordination:
 - Facilitate local chapter collaboration and communication for Young Professionals.
 - Work with GPN's Chapter Development and Relations Council (CDRC) to encourage young Professionals involvement at the chapter level and to discuss having a dedicated chapter board position for a YP.
 - Continue outreach and build relationships with colleges/universities offering GIS to identify staff/faculty/Student Clubs who will distribute Vanguard Cabinet information to classrooms and student bodies.
 - Support and promote Local Chapter events through networking opportunities, session track development, and outreach.
- Producing Material/Content:
 - Developing and/or collecting content for a regularly distributed outreach product that will be distributed by the Materials Distribution group. i.e. VC blog, newsletter or email; include relevant information and events from other GPN committees and publications (e.g., the GPN Digest, GIS Corps, GPN Marketing, etc.).
- Distributing Materials/Content:
 - Posting and distributing materials developed by the Materials development group on all platforms available to GPN Vanguard Cabinet.
 - Communicate needs and deadlines to the Materials Development sub-group, required for publication i.e. VC blog, newsletter or email; include relevant information and events from other GPN committees and publications (e.g., the GPN Digest, GIS Corps, GPN Marketing, etc.).
 - Continue social media presence by posting about YP/student events, activities, opportunities, blogs, newsletters, and other marketing content. Need at least two VC members to handle social media postings and blog/newsletter development (ideally the social media platforms would be split up in terms of lead responsibilities, but the group would work

together consistently, and coverage should be secured if someone is unavailable to post for an extended period).

- Plan and host annual GIS Day event and activities
- Work with GPN's Chapter Development and Relations Council (CDRC) to track and encourage Young Professional opportunities at the conferences and throughout the year during local chapter events.
- Market the Vanguard Cabinet's Programs and initiatives.
- Maintain close communication and collaboration with GPN's marketing committee to ensure cohesive information.
- Encourage the use of GPN Connect as a platform for young professional members to interact with each other

Structure

- Vanguard Cabinet Subcommittee Chair (Required)
 - Delegate, coordinate, and execute outreach program activities.
 - Provide agenda ahead of monthly calls and post minutes from work
 - group meetings and progress
 - Add to All Call agenda items
 - Facilitate subcommittee onboarding for all first-year members
- Vanguard Cabinet Subcommittee Vice-Chair (Required)
 - Responsible for taking meeting minutes and posting them in the outreach subcommittee slack channel
 - Assist Chair with subcommittee agenda items
 - Assist with the tasks outlined in the lead positions and enlist help as needed
 - Act as a resources for subcommittee specific needs
- Events & Engagement Lead (Optional)
 - Responsible for leading all events and overall engaging with GPN and non-GPN young professionals.
 - Emphasis on growing the reach of the Vanguard Cabinet and collaborating with community partners (YPN, AAG, EDGE, etc)
- Media Lead (Optional)
 - Lead efforts on published outreach media, including: blog posts, event fliers, articles, etc. Gather historical articles to be placed on website.
- Website Lead (Optional)
 - Oversee updates needed for the Vanguard Cabinet website
 - Keeps the website up to date with newest media and event notices & archives historical posts within the various web pages.
- Outreach committee members:
 - Need at least one Vanguard Cabinet (VC) member to be involved with the GPN Marketing Committee as a liaison to help with increasing awareness of YP initiatives/programs.

- Need at least one Vanguard Cabinet member to be involved with the GPN Chapter Development and Relations Council (CDRC) as a liaison to encourage YP involvement at the chapter level.
- Assist with any of the tasks outlined in the optional lead positions as needed

3.5.4 **AD HOC WORK GROUPS**

Purpose

Other work groups will be formed on an as-needed basis, depending on new ideas or projects decided on by the Vanguard Cabinet. These may be temporary in nature or expand into a standing subcommittee.

3.5.5 **GPN Committee Participation.**

Purpose: All Vanguard Cabinet members will be highly encouraged to serve on a GPN International Committee, Sub-Committee, Task Force, or local chapter board of their choice. It should be noted that some Committees and Task Forces are narrowly focused, and members are selected based on experience and interest. These may require submitting information for consideration prior to approval for participation. If interested in a particular Committee, contact the GPN Executive Director to be added to the Connect workspace and/or find out when the next meeting will occur. VC members may also participate as a spectator before committing to full committee participation.

Note: Although VC members are not formally required to participate on a GPN Committee, it reflects well for those interested in leadership positions within the VC . Learning more about the committee will gain your confidence and target your interests within GPN and Vanguard in general, however learning about the Vanguard Cabinet should be your priority. Second and third year members are encouraged to be an active participant and take on leadership or advisory roles.

Current GPN Committees, Sub-Committees, and Task Forces available for Vanguard Cabinet Participation:

- Annual Conference and/or Specialty Conferences Planning Committees ▪ Chapter Development and Relations Council
- Climate & Community Resilience Committee
- Pro-Equity Anti-Racism Committee
- Marketing Committee
- Membership Committee
- Policy Advisory Committee
- Core Docs
- Professional Education Materials Committee
- Location, Enterprise Addressing, and Public Safety Committee

3.6 **Vanguard Cabinet Online Administration.** GPN requires the use of the Google platform for the Vanguard Cabinet use for meeting announcements, meeting notes

documentation, and general administrative functions of the committee. Google Drive is used as the main document repository for GPN. All housekeeping and organization will be the responsibility of the Vanguard Cabinet. Details for Vanguard Cabinet specific email addresses, X, Facebook, LinkedIn, Instagram and all other accounts will be shared with incoming members, and one member will be responsible for being the primary administrator of the account(s), though an effort to keep a social media presence will be made by all members. See [Vanguard Cabinet Platform Workflow](#) for all online platforms utilized.

- 3.7 **Service Requirements & Termination.** The success of the Vanguard Cabinet relies on active participation of each of its members. If a Vanguard Cabinet member is beginning to have difficulty with maintaining the expected time commitments of the VC, they are required to notify the Chair and Vice-Chair to discuss a strategy to address the situation. If a Vanguard Cabinet member does not feel that they are able to serve out their full term, they must email a letter of resignation to the Vanguard Cabinet Chair who will forward the message to the Leadership Development Committee; however, they are advised to first discuss options with either one or more members of the Vanguard Cabinet or Leadership and Development Committee to determine if alternatives exist.

One-Year Check-In

The Vanguard Cabinet Chair and/or Vice-Chair will complete a 1-year check-in with each Vanguard Cabinet member focusing on that member's accomplishments and/or participation. Leadership will schedule a virtual 'check-in' with each Vanguard Cabinet member with their preferred method of communication (Zoom, Google Meets, Slack, phone call, in-person, etc.) Included in the check-in will be a brief conversation in which each member has the opportunity to express their hopes for more progress and involvement while providing feedback on how they feel their year has gone, including any challenges.

Termination or Resignation

The Leadership and Development Committee and the Chair of the Vanguard Cabinet has the right to terminate an individual's position on the Vanguard Cabinet if they miss three (3) consecutive scheduled all-member conference calls (without prior notice as mentioned in the Meetings section 3.4) and/or otherwise demonstrate a neglect of their commitment and responsibility to Vanguard Cabinet and lack of participation in committee projects without providing a reasonable explanation. To avoid such situations, when an individual's status indicates a consistent unwillingness or inability to be active within the Vanguard Cabinet, members of Vanguard Cabinet leadership must contact the individual directly to work out a resolution. If a resolution cannot be found, it is the responsibility of the Vanguard Cabinet to recommend to the Leadership and Development Committee that the individual tender their resignation. In these cases, the vacancy will not be filled until the next open application period.

Exit Interviews

When a Vanguard Cabinet member leaves their position, whether through resignation, termination, or full completion of their term, they will be offered the opportunity for an Exit Interview with the Vanguard Cabinet Chair and/or Vice-Chair. During the interview, the member has the opportunity to express any concerns, challenges, accomplishments, ideas, or anything else regarding their experience with the Vanguard Cabinet.

3.8 Vanguard Cabinet Reports.

Reporting is required to the GPN Executive Board each month, with one larger summary report each year. This report mentions activities, planning, goals and other items relevant to the mission of the Vanguard Cabinet to keep the Board of Directors notified of important actions and events. These reports and announcements will also be posted to the Connect workspace for the Committee Coordination. For specific action items the Vanguard Cabinet wishes to propose to the board, detailed proposal and vetting is required by the Board liaison or designee.

APPENDIX O: Professional Education Committee Policy and Procedures Manual

1. Purpose and Authority

1.1. Purpose

The URISA Professional Education Committee (PEC) Policy and Procedures Manual details Committee-specific policies and procedures for fulfilling the Committee scope and purpose stated in URISA Policy Manual 4 and 5.10.

