

NEW JERSEY STATE DATA CENTER ADVISORY COMMITTEE

BY-LAWS

Adopted 1/19/93

Amended 3/01/02*

I. Name and Purpose

- Section 1. The name of the organization shall be the New Jersey State Data Center Advisory Committee (SDCAC). It shall be administratively housed within the State Data Center of the New Jersey Department of Labor.
- Section 2. The purpose of the SDCAC is to advise the New Jersey State Data Center (the Lead Agency) on the Census data needs of the members of the New Jersey State Data Center Network, including, but not limited to, Census products' content and distribution methodology, training and conferences, SDC Network administration, and other relevant areas.

II. Membership

- Section 1. The New Jersey State Data Center Advisory Committee (SDCAC) shall consist of representatives, or their designees, from each of the member agency categories of the New Jersey State Data Center Network (also known as "the Network") in the following distributions:
- A. Lead Agency (SDC): 2 (Non-Voting)
 - B. Coordinating Agencies: 4
 - C. County Planning/Economic Development Agencies: 5
 - D. Regional Agencies*: 5
 - E. New Jersey State Agencies: 5
 - F. New Jersey/Federal Depository Libraries: 5
- Section 2. Excluding the Lead Agency, interested prospective members shall be nominated by any current member of the SDCAC to fill vacancies in the above named member agency categories. Nominations shall be presented to the SDCAC Chair, and shall be approved upon a majority vote of the SDCAC voting members present, or by majority vote of the total SDCAC voting members if conducted by mail ballot. The Lead Agency representatives (non-voting) shall include the SDC Director and one SDC staff person.
- Section 3. The SDCAC, by a majority vote of SDCAC voting members present, may remove a member for non-participation, or other just cause.

III. Officers

- Section 1. The officers shall consist of the Chair, Vice-Chair and Secretary.
- Section 2. The officers shall be elected for two year terms from among the SDCAC voting members at the biennial organizational meeting, which shall be held at the first meeting of even numbered calendar years, e.g., 1994, 1996, etc.

- Section 3 Duties of Officers:
- A. The Chair shall preside at SDCAC meetings, appoint sub-committees, and in consultation with the SDC shall set time and place for meetings and develop agendas/topics for discussion. When appropriate, the Chair shall represent the SDCAC before other groups or persons.
 - B. The Vice-Chair shall perform the duties of the Chair in his/her absence, and shall assist the Chair in all related duties.
 - C. The Secretary shall record the minutes at meetings, prepare the minutes for distribution to SDCAC members, maintain-up-to-date membership lists, and shall assist the Chair in related duties.
- Section 4. Officers shall serve for two year terms, or until their successors are elected at the biennial organizational meeting. In case of a vacancy in the office of the Chair, the Vice-Chair shall succeed and serve until the next biennial organizational meeting. Other officer vacancies shall be filled by and from the SDCAC voting members to serve the unexpired portion of the term.

IV. Meetings

- Section 1. There shall be at least two meetings a year of the SDCAC.
- Section 2. The quorum shall consist of a majority of the total current voting members of the SDCAC.

V. Admendments

- Section 1. These By-Laws may be amended by a majority vote of all SDCAC voting members. At the discretion of the SDCAC officers, the vote may either be held at a SDCAC meeting, or conducted through a mail ballot.
- Section 2. The full Network membership shall be informed of any approved amendments.

VI. Effective Date

- Section 1. These By-Laws shall become effective immediately upon ratification of a majority vote of all current voting members of the SDCAC.
- Section 2. The full Network membership shall receive a copy of the approved By-Laws.