1.2. Authority

The PEC Policy and Procedures Manual is created by authority of the URISA Constitution, Bylaws, and Policy Manual, and is governed by and supplemental to them. If conflict is found between this committee manual and its governing documents, then the governing documents shall take precedence, and this committee manual shall be construed or amended to conform to its governing documents. This committee manual may be amended as provided in the URISA Bylaws and URISA Policy Manual.

2. Terms and Definitions

2.1. Author

A person who creates and adds original material to URISA professional education material. If there are multiple authors of the authorship team changes over time, usually there will be one Principal Author who is responsible for the majority of the original material and maintains continuity through the life-course of the workshop.

2.2. Coordinator

A PEC member who communicates and guides authors and reviewers, and facilitates approval of new instructors. This may involve making certain that development, review and presentation adhere to timelines and standards.

2.3. Instructor

A person who is approved by the PEM author and by the PEC as qualified to present a particular URISA-approved professional education offering. The author or principal author is almost always an instructor. For workshops with many instructors, those who are not also the principal author may be thought of as non-principal instructors.

2.4. Liaison

A PEC member who communicates with another URISA committee on behalf of PEC, or a member of other committees, as appropriate, who communicates with PEC on behalf of their committee.

2.5. Professional Education Materials (PEM)

Per URISA Policy Manual Section 4.2, PEM are “URISA-approved professional education materials, including workshops, academies, institutes, webinars, publications, best-practice guides and other materials intended to provide comprehensive, prescriptive, peer-reviewed, unbiased, vendor-neutral overviews of topics of professional interest to URISA members. URISA-approved professional education materials do not include URISA Journal articles, conference presentations, GIS Professional articles, committee discussion papers, and other materials that are intended to present the viewpoints of experience of individuals or small groups.”

2.6. Proposal

A proposal for new PEM must be submitted in writing to the PEC for review and consideration. Items required for the proposal to be complete include a title, description, proposed delivery format (e.g., workshop, webinar, virtual workshop, online course) and length, two suggested reviewers, and an instructor bio to ensure presenter is knowledgeable and experienced in the proposed subject matter.

2.7. Reviewer

A person who reviews URISA Professional Education Materials (PEM), either at expert level or non-expert level.

2.8. Steward

A steward, typically the primary author or authors of a PEM, is responsible for keeping the PEM up to date, recommending reviewers, coordinating with PEC coordinator on production dates, coordinating with URISA headquarters for presentation of PEM, and reviewing potential instructors' qualifications and performance.

2.9. URISA-approved

PEM approved by the PEC as meeting definition and criteria given in URISA Policy Manual Section 4.2, and any other requirements set forth in this manual.

2.10. URISA Communication and Education Platforms

A document originally created during 2020 that lists examples of URISA communication and education venues, the target audience, cost charged, review needed, URISA requirements, and resource contact. The Communication and Education Platforms document will be reviewed annually at the Committee Coordination meeting. The document is available here and is incorporated by reference:

https://docs.google.com/document/d/1rKFoQOh_7QCdD2Bup75B3njf12O70tSMPGr8ofJKXi0/.

2.11. Virtual Offering

2.11.1. Webinar

A 1- to 2-hour instructor-led educational offering, presented online.

2.11.2. Virtual Workshop

A 3- or 6-hour instructor-led educational offering, presented online.

2.11.3. On-line course

A multi-day instructor-led educational offering, presented online. Days may be consecutive or non-consecutive. Courses may be live synchronous experiences or asynchronous in the form of play-back of recorded material.

2.11.4. Workshop

A 4- or 8- hour instructor-led educational offering, presented in person in classroom or lab format.

3. PEC Organization and Tasks

3.1. Organization

3.1.1. Officers.

The PEC has four officers: Chairperson, Past Chairperson, Associate Chairperson, and Secretary. The term of each shall run for a board year (as

defined in URISA Bylaws Section 102), at the conclusion of which the Chairperson shall become Past Chairperson; the Associate Chairperson shall become Chairperson; and a new Associate Chairperson shall be selected. Members of the URISA Board are not be able to serve in an officer capacity. The committee shall select the Secretary as soon as possible thereafter. The Secretary may serve consecutive terms at the discretion of the committee. The officers have the following responsibilities:

3.1.1.1. Chairperson.

Sets the agenda for and chairs all PEC meetings; appoints all PEC liaisons and coordinators. Transmits communications to the Board and to other committees on behalf of PEC. Serves as point of contact for the URISA Board Liaison. Prepares semi-annual committee activity reports and transmits them to the URISA Board of Directors.

3.1.1.2. Past Chairperson.

Assumes the duties of chairperson if the chairperson is absent.

3.1.1.3. Associate Chairperson.

Assumes the duties of chairperson if the both chairperson and past chairperson are absent.

3.1.1.4. Secretary.

Prepares minutes of committee meetings; ensures that the PEC Policy and Procedures Manual is correctly updated when amended by the committee.

3.1.1.5. Liaisons

Liaisons are points of contact between PEC and other committees, as appropriate. If directed by the URISA Board, liaisons may be appointed to other committees.

3.1.1.5.1. *Liaisons from Other Committees*

The Chairperson of PEC shall recognize as members of PEC the liaisons appointed by other committees from their memberships. PEC liaisons from other committees shall be named immediately following the GISPro conference, and shall serve through the following GISPro conference (one Board year). If no successor is named by the close of the following annual conference, the persons then serving may continue on a temporary basis until a successor is named, or until December 31 of that calendar year, whichever occurs first. Liaisons may serve consecutive terms at the discretion of the committee.

3.1.1.5.2. *Conference Committee Liaisons.*

The PEC Chairperson shall name liaisons from among the PEC committee members to serve as points of contact for each of the conference committees that include workshops or other URISA –approved professional education materials in its conference program. For conference committees, including GISPro and specialty conferences, the Liaison should be appointed as soon as the conference committee for the event is formed. The PEC Chairperson shall identify and appoint a member of PEC to be the liaison to the event’s committee. That person

shall serve through the end of the event.

3.1.2. Coordinators

The PEC Chairperson shall name coordinators from among the PEC members to serve as points of contact for the stewards, authors, reviewers, and instructors of each professional education offering approved or under consideration for approval by PEC.

3.2. Coordination of URISA PEM Portfolio

This subsection details the procedures by which PEC performs its responsibilities, stated in URISA Policy Manual Sections 4.2 and 5.10, for coordinating URISA's portfolio of educational materials with other committees.

3.2.1. Guidelines for PEM Authorship and Review Policies of Authorship Committees

The PEC shall conduct its activities related to creation and review of all PEMs per the criteria contained in the URISA Board Policy Manual Section 4.1 and 4.2, and shall, in this PEC Manual elaborate and further detail the procedures by which the URISA Board Policies will be incorporated in the activities of the PEC.

3.2.2. Semi-annual Inter-committee Coordination Meetings

Each year, at the annual conference or as soon as possible thereafter, the PEC chair ascertains who will represent the other committees in coordinating with PEC. Per URISA Policy Manual 5.10.3.2, the other committees are presumed to be represented by their chairpersons, unless the chairperson names a representative. Regular reporting at the Committee Coordinating meeting also accomplishes the purpose of this meeting.

3.2.2.1. Scheduling

The PEC chair schedules the coordination meetings that shall be held semi-annually.

The PEC chair convenes, sets the agenda, and chairs the coordination meeting, ensuring that the meeting covers the matters listed in URISA Policy Manual Section 5.10.3.2.

3.2.3. Quarterly Lists of Professional Education Activities

The PEC Chair shall make a quarterly report on the status of all PEM and proposals, and shall circulate it to the URISA Board and to the other committees that produce educational materials, including other committees, as appropriate. Distribution of updates to the Committee Coordination group meets this requirement.

3.3. Professional Education Materials (PEM) Portfolio Management

PEC manages portfolio management tasks, with support from URISA staff (provided staff resources and tools are available), as detailed in Section 4.1.

4. PEC Roles and Responsibilities

4.1. PEC and URISA Staff

4.1.1. PEC and URISA Staff Roles.

PEC and URISA Staff Roles. In administering the creation and offering of URISA-approved professional education materials, PEC handles all matters

requiring policy or subject matter expertise. PEC may, at its discretion, delegate procedural and administrative support tasks to URISA staff (via the Executive Director), provided staff resources and tools are available. Certain business tasks, described in 4.1.4, are done only by URISA staff.

4.1.2. PEC Tasks

PEC is responsible for the following tasks:

- 4.1.2.1. Setting an annual committee work plan and schedule. The schedule shall be consistent with the conference workshop selection schedule provided by the Executive Director.
- 4.1.2.2. Ensuring proper execution of the procedures described in Section 5.
- 4.1.2.3. Establishment, maintenance, and use of a system of records showing:
 - 4.1.2.3.1. Current and prior versions of URISA-approved PEM available for presentation
 - 4.1.2.3.2. The coordinators, stewards, authors, reviewers, and instructors for each URISA-approved PEM;
 - 4.1.2.3.3. Complete information on each presentation of a PEM since its creation, including the date, event name, instructors, number of attendees, evaluations, contracts and licenses, and other pertinent materials.
 - 4.1.2.3.4. The historic master table of workshops. (This table shows the URISA workshops offered each year since the first one in 1964. From 1976 on, workshop instructors are also listed. Workshop titles and instructors are shown as given in each year's annual conference program. The table is intended to show, among other things, the continuity and evolution of workshops by placing predecessors/successors in the same row, and "new" workshops on a different row.)
- 4.1.2.4. Annual review, and revision as needed, of the:
 - 4.1.2.4.1. PEC Policy and Procedures Manual
 - 4.1.2.4.2. URISA-approved PEM List, PEM Descriptions, and PEM evaluations
 - 4.1.2.4.3. List of PEM Coordinators, Stewards, Authors, Reviewers, and Instructors
 - 4.1.2.4.4. Portions of the URISA website describing workshops including but not limited to: workshop [website](#), [call for proposals](#), and [proposal submission form](#)
 - 4.1.2.4.5. Workshop Evaluation Form
 - 4.1.2.4.6. URISA Licensing Agreement
 - 4.1.2.4.7. Chapter Licensing Policy
 - 4.1.2.4.8. PEC webpages, forms, and other information provided to the membership and the public
 - 4.1.2.4.9. Other forms and information about PEM that may be created or used by URISA.

4.1.3. URISA Staff Support

PEC may delegate to the URISA staff (via the Executive Director, and provided staff

resources and tools are available) procedural and administrative support tasks such as:

- 4.1.3.1. Updating items in the PEM system of records.
- 4.1.3.2. Receiving PEM documents including proposals for new PEM, draft PEM for review, reviews from peer reviewers, and final documents for distribution at PEM events (workshops, webinars, online classes and/or other events)
- 4.1.3.3. Facilitating communications among PEC, stewards, authors, reviewers, and instructors.
- 4.1.3.4. Assisting the PEC in finding potential instructors, authors, and reviewers.
- 4.1.3.5. Assisting PEC in identifying potential venues for PEM offerings.

4.1.4. URISA Staff Tasks.

URISA Staff is solely responsible for managing the use of PEM at URISA, Chapter, and non-URISA events, including:

- 4.1.4.1. Coordinating the presentation of PEM with conference committees, chapter events, or other event sponsors, working with the PEM steward to select the instructor(s), determining the license and honorarium fees to be charged, and ensuring that instructors are fully informed of all details of a proposed presentation.
- 4.1.4.2. Executing license agreements and collection of license fees.
- 4.1.4.3. Preparing and delivering presentation materials, evaluation forms, and certificates of completion for attendees.
- 4.1.4.4. Exercise copyright over URISA Professional Education Material
- 4.1.4.5. Recordings
 - 4.1.4.5.1. *In determination with presenters and the organizing body of URISA, decide whether or not to record in person or virtual events, taking into consideration the effect that recording may have on the intended outcomes.*
 - 4.1.4.5.2. *If the event is recorded:*
 - 4.1.4.5.3. Determine whether or not the event will be freely available via the URISA website and for how long.
 - 4.1.4.5.4. Notify the participants of the recording and of the availability.
 - 4.1.4.5.5. *URISA owns the recording of any Professional Education event.*

4.2. Authors

4.2.1. Author Qualifications

- 4.2.1.1.1. Qualifications for authorship of a PEM are listed in the criteria for each type of PEM. Each person proposing to author a PEM submits a brief statement and résumé or CV detailing his/her qualifications for the topic of the proposed PEM.

4.2.2. Author Responsibilities

- 4.2.2.1.1. Authors are responsible for the development, and production of their materials according to the process described in Section 6 of this Manual.

4.2.2.1.2. Authors are required to ensure that permission has been obtained from owners for any use of copyrighted or proprietary materials. Said permission must be documented in the authored material.

4.2.3. Author Recognition

4.2.3.1.1. Authors of instructional materials for presentation (e.g., workshops/webinars) have a standing offer to be an instructor of the educational offering for five years, and to instruct thereafter in the event of revisions. In recognition of their contributions, the names of authors and their biographical notes are included for the life of the instructional material that they developed and/or revised. [Author recognition for other types of PEMs (e.g., books, Quick Studies, white papers, etc.) have not yet been determined.]

4.2.4. Principal Author Rights

Principal Authors shall be given:

- (1) The first opportunity to present their workshop at URISA or non-URISA conferences, chapter meetings, or other offerings, be they virtual or in-person. If they do not wish to take the opportunity, staff will ask other approved instructors to fulfill the request.
- (2) The first opportunity to revise and update a workshop determined by PEC to need updates. See 5.6.1.2.

4.2.5. Author Succession

In the event that substantial revisions are required, the author may choose to make the revisions, or may be unable or unwilling to do so. If the original author does not agree to making the revisions, the Professional Education Committee may arrange for new authors to take up the work. Credit shall be given to the prior author(s) of material that is retained in the revised work.

4.3. Stewards

4.3.1. Steward's Qualifications

A steward is usually one (or in some cases, more than one) of the authors of a specific workshop. The Steward is chosen by the authors or PEC, if author is unavailable, and is usually the primary or lead author of the workshop.

4.3.2. Steward's Responsibilities

The Steward acts as the point of contact between PEC Coordinator and the authors of the workshop. The Steward shall review applications from persons who wish to become instructors for the workshop, and shall forward a recommendation to PEC on whether the potential instructor is approved. The Steward is responsible for insuring that the workshop's materials are maintained in a timely manner, and for coordinating the work of all of the authors that participate in development and maintenance of the workshop. The Steward is also responsible for identifying instructors when the Coordinator advises the

Steward of a request for presentation of the workshop in any setting (conference, chapter event, other event), and assists the Coordinator in providing necessary materials and information concerning the workshop, the instructors, and any other requirements. The Steward is also responsible for notifying the Coordinator of any instructors that are no longer approved for the workshop, and of any time periods when the workshop may not be available due to major revisions or changes. In addition, the Steward shall make the workshop materials available to reviewers on an annual basis, or as directed by the Coordinator.

4.3.3. Steward's Recognition

In addition to the recognition of an author, the Steward may be listed in the workshop materials as the Steward.

4.3.4. Steward Succession

A Steward may resign as the Steward, provided that another member of the authorship team takes on this responsibility. The Steward shall advise the Coordinator of his/her resignation, and the name of the successor Steward. If no successor can be found, the Coordinator shall provide for stewardship on a temporary basis while seeking a new Steward.

Contant PEC for workflow process diagram.

4.4. Reviewers

4.4.1. Reviewer Qualifications

Reviewers are selected and qualified per the procedures described below.

Reviewers are selected to conduct thorough reviews of proposed PEM. These reviewers must meet the requirements below:

- **Expert Reviewers.** Expert reviewers must have expertise in the subject of the workshop. Expertise can be established by submitting a resume or brief personal statement showing, as appropriate, advanced education, practical work experience, publications, or conference or similar presentations in workshop subject.
 - URISA members are strongly preferred as expert reviewers, but if no URISA member with appropriate subject matter expertise is available, a non-member with subject matter expertise may be selected
 - Expert reviewers must have no conflict of interest in providing the review, and must commit to meeting the schedule set by the PEC for delivering the review report. No one who is the author, steward, or instructor of a PEM may be a reviewer of that PEM. No member of the same organization or company employing an author may be a reviewer for that author's PEM.

PEC members may also not be reviewers for a PEM.

- Be willing to commit to the schedule set by PEC for review of the materials and delivery of a review report. Reviewers may not review more than two workshops per year.
- **Non-expert Reviewers.** Any URISA member may provide a non-expert review of any PEM, subject to the following requirements:
 - Have no conflict of interest in conducting the review
 - Agree to commit to the schedule set by PEC for delivering the review report
 - Reviewers may not review more than two workshops per year.

4.4.1.1. Reviewer Requirements

Reviewers will thoroughly review the workbook and any other materials that make up the full presentation of a workshop, class or webinar, or the written materials for other publications. The reviewers will also complete a form provided by PEC, describing how the criteria for approval of the materials are met, and identifying any deficiencies or problems with the materials, and provide a written report to PEC concerning their comments on the materials. Reviewers agree not to disclose the information contained in the materials being reviewed.

4.4.1.2. Reviewer Selection Procedures

The PEC will select a minimum of two reviewers for every proposed new workshop, and one or more reviewers for every proposed webinar. These reviewers may be chosen from those who have volunteered to review such documents, or may be solicited by members of PEC from the URISA community. In cases of very specialized materials, where no URISA member is found with appropriate subject matter expertise, the PEC may approach others in the academic or professional communities to become reviewers.

If there are more qualified reviewers than are needed for a proposed PEM at the draft stage, the PEC may decide to provide for additional reviewers for a given PEM, or may select from those who are qualified, based on availability, best-matched area of expertise, and other factors.

4.4.1.3. Reviewer Recognition

Reviewers will be listed in the PEM along with authors and instructors. Reviewers wishing to become authors or instructors may apply to do so according to the procedures in this Manual.

4.5. Instructors

Procedures are in place to ensure that the instructor base is populated by professionally qualified individuals. In addition, the procedures seek to recruit instructors who are representative of URISA's membership, and whose locations or situations enable URISA to serve the national and regional conference markets for workshops and other educational offerings.

4.5.1. Instructor Qualifications

URISA members may become instructors of a particular URISA educational offering if

they are:

- Knowledgeable and experienced in the subject matter,
- Intent on presenting it in an educational, vendor-neutral manner
- Familiar with the specifics of the educational material
- Effective instructors, and
- Willing to abide by URISA's policies, especially those on ownership and use of educational materials

In order to ensure that instructors are properly qualified to present educational offerings in the name of URISA, and to satisfy the conditions attached to a Continuing Education Unit (CEU) program, a set of criteria and performance standards have been adopted. Since the significance of criteria/standards may vary by educational offering and topic, **various combinations** of the criteria and standards are used in making determinations. Further, evidence of appreciation of URISA's philosophy and track record, and direct involvement in educational-related URISA activities, are also considered in decisions about instructor selection and approval.

4.5.1.1. Criteria

The criteria used for approving workshop instructors are:

1. Required criteria:
 - Membership in URISA.
 - A current curriculum vitae (C.V.) or résumé on file at URISA. If C.V. or résumé is not on file, send to URISA HQ for review by Chair of PEC.
 - Practical experience related to the topic(s) of the educational offering.
 - Prior experience delivering educational offerings in URISA or related group, association, or institution.
2. Additional considerations include:
 - Advanced academic degree preferred (MA, MS, MSc, etc., PhD).
 - Publications in the topic/field of interest.
 - Participation in URISA, or similar conferences as session speaker or panelist in topic field of interest.
 - Favorable evaluations if previously an instructor in URISA educational offerings, or if "mentored" by a URISA-approved instructor at a non-conference educational offering.

Coordinators present instructors for approval, and the PEC Chair institutes a review process to formally approve/not approve a nominee.

4.5.2. Nomination and Recruitment of Instructors

Candidates for instructor positions may be nominated by parts of the URISA organization such as chapters, committees, and task forces. They may offer their services, or they may be sought out by Board members, PEC members and coordinators, or by other URISA members with an interest in supporting

educational offerings. This is an open process, and **any URISA member** may be considered for selection as an instructor.

Instructors should be representative of URISA's membership, and may be recruited specifically by location or situation to enable URISA to serve its national and regional conference and other markets for workshops and other offerings.

In order for a URISA member to have his or her candidacy for instructor considered, the candidate assembles materials pertinent to the approval criteria and forwards them to URISA Headquarters. URISA Headquarters records the submission and then forwards it to the Chair of the PEC for action.

4.5.3. Author Evaluation of Candidate Instructors

In order to facilitate review of the instructor applicants, authors and instructors of each educational offering shall draft a concise statement of the knowledge and experience necessary to teach the offering. This statement becomes the basis for evaluating requests for approval of new instructors. A clear statement of criteria for each workshop, webinar or other presentation-format PEM would encourage more URISA members to request approval, because they would understand the requirements to instruct the educational offering in question. An example is given in the box below.

An example of such a statement *might* be:

QUALIFICATIONS FOR INSTRUCTORS OF: ADDRESS ISSUES AND IS/GIS IMPLEMENTATION

Instructors should meet at least four of these six qualifications:

- 1. Some experience in actually doing addressing work as an employee of a local (city or county) government agency. Understanding of local government businesses (and their business processes) is important.*
- 2. GIS experience, and especially an understanding of how addresses are geocoded, and of the spatial aspects of addressing*
- 3. A demonstrated understanding of how addressing works, including addressing systems, methods of developing and maintaining addressing, differences between physical and mailing addresses, address ranges, point vs centerline addressing, address ordinances, and address standards.*
- 4. A working knowledge of how E-911 works--specifically an understanding of the function and operation of the MSAG, ANI/ALI, and Computer Aided Dispatch systems.*
- 5. Knowledge of addressing standards, including the NENA Standards, and how they differ from the USPS Standards, the Canadian standards, and the FGDC standard.*
- 6. A good working knowledge of the design and construction of address databases and repositories in both standard RDBMS environments, and as a part of an internal GIS database.*

- **Authors of URISA PEM Shall be Asked to Evaluate Instructor Applicants.** Upon request, authors and/or instructors give provisional approval to those who meet the criteria. Request for approval to teach an educational offering is forwarded to authors, who will make a recommendation to the PEC. Final authority rests with the PEC, but normally the recommendation is accepted.

- **Persons with Provisional Approval are Required to Agree to URISA Policies.** After agreeing to URISA policies, the applicant becomes a candidate instructor.
- **Candidate Instructor Review and Preparation of Educational Material.** Before new instructors present an educational offering, they should review the material and work with the author(s) and stewards as a way of becoming familiar with the educational material. This is sometimes referred to the mentoring process. Instructors should be able to provide their own examples and stories to illustrate the materials. Instructors may contribute to the content and speaker notes (including any corrections, changes, or local examples added for that presentation). Such contributions are subject to the steward's approval. This fosters communication between the instructors and authors, and improves the material by incorporating the collective insights of a larger group.
- **Co-delivery.** After working with the author(s), instructor(s), and steward to review and prepare the material, the candidate instructor will deliver the PEM with an author or existing instructor.
- **Evaluation of Candidate Instructor.** After co-delivery, the author or existing instructor notifies the coordinator, steward, and PEC chair of completion and either a positive or negative evaluation and recommendation of advancement to regular instructor. PEC notifies candidate instructor of advancement to regular instructor or works with the candidate on next steps to complete the process.

4.5.4. Assignments

In order to "grow and renew" the instructor base for all educational offerings, instructors are limited in regard to the number of times and length of time for which they may be given teaching assignments.

For instructors in the mentoring process, they may be involved in several teaching assignments (1 or 2 to 4 or 5) in order to be approved as a primary instructor. Instructors involved in revisions to workbooks may also be engaged for several educational offerings, viz., 1-2 or 3-4.

Coordinators should strive to ensure that the above "grow-renew-revise" needs are given priority in regard to instruction assignments. Further, Coordinators should try to offer instructor opportunities to authors working on revisions, or persons who are in the mentoring/approval process.

Finally, in regard to assignments, Coordinators are required to designate a **minimum of two instructors for all URISA workshops at the URISA GISPro conference.** Where possible a candidate instructor should be included in the teaching team for workshops.

4.5.5. Final Authority on Assignments

In the event of oversights or other errors on the part of Coordinators, and in the event of disputes involving instructors and authors or instructors and Coordinators, modifications to assignments are fully within the purview of the PEC.

4.5.6. Compensation of Instructors

Compensation of instructors for workshops and other presentations shall be set by the URISA Board of Directors annually per Section 4.3.5 of the URISA Board Policy Manual.

4.5.7. Annual Review/Reapproval of Instructors

The PEC conducts an annual review of instructors to verify that they have maintained their qualification and approved status for the prior year. To maintain approved status, instructors shall:

1. Maintain URISA (international) membership.
2. Maintain familiarity with the topic material by teaching the educational offering as the opportunity arises, and/or by contributing actively to the annual review and update of the educational offering. Instructors who do not have the opportunity to teach the educational offering in a given year may be expected to play a larger role in updating the educational offering, such as by researching and preparing new materials to be incorporated into the educational offering.
3. Receive good or excellent ratings for each session taught. Instructors consistently receiving unfavorable reviews may not be reapproved as instructors.

Instructors who lose approval may regain it by reapplying as if they were new instructors.

Instructors that have not instructed a workshop for more than two years that has subsequently undergone a major revision require the consent of the workshop author(s) and PEC to continue without repeating the instructor application process.

Contact PEC for workflow process diagram.

4.5.8. Instructor use of Workshop Materials

In the circumstance where a workshop principal author or author declines the opportunity to present a workshop virtually or in person as discussed in 4.2.4 and staff contacts other instructors to fill the need who accept the offer; the instructor must use the most recent approved version of the workshop slides. If the non-principal instructor modifies the materials, the modified materials are subject to review as discussed in 5.6. The modified materials should be considered during future workshop revisions.

5. PEM Creation, Maintenance, and Retirement

5.1. Policies

The creation of professional educational materials (PEM) is governed by a set of criteria and procedures that are generally described in the URISA Policy Manual, Sections 4.2, and 5.10. The creation of a URISA-approved PEM requires a multi-step process including a proposal, a draft for peer review, peer review, and preparation of a final document for use by instructors. Criteria for maintenance and retirement of PEM are also included. In addition,

policies and criteria for authors and instructors are evaluated as outlined in Sections 5 and 6 of this Manual.

5.2. Criteria

General Criteria

General Criterion	Yes/No	Comment	Required or Desired Response
1. Are the author(s) URISA members? (required)			Yes
2. Is the topic within or related to topics in the Call for Materials?			Yes
3. Does the proposal include proprietary materials (required) ?			No
4. Is the proposal vendor specific or a “sales” document (required) ?			No
5. Does the proposal duplicate an existing or approved PEC offering?			No
6. Does the proposal provide a balanced and objective treatment of the subject and avoid bias towards specific points of view?			Yes

Creation Criteria

Criterion	Yes/No	Comment
1. General criteria met (required)		
2. Proposal type is appropriate to content (length, depth of materials, information to be presented)		
3. Author(s) agree to schedule for development as published by PEC		
4. Material presented provides an appropriate presentation on the topic (per peer review)		
5. Content is unbiased, rigorous, and comprehensive at the level proposed (per peer review)		
6. Content is suitable for URISA programs (conferences, online/web presentations, etc.).		
7. Content provides timely and useful information on topic of interest to the URISA community.		
8. Content expands URISA’s professional educational offerings in accordance with URISA policies and Strategic Plan.		

Maintenance and Retirement Criteria

Criterion	Yes/No	Comment
1. Is topic still relevant?		

2. Is the material up to date, and consistent with best practices as of review date?		
3. Are authors and instructors still engaged in routine review and maintenance?		
4. Are authors and instructors meeting schedule requirements		
5. Does workshop have adequate attendance?		
6. Does the workshop consistently receive above average evaluations on content and presentation?		
7. Has workshop been presented at least once since last review?		

5.3. Procedures

5.3.1. PEM Creation

The PEM creation process is broken up into several stages. These are:

- Proposals for new PEM
- Evaluation and acceptance/rejection of Proposals
- Development of PEM content
- Review of PEM content
- Acceptance of new PEM

Each of these specific procedures will be described and defined in the sections below. The purpose of defining and describing these procedures in detail is to ensure that all necessary steps are taken, that the responsible party(ies) for each step are identified, and that the work of creating high-quality PEM can be carried out within the agreed-upon schedule.

5.3.1.1. Restructuring of Existing Materials

Where a new PEM is being created by its author(s) in a different format (for example, extracting portions of an existing approved workshop to create a webinar or virtual workshop on the same topic but in an abbreviated form), the process below is not used. The PEC Coordinator for the existing PEM shall work with the Steward for the PEM to compare the existing and new materials. Where they are concurrent in content, the Coordinator shall recommend that PEC approve the new materials without further PEC or peer review.

5.3.1.2. Call for Proposals

The Professional Education Committee (PEC) shall establish a Call for Proposals. This will include a description of the desired materials, suggested topics, and a schedule and format for submittal of such proposals.

The PEC shall meet at least quarterly to consider all proposals received since the

last meeting. At each meeting the PEC shall also update the Call for Proposals so that it reflects the current needs for PEMs on specific topics. The Call shall be updated on the URISA website following each quarterly meeting. Any URISA member may submit a proposal.

Materials included are workshops (4 or 8 hours of instruction), virtual offerings that include webinars (1-2 hours of instruction), virtual workshops (3 or 6 hours of instruction), and online courses (variable lengths), as well as other types of materials that the proposer thinks are relevant to the call for proposals.

Materials prepared for use by academies and committees shall be reviewed by the Committees for those areas subject to specific criteria relevant to their specific activities. All other materials shall be reviewed by PEC, per Section 4.2.1 of the URISA Policy Manual.

Proposals shall contain an outline of the proposed materials in sufficient detail to allow the PEC to evaluate the proposal.

Proposals shall be submitted to the PEC using the prescribed form, and shall include, at a minimum, the topic title, an outline of the material, the names and resumes of proposed authors, and a description not to exceed 2 pages as to how the proposed material fits within the guiding policies for Professional Educational Materials in the URISA Policy Manual, the Call for Proposals, and any additional published criteria in this Manual.

Proposals shall be submitted to URISA Headquarters, and staff shall forward them to the PEC immediately after the deadline(s) announced in the Call for Proposals. Proposals shall be reviewed once per quarter by PEC.

5.3.1.3. Proposal Evaluation Procedures:

Proposals shall be initially evaluated by the PEC at its next meeting.

The PEC shall develop and maintain a set of criteria for the review of proposed PEM. Criteria may be general, applying to all submittals, or may be specific, applying only to a certain type of PEM, such as a workshop, or online course.

- While other academies and committees may create additional criteria for evaluation of materials for their specific use, the materials used by them must also meet the PEC criteria for all PEM.

The PEC shall publish the proposal evaluation criteria for PEM on the URISA website, and shall make it available to any URISA member requesting it.

5.3.1.4. PEC Evaluation Criteria for Proposals

Proposals that are received in response to the Call for Proposals are initially evaluated by the PEC. Once a proposal has met the basic criteria (Section 6.3.1.2 above), and has received approval or rejection in concept by PEC, the proposers are immediately notified of the results.

5.3.1.4.1. Criteria for All Proposals

The General Criteria are contained in Section 6.2 of this section. Below is a brief description of these criteria with notes on them.

1. The proposal is submitted by an approved authors. If they are not already, they may apply at the same time as they submit their proposal. (See section 4.2.)

2. Author(s) are URISA Members (**required**). PEC shall use the most current list of URISA Members of all categories, including listed members of corporate and business class members to determine whether or not the authors are current URISA members in good standing. Not all authors must be members, but the lead author must meet this criterion.
3. Topic is within or related to topics in Call for Proposals. The PEC review should determine whether or not the proposal covers a topic that is listed in the most current Call for Proposals. If it does not, the PEC must then determine whether the proposed subject matter is a topic that should be incorporated into the URISA PEM offerings or not.
4. Proposal does not include proprietary materials (**required**): All URISA offerings must contain original work, and may not contain materials that are owned or copyrighted by others. Any excerpted and quoted materials within a submission must have explicit permission for use from the author and owner/holder of any copyright or intellectual property rights in the work.
5. Proposal is not vendor specific or a “sales” document (**required**). All URISA professional educational materials must be vendor-neutral, and shall not be promotional or “sales pitches” for a particular software, technology, service, or publication.
6. Proposal is not biased. It should present a fair and balanced discussion of the subject.
7. Proposal does not duplicate an existing or approved PEC offering. In reviewing proposals, the PEC will ensure that a proposal does not duplicate any current PEM or any PEM in approved development. While some overlap between topics may occur, there should generally be no significant duplication of content between materials of the same type. For example, there may be a workshop and a webinar and an online course that all cover much the same topic, but there should not be two webinars on the same subject, unless they represent a sequence of materials.
8. If a proposal is received for a topic that is similar in nature to a PEM that has been approved for development by another author, the PEC may refer the new proposal to the author of the approved proposal to see if the author of the approved proposal wants work with the author of the new proposal to combine the materials into a single offering.

5.3.1.4.2. Criteria for Specific Types of Proposals

An initial evaluation of the proposal type shall be made by the PEC. The proposed type (workshop, virtual offering, online course, other) shall be considered relative to the content indicated in the proposal; for example, if a full-day workshop is proposed, but the materials outlined in the proposal seem more suited to a webinar. In making such determinations, the PEC should review the URISA Initiative Evaluation Matrix (Appendix B of the URISA Board Policy Manual) that describes the progression from conference presentations to workshops, program tracks, and specialty conferences.

Workshop Criteria

- In-person workshops – An in-person workshop is an in-depth exploration of subjects of interest to the URISA community. They include reference materials, detailed discussions, demonstrations, practical applications, and comprehensive coverage of a specific topic. They may be basic or more advanced, and may also be either technical or management oriented in nature.
- A workshop may be constructed to offer either a half-day (4 hours) or full-day (8 hours) instructional experience.
- A workshop is intended for live presentation in a conference or classroom setting.
- A paper or digital copy of the presentation materials is usually provided to registered attendees.

Virtual Offering Criteria, Including Webinars, Virtual Workshops, and Online Courses

- Webinars - A webinar consists of a live online presentation consisting of visual materials (slides or web-based text and images) and one or more instructors (audio only or audio and video) discussing these materials.
 - A webinar is normally of 1 to 2 hours in duration with some time for questions and answers during or at the end of the formal presentation.
 - No digital or paper copy of the presentation materials is provided to the attendees.
 - Recordings of webinars may be provided via the URISA website upon consensus of the presenters, URISA headquarters, and PEC or the sponsoring academy or committee.
 - Webinars should be identified as to whether they:
 - Will be offered once and only once in the format
 - Will be offered more than one time
- Virtual Workshops – A virtual workshop is an in-depth exploration of subjects of interest to the URISA community taught online.
 - A virtual workshop is usually 3 or 6 hours in duration to accommodate the online limitations of instruction.
 - A digital copy of the presentation materials is usually provided to registered attendees.
- Online Course Criteria (reserved)

Other Materials Criteria

- [Geospatial Fact Sheets](#) / FAQs are shorter papers for the URISA website that:
- May be authored by an individual or another committee or task force under URISA.
 - Should be fewer than six pages.
 - Are recommended to use a question and answer format.
- Other materials may include written documents including white papers, books, quick-studies, and other publications other than those intended for the The GIS Professional or other newsletter and email type communications.

5.3.1.5. Development of PEM

The development of PEM is done by the selected proposer(s) and author(s). Author qualifications are discussed in Section 5 of this Manual.

5.3.1.5.1. Workshops (In person or Virtual)

5.3.1.5.1.1. Proposal Review

When a proposal for a workshop is received by the PEC, it is initially reviewed using the general criteria listed in the tables above. PEC initially determines whether the offering is suitable as a workshop, using the checklist above. If the proposal is found to be suitable, the author or authors are notified and requested to submit an outline for the workshop. If the proposal is found to be unsuitable, the PEC notifies the proposer of the decision, including the reasons the proposal was rejected. A proposer may choose to amend the proposal and resubmit it for a following cycle as a new proposal.

In some cases, a proposal for a workshop topic may be made by someone who is not, and does not wish to be, an author. These proposals may come from the Board, from PEC members, or from suggestions from the membership at large. When this occurs, and if PEC decides that the proposed topic is suited for a workshop, then the PEC may seek out qualified authors to develop the workshop.

Once the author(s) are identified, and have agreed to proceed, PEC requests a comprehensive outline for the workshop. This outline should be reviewed by PEC to ensure that it provides appropriate coverage of the material in the proposal. PEC should provide to the author(s) suggestions and direction as to areas in the outline that may need more or less emphasis, and should identify areas that require further work. If the overall outline does not provide an adequate framework for the topic in the proposal, it should be returned to the author(s) for additional work. If the materials do not meet the requirements by the previously set deadlines, the proposed workshop should be taken off the schedule, and allowed to start up again when and if the outline and other materials are brought up to an acceptable level.

If the PEC is unable to review the outline due to lack of professional expertise in the specific topic it may ask an outside reviewer to review the outline and proposal and provide comments and suggestions. This process is to be undertaken as expeditiously as possible so as not to delay the decision on whether the workshop development should continue or be suspended pending more information.

Once the outline has been reviewed and accepted by PEC, the authors then prepare the materials for the workshop as described below. The time frame for development is dependent on the desire of PEC to present the workshop at a forthcoming conference or other event, and the date on which the outline is approved for development. The schedule for each workshop-in-development shall be created and communicated to the author(s) and PEC, and maintained by the URISA staff liaison. Reminders and other scheduling information should be communicated to the authors on a regular basis.

Content for a workshop includes presentation materials, speaker notes for those materials, reference materials/bibliography and other materials deemed necessary for the workshop.

- Content for a workshop should be sufficient for the length of the course (4 or 8 hours of instruction if in person, 3 or 6 hours of instruction if virtual), and should be written to provide comprehensive, unbiased and accurate information on the topic.
- Reference materials and supporting documents may be included by reference, or provided in appendices. All such documents provided shall be provided with written permission for their author or the copyright holder for their use.
- Speaker notes shall be provided for the workshop presentation materials. This includes notes to elaborate the points on the slides, to identify where examples are given or references are to be cited.
- Graphics should be incorporated where possible to illustrate points or to provide case studies.
- Interactive materials are desirable to engage attendees in the workshop.
- Ancillary requirements:
- Workshop materials shall include brief biographies of the authors and other contributors to the workshop.
- A brief biography of any Instructor who is not an author shall be provided.
- The authors shall provide a brief (one paragraph) marketing blurb, concisely stating the subject matter covered, the level of the workshop (basic, intermediate or advanced), and who should attend.
- Material format and style: As technologies change, the format of these materials may vary. The PEC along with Headquarters staff shall publish documents describing the approved formats for materials to be presented for a workshop, distributed to attendees, and added to the URISA Catalog of Professional Educational Materials. These approved formats may change from time to time.

5.3.1.5.1.2. Outline Development

Once the PEC has approved a proposal for further consideration, and has confirmed that the authors meet the criteria for authorship, the PEC creates a schedule for development the workshop, confers with the authors to ensure that the schedule is acceptable to all, and requests that the authors proceed with development of a detailed outline for the workshop.

The schedule is developed by PEC based on a determination of when the workshop can be available for presentation. For workshops that are expected to be presented at the GIS-Pro, or other annual specialty conference, the schedule needs to provide adequate time for the preparation of the outline, approval by PEC of the outline content, development of the materials required, peer review of the workshop content, and final editing and preparation for presentation. It is expected that this schedule will be several months to a year in duration. For workshops that are not specifically targeted for a scheduled conference, the schedule should provide for expeditious development of the materials, review and finalization, so that the new workshop can be integrated into and offered to conferences and special events in a timely way.

The outline is to be submitted to the PEC by the authors when it is complete and

ready for review. The PEC shall review it in terms of the criteria in Section 5.2, and may, if it deems necessary, refer it to a subject matter expert for further review. While all new and revised workshops require peer review, the peer review is optional at the outline stage. If there is no one on the PEC with subject matter knowledge in the workshop topic, and the Committee is uncertain whether the outline provides a balanced and comprehensive treatment of the subject, then a subject matter expert should be consulted. This can avoid having authors spend considerable time developing the full workshop if the outline does not support a favorable outcome. However, the intent is not to create a lengthy delay at this point in the schedule. Helpful comments as to emphasis, avoiding conflicts or overlaps with existing workshops, balance of points of view, etc., from the PEC (and a subject matter expert if needed) are valuable to the authors, and result in a better workshop.

If the outline is approved by PEC, the PEC notifies the authors to proceed with development of the workshop materials according to the established schedule. PEC shall provide periodic check-ins with the authors to ensure that they are proceeding on schedule, and assisting with any issues that may arise. The designated PEC Coordinator shall ensure that the schedule is being followed, and shall advise PEC of any delays or changes in the schedule. Authors and coordinators may determine that having the material ready for a specific conference may not be possible. If this occurs, the PEC shall notify the conference committee or other event manager of the unavailability of the PEM for the specific event.

If the outline is deemed unacceptable for development of the workshop proposed, the PEC should provide its comments to the authors indicating what changes need to be made to the outline/content to bring it to acceptability. A reasonable period of time shall be given to the authors to rework the outline. If this causes the schedule originally agreed upon for development of the workshop in time for presentation at a specific event to be rendered impossible, the workshop shall be removed from consideration for that event, and rescheduled for a subsequent date or event.

If the authors do not resubmit a revised outline within the schedule (as adjusted), or refuse to do so, then the proposal is deemed rejected, and no further action is needed by PEC. If, however, PEC believes that the topic covered by the proposal is of critical interest to URISA's mission, it may seek other authors to develop a workshop on the same topic following a refusal to proceed by the initial proposer(s)/author(s).

5.3.1.5.1.3. New Workshop Review

Review of a new workshop consists of two parts: overall format and structure, and content. The PEC provides for the overall format and structure review according to the general criteria found in Section 5.2 of this document. In general, the workshop materials should be reviewed to ensure that all of the required components are present, that the amount of material presented is sufficient for the length of the workshop presentation, and that the overall quality of the presentation materials is acceptable.

The review of the workshop's content is done as a peer review, and is detailed below.

5.3.1.5.1.3.1. Peer Review

Peer review consists of a review of the content of the proposed workshop by subject matter experts for the workshop's topic. It is recommended that the authors provide a list of other experts in the subject area, but PEC may also know, or be able to identify other peer reviewers. Where possible, peer reviewers should be URISA members, but this is not required, especially in cases of specialized subjects where there are a limited number of experts. At least 2 subject matter experts, from different organizations, should review every proposed workshop. Qualifications for reviewers are found in Section 5.3 of this Manual.

PEC will contact potential reviewers to ask if they are willing to review the workshop. Reviewers are volunteers, and must agree to meet the schedule for review, especially for those workshops that are proposed for a specific conference or event.

Reviewers are given the workshop materials to review over a specific period of time, as identified in the workshop schedule.

Reviewers are provided with a form on which to record general comments, and a checklist for aspects of content, such as balanced point of view, comprehensive treatment of subject, incorporation of best practices, use of appropriate references and materials, and clear and understandable presentation of the subject matter. Reviewers may also make specific comments on individual parts of the workshop, including clarifications, corrections of incorrect statements, elaboration, references, etc.

When reviewers have completed their work, they send their comments and completed forms to PEC. The PEC Coordinator then reviews the comments from the reviewers. If there are differences of opinion from the reviewers, PEC shall arrange for a conference call between the reviewers and a PEC Coordinator to discuss these differences. Minor differences may be resolved rapidly through this method. If there are significant differences in the reviews, and the overall concept and execution of the workshop is in question, these issues will be discussed with the reviewers and PEC Coordinator with the objective of determining whether or not the workshop can be revised to resolve the issues. If these issues do not appear to be resolvable, then the PEC may seek an additional peer review of the materials, or may decide to facilitate a dialog between the reviewers and the authors.

In general reviewer comments should be provided to the authors anonymously, and reviewers should be advised that their comments will be provided without attribution. At the end of this process, the reviewers should receive a written acknowledgement of their volunteer service in reviewing the workshop from PEC. A form letter may be developed for this purpose.

5.3.1.5.1.4. Approval of New Workshop

PEC shall compile the peer reviewer comments into a single document, highlighting issues identified, as well as recommended changes. This document shall be forwarded to the authors, along with a memo from PEC indicating what is

expected from the authors in response to the reviews. Changes suggested by the reviewers may be identified as required or optional. The memo should further provide the schedule for completion of the changes.

If peer review provides no significant comments or required edits, the authors are advised of this result, and the workshop is considered accepted. PEC then puts the materials submitted into the workshop repository (maintained by URISA staff), and notifies the conference committees and others that the workshop is available, pending identification of approved instructors.

The authors shall respond to this memo indicating whether or not they are willing to make the changes and adhere to the schedule. They may include a description of how they then intend to respond to any of the issues raised. PEC may ask the peer reviewers to evaluate these statements to ensure that the issue(s) raised are being adequately addressed in the authors' responses.

In addition, the following criteria should be used in reviewing a new workshop, or revisions to an existing one, so that URISA maintains consistency of quality and presentation among its offerings.

In regard to the list of criteria to be used in reviewing new workshops, the criteria are indicative, since variations in the workshops make it difficult to design a brief "one version suits all" filter. When necessary, remarks involving specific sections or statements are put directly on the materials to assist authors in their revisions.

The criteria are:

- The materials do not contain, nor consist of a sales pitch for products, services, companies, etc.
- No claim of copyright by person(s) or corporation(s) is attached to any part of workbook except by URISA.
- Authors ensure that all copyrighted material included in workshop materials are used with explicit permission of their owner(s).
- Author's biographies (one paragraph per author) are included.
- Table of Contents is present, and provides logic and flow.
- References are provided, and are appropriate.
- If appropriate, a literature review or historical context for the topic is provided.
- Where appropriate, workshop refers to the GIS & T Body of Knowledge, Geospatial Technology Competency Model, and similar foundations.
- Content of text is consistent with title.
- No significant overlap/duplication with other workshops.
- Regard is shown for URISA's philosophy, publications, etc.
- Text is clear, comprehensive, current.
- Graphics are clear, illuminating, supported by text.
- Language/terminology is clear, consistent.
- No errors of syntax, spelling, grammar, etc.
- Differences among data, information and knowledge are explicit and appropriate.
- Workshop Format and Style
 - In order to standardize the workshop materials in terms of appearance, format

and structure, the following criteria apply to the production of workshop materials.

- Use the approved URISA template when creating materials. This template is maintained on the URISA website, and may vary for different conferences or venues.
- Prepare materials in a format that provides for presentation as “power-point” type slides, online materials, or another standard format. It is expected that formats may change over time, but that all materials shall be able to be displayed in presentation mode, and reduced to handouts for printing in a consistent, readable manner.
- PEC will provide specific guidance on the specific format and materials to be provided for each presentation of a workshop.

If the authors fail to respond to the summary review memo, or indicate that they are unwilling to incorporate changes as requested, PEC may determine that it will either discontinue the approval process for the workshop, or attempt to find other authors who will review the materials and complete the process. This decision should take into account the critical nature of the topic in URISA’s educational objectives, the amount of work required to bring the workshop up to an acceptable level, the time-frame for completion and the availability of other potential authors with subject matter expertise. Discussion among the authors and peer reviewers and PEC may be conducted to determine how best to move forward with the workshop if that is in URISA’s interests.

Contact PEC for workflow process diagram.

5.3.1.5.1.5. PEC Approval

- Levels of approval
 - Conditional – approved for first-time presentation
 - Approved; presented at least once with favorable evaluations, and includes all presentation materials, plus learning outcomes and assessment tools.
 - URISA-Certified; meets conditions of “Approved” AND ...

5.3.2. Evaluation of the Status and Progress of Workshops

In order that coordinators, authors, and instructors may fully understand what is involved in workshop development, it is necessary that they and the PEC follow the processes outlined above. Development of a workshop is a significant commitment, and authors need to understand and work within the schedules and criteria set in this Policy and Procedures Manual.

It is the responsibility of PEC to oversee the evaluation of proposed workshops, and to inform the proposers and the Conference Workshop Chair as to the status of existing workshops and progress of the workshop in development. No workshop that has not met the schedule, nor completed peer review and approval by PEC may be proposed for presentation at any URISA event. Once the workshop has received peer review, and revisions are made to the satisfaction of PEC, a workshop may be listed as “available” for presentation.

The details for implementing these procedures are contained in sub-procedures

that specify who does what, when, where and how. Illustrative tasks covered by the sub-procedures include: logging in proposals received; distributing copies (hard, digital) for evaluations; collating evaluations; preparing summary report; disseminating findings; reviewing revisions; issuing approval; etc. The sub-procedures are established jointly by PEC and the URISA staff, and are stated in detail in roles and responsibilities section of this Manual.

5.4. Webinars:

5.4.1. Content

Content for a webinar includes presentation materials, speaker notes for those materials, reference materials/bibliography and other materials deemed necessary for the webinar.

- a) Content for a webinar should be sufficient for the length of the course (1 to 2 hours of instruction), and should be written to provide focused, un-biased and accurate information on the topic.
- b) Reference materials and supporting documents may be included by reference, or provided in appendices. All such documents provided shall be provided with written permission for their author or the copyright holder for their use.
- c) Speaker notes shall be provided for the webinar presentation materials. This includes notes to elaborate the points on the slides, to identify where examples are given or references are to be cited.
- d) Graphics should be incorporated where possible to illustrate points or to provide case studies.
- e) Interactive materials are desirable to engage attendees in the webinar.
- f) Ancillary requirements:
 - a. Webinar materials shall include brief biographies of the authors and other contributors to the workshop.
 - b. A brief biography of any Instructor who is not an author shall be provided.
 - c. The authors shall provide a brief (one paragraph) marketing blurb, concisely stating the subject matter covered, the level of the workshop (basic, intermediate or advanced), and who should attend.
- g) Material format and style: As technologies change, the format of these materials may vary. The PEC along with Headquarters staff shall publish documents describing the approved formats for materials to be presented for a webinar, distributed to attendees (if any), and added to the URISA Catalog of Professional Educational Materials. These approved formats may change from time to time.

5.5. Online Courses [reserved]

5.6. PEM Maintenance

5.6.1. PEM Revisions and Updating

PEM materials shall be maintained on a regular basis to ensure that they are up to date with current technology and best practices. Ideally, the authors and

instructors should work together to make revisions and improve the workshop materials based on comments received from peers, attendees, and others.

Contact PEC for workflow process diagram.

5.6.1.1. Minor Revisions to Workbooks

Minor section and edit changes may be made by authors. Workshop materials that have not yet been subjected to peer review and approval may also be revised by authors. Authors are responsible for notifying PEC of edits and changes to their materials.

5.6.1.2. Major Revisions

A Steward or an author or authors or PEC may request major revisions, including new sections, removal of obsolete materials, or other changes to reflect changing technology and best practices. When such changes are recommended or required, the author(s) and PEC shall agree upon a schedule for development of the revised workshop materials, and the new portions shall be peer reviewed.

PEC may engage someone other than an original workbook author to develop a new section for an existing workbook, and the Committee may delete or re-locate an existing section due to changes in the workshop program or in the content of the workshop itself. In the event of an author not wishing to engage in revisions, then the responsibility for edits, revisions, etc. falls to PEC, which may, at its discretion, find new authors.

5.6.2. Evaluation of Existing Workshops

The following by reference includes all the steps and requirements involved in developing new educational content; following acceptance and presentation, the following steps and activities describe the process for the review of existing educational content.

1. PEC, stewards, authors and instructors will review evaluations received from workshop attendees checking particularly to determine if the offering was deemed relevant and current in its content.
2. PEC-selected subject-area specialists will, annually or more often as needed, review educational content for accuracy, currency and delivery style and mechanisms.
3. PEC requires stewards, authors and instructors to review annually the educational content and materials (in the version held by URISA) for relevance and currency. Ideally, this review should follow the annual conference and peer review, thus allowing maximum time before its next presentation. Time required should be within one month, but negotiations with reviewing parties can be flexible provided it allows for necessary adjustments to material.
4. Results of the review(s) should be consolidated by the stewards, authors and instructors, the changes made to content, and conveyed, along with a summary of edits, to PEC for approval.

Authors and instructors should review and update, considering reviewer comments:

- a) Content, in whatever format presented;
 - b) Speaker/author/instructor notes (these being the additional talking or presentation points not seen in the content itself)
 - c) Bibliographies and graphics
- 5. Results of the author/instructor reviews and updates will be reviewed by PEC.
 - 1. Failure to receive a review (with or without updates) may result in PEC deciding to sideline content presentation.
 - b. The URISA Board or conference program committees may advise that different content is needed or that URISA's interests are no longer reflected in the existing educational offerings. PEC will review the material, and either retire the workshop, or work with existing or additional authors to create the additional or different content needed.
 - c. The responses to the various calls for educational content will be reviewed for comments and concerns for URISA's educational offerings. Offerings will be reviewed for their ongoing relevancy and inclusion in URISA's educational library.

5.6.3. Peer Review of Revised Workshop

Where there are major changes to workshop materials, or where the workshop is being reviewed on a regular cycle, peer review may be advisable. PEC shall determine whether or not changes are significant enough to merit a full peer review and determination of the acceptability of the workshop materials.

5.6.4. PEC Re-approval

Once a workshop has been reviewed by PEC, including peer review when performed, it can be re-approved for presentation, or removed from the list of approved workshops. The retirement process is described in the following section.

5.6.5. PEM Retirement

All of the results gathered from the various steps included in the review of educational content (above) will be considered in the decision to retire any of URISA's offerings. Typically, an isolated negative evaluation of a workshop will not be sufficient to require retirement, but repeated or a consolidated negative review of the workshop will call for intervention or retirement of the offering.

- 1. Presentation evaluations are a significant indicator of what URISA's audience expects, both in terms of content and quality. While there are always varying opinions, an ongoing theme of dissatisfaction with either content or instructors is indicative of the need to seriously update or eliminate an offering.
 - a) PEC, considering input from reviewers, authors and instructors, and having reviewed evaluations, should reach a determination about retiring an offering. Alternatives to retirement may include major revisions and updates; however, if it is clear that content is no longer of value, retirement should occur.
- 2. Author and instructor participation is another significant indicator of an offering's relevance. If neither authors nor instructors are responsive to the requirements of ongoing maintenance, PEC must either retire the offering or seek new expertise. PEC may either
 - a) Sideline the workshop/offering indefinitely until adequate review occurs

- and is accepted;
 - b) Retire the workshop/content
3. The responses to the various calls for content may demonstrate that URISA's education needs are evolving in other directions and no longer include a particular offering. This may be a basis for retirement.
 4. PEC will look at the three factors listed above and make the decision to retire a particular offering. The only factor that, on its own, could result in suspension or retirement is #2, the lack of author/instructor review or update. It is possible that, rather than retire an offering, PEC will suspend an offering but keep it in its library for future consideration. Should suspension occur, the offering to be revived must go through all of the review steps.

Sub Appendix A: Forms and Checklists

Forms, checklists, and other materials are maintained as separate documents available on Podio and are reviewed annually. They are incorporated by reference and include:

1. URISA Certified Workshop Review Form

#	Date	By	Description
0.1	2013	Core Docs Committee	
0.2	10/18/2015	Core Docs Committee	
0.3	11/6/2017	Core Docs Committee	Advocacy Agenda Committee removed, 5.1 and Appendix A.
0.4	11/16/2018	Core Docs Committee	Review by URISA Attorney in context of OneURISA. Section 2 Membership moved to Bylaws, Dues, Regular changed to \$195. Section 6.2.2 added for OneURISA. Merging of Constitution into Bylaws considered, but Core Docs recommended to keep,
0.5	12/12/18	Core Docs Committee	Change log added. Section 5.1 Chapter Advisory Board rewrite as CDRC. Updates to Section 6 related to CDRC.
0.6	8/20/19	Core Docs Committee	References to Journal removed or modified. Professional Education materials (PEMC) is now PEC (12/11/2017). ULA changed to URISA GIS Leadership Academy (GLA). GMI (6/2019) and Vanguard Cabinet Steering (8/2019) Committees removed. Vanguard Committee now 3 year appointment, awards updated and nominations handled by LDC (8/2019).
0.7	12/11/19	Core Docs Committee	Updated Section 2, 2020 Dues with new Government Agency rate. Added 5.16 Membership and 5.17 Core Documents, updated Appendix A Org Chart.
0.8	3/5/20	Core Docs Committee	Added 5.18 OneURISA Action Committee. Added 6.2.4 Associated Chapter (defined)
0.9	6/8/20	Core Docs Committee	5.5.2 GISCorps, modify for nine members and updated to provide complimentary membership to Core Committee Members. Find/replace 'Chairman' with 'Chair' throughout document. Section 7 added, GISCorps Program definition, Association Staff moved to section 8.
0.10	9/25/20	Core Docs Committee	Chapter Affiliation Agreement references changed to Chapter Charter Agreement.
0.11	12/14/20	Core Docs Committee	3.1.3 updated office suite number; 3.1.14 deleted specific software platforms; 5.11 deleted defunct Professional Practices Committee and inserted new Community Resilience Committee; inserted Privacy Policy as new 3.3 and Appendix C; updated Appendix A URISA organizational chart to delete Professional Practices Committee and to insert Community Resilience Committee.

0.12	04/07/21	Core Docs Committee	Added Appendix D: Board Liaison Responsibilities; deleted “International” references to URISA as an organization; edited for formatting and editorial consistency
0.13	09/06/21	Core Docs Committee	Inserted reference to adopted GIS Code of Ethics in 2.4; added PEAR Task Force as 5.19
0.14	12/1/21	Core Docs Committee	Revised 5.6 Leadership Development Committee provisions; 5.1.5 and 5.12 to standardize reference to “Special Awards Committee”; revised 5.12
0.15	4/30/22	Secretary	Updated 2.1. dues to 2022 amounts; revised 5.6.3.2 to include Ethical Commitment for Board candidates;
0.16	8/2/22	Secretary	Updated 2.2 dues billing
0.17	04/05/23	Secretary	Updated 5.11 and 5.11.1 to read Climate and Community Resilience Committee Updated 5.19 to read Pro-Equity Anti-Racism Committee and removed language about Task Force and replace Task Force with Committee throughout 5.19
0.18	09/29/23	Core Docs Committee	Reviewed

0.19	9/24/2025	Secretary	<p>Updated 2.3 and 3.1.8 regarding Affiliations.</p> <p>Updated 5.4 regarding ESG awards.</p> <p>Updated committee sections 5.4 to remove Hall of Fame to an appendix, remove 15.18 OneURISA Action Committee, add 15.18 LEAP Committee, change a task force reference in 15.19 PEAR.</p> <p>Added appendices for Business Policies, Committee Policies and Procedures, Board Meeting & Information Policy, Affiliations Policy, Commitment to Service, Investment Policy, Communities Policy, and Web Elements Policy.</p> <p>Added the following to the Business Policies Appendix: GISCS Representation, Logos, Partnerships, and Board decisions policies.</p>
0.20	10/09/2025	Board Motion	Added Appendix M: Board Virtual Voting Policy
0.21	01/08/2026	Board Motion	<p>Added "4. Vanguard Cabinet's Vision, Mission, & Member Policies" to APPENDIX F: COMMITTEE POLICIES AND PROCEDURES</p> <p>Revised Appendix F 3. GIS Hall of Fame Award Nomination Procedures and Evaluation Policy.</p>

0.22	04/18/2026	Board Motion	<p>Added 9.0 Inclusive Language</p> <p>Removed gendered language “Chairman” to “Chair”. Etc.</p> <p>Added Committee Policies back to Policy document, requiring deletion of former Appendix F: COMMITTEE POLICIES AND PROCEDURES.</p> <p>Appendix F is now “GIS HALL OF FAME POLICY”</p> <p>New appendices added:</p> <p>Appendix N: VANGUARD CABINET’S VISION, MISSION, AND MEMBER POLICIES</p> <p>Appendix O: PROFESSIONAL EDUCATION POLICY MANUAL</p> <p>(06292026)</p>
0.23	07/06/2026	Board Motion	Updated to consolidate all policies into the Policy Manual.
0.24	10/15/2026	Board Motion	<p>Removed the table listing the membership dues prices and replaced it with the following: “The dues are to be reviewed by the Finance Committee and adopted by the Board, following a recommendation by the Executive Director, at least once a year, by June 30th.”</p> <p>Updated the Communities Policy to grant authority to the Membership Committee to approve new Communities and simply notify the Board through the Committee Liaison Reports and remove the requirement for submitting annual reports.</p>