



Election Infrastructure Subsector Government Coordinating Council Charter

Article I – Official Designation

The official designation of this Council is the “Election Infrastructure Subsector Government Coordinating Council,” hereinafter referred to as the “EIS GCC” or the “Council.”

Article II – Mission and Purpose

The Council enables state, local, and federal governments to share information and collaborate on best practices to mitigate and counter threats to election infrastructure.

Specifically, the EIS GCC provides for interagency, intergovernmental, and cross-jurisdictional coordination within the Election Infrastructure Subsector and between this subsector and other sectors identified in Presidential Policy Directive/PPD-21 on “Critical Infrastructure Security and Resilience.” The EIS GCC is composed of representatives from across various levels of government as appropriate to depict the operating landscape of the Election Infrastructure Subsector.

Article III – Objectives and Scope of Activity

The EIS GCC coordinates strategies, activities, and communications across governmental entities within the Election Infrastructure Subsector. It also reaches out across the national partnership structure, in coordination with and in support of government and non-government subsector stakeholders. The scope of activity of the EIS GCC includes, but is not limited to:

- Coordinate with government and non-government subsector stakeholders to plan, implement, and execute the Nation’s critical infrastructure security and resilience mission.
- Promote interagency communications coordination at the subsector level through partnership with the Department of Homeland Security (DHS) and other supporting agencies across various levels of government.
- Identify and support the information sharing capabilities and mechanisms that are most appropriate for State, Local, Tribal, Territorial (SLTT) entities.
- Promote understanding and potential adoption of physical and cyber risk management processes, best practices, and use of innovative methods across the subsector.

- Encourage robust information sharing across the subsector, including across and within federal partner agencies, to expand situational awareness among SLTT governments.
- Coordinate with government and non-government subsector stakeholders to set joint priorities and identify common risk management goals.
- Coordinate with government and non-government subsector stakeholders to develop processes for prioritizing and characterizing risk and incident management recommendations.

Article IV – Membership

Member Representatives

EIS GCC membership is composed of government agencies and organizations representing government officials that own, operate, or administer subsector physical or cyber assets, systems, and processes or have responsibility for supporting security and resilience of those assets, systems, and processes.

- Permanent membership resides with the agency or organization rather than the individual representatives.
- Each member agency or organization shall have a primary representative and may have an alternate representative to the EIS GCC.
- Primary agency representatives named to the EIS GCC are senior management level (Director or equivalent).
- EIS GCC Member representatives and alternates are eligible to apply for a Secret-level clearance through the State, Local, Tribal, and Private Sector (SLTPS) clearance program. EIS GCC Executive Committee members may apply for an appropriate clearance.

Members:

EIS GCC membership shall include the following Voting Members:

- Secretaries of State/Lieutenant Governors (where applicable) (x8)*
- State Senior Election Officials (x4, non-Secretaries of State)*
- Election Center – Local Government Election Officials (x3)
- International Association of Government Officials (iGO) – Local Government Election Officials (x3)
- U.S. Department of Homeland Security, Cybersecurity and Infrastructure Security Agency (CISA), National Risk Management Center (NRMC) (x1)
- U.S. Election Assistance Commission (EAC) (x2) (Sitting Chair and Vice-Chair)
- Three State Election Officials and Three local election officials – (x6)** selected by the EAC's Federal Advisory Committees as listed below:
 - EAC Board of Advisors (x2) (one State Senior Election Official; one Local Government Election Official)

* Assigned/coordinated with appropriate supporting associations (NASS/NASED)

** The State and local election officials identified to serve on the GCC from the Election Assistance Commission's (EAC) Federal Advisory Committees shall serve on the GCC in their capacity as qualified election officials selected by each EAC advisory board, serving separately from their role in such advisory committees. In their role in the GCC, they do not represent the EAC's advisory committees, nor do they serve on the GCC in their private individual capacities.

- EAC Standards Board (x2) (one State Senior Election Official; one Local Government Election Official)
- EAC Technical Guidelines Development Committee (x2) (one State Senior Election Official; one Local Government Election Official)

Ex Officio Members:

EIS GCC membership shall include the following Non-Voting Members:

- State, Local, Tribal, and Territorial Government Coordinating Council
- U.S. Department of Commerce, National Institute of Standards and Technology
- U.S. Department of Defense, Federal Voting Assistance Program
- U.S. Department of Homeland Security, Office of Intelligence and Analysis
- U.S. Department of Justice, Federal Bureau of Investigation
- United States Postal Service
- United States Postal Service Office of the Inspector General
- United States Postal Inspection Service

EIS GCC membership may be expanded to include other government agencies and organizations, as well as other sector and cross-sector GCCs as additional non-voting members to provide relevant institutional knowledge, technical expertise, and administrative support, as determined by the membership of the EIS GCC. An affirmative vote of two-thirds of the voting membership is required to expand the EIS GCC membership.

Member Alternate Representatives

Each voting and non-voting agency and organization of the EIS GCC may appoint one alternate representative to represent each member at EIS GCC activities. An alternate member representative casts the voting member's vote in the absence of the primary representative.

Article V – Governance, EIS GCC Leadership/Executive Committee

Governance

EIS GCC members will make decisions through a consultative and collaborative process, encourage the exchange of information and points of view, and strive for consensus. When a consensus cannot be achieved, the EIS GCC will move to a vote. The EIS GCC recognizes that each member represents a government entity or organization with inherent legal authorities and parameters within which it must operate. At times, these authorities may restrict a member's ability to provide agreement on a decision or preclude the open dissemination of information. These inherent legal authorities must be clearly articulated by the dissenting member when they are the basis for dissent and the inability to reach consensus.

EIS GCC member representatives shall strive to faithfully represent the position of their government agencies or organizations; however, the EIS GCC recognizes that - in some cases - primary or alternate representatives may lack legal authority to act on behalf of its

agency or organization. Therefore, the actions of individual members may not be binding on a government agency or organization.

EIS GCC Executive Committee

The EIS GCC conducts leadership matters using an “EIS GCC Executive Committee” (EIS ExCom) model that includes a representative number of member agencies or organizations from the EIS GCC. The EIS GCC Executive Committee is composed as follows:

- CISA NRMCM (x1)
- EAC Chair (x1)
- State-Secretary of State/NASS President (x1)
- State-Senior State Election Official/NASED President (x1)
- Local Government Election Official as determined by the Local members of the EIS GCC (x1)*

Duties of EIS ExCom

EIS GCC ExCom shall have responsibility over the following areas:

- Location and agenda development for full GCC meetings.
- Monitoring and closure of issues and initiatives.
- Initiating and providing input for communications to the full GCC.

When the EIS GCC conducts a meeting with non-government partners under the auspices of the Critical Infrastructure Partnership Advisory Council (CIPAC), the Chair/ExCom shall coordinate with the CIPAC Executive Secretariat/Designated Federal Officer to ensure compliance with CIPAC requirements.

Article VI – Meetings

Frequency of Meetings

The full membership of the EIS GCC will meet not fewer than four times each year, twice at an in-person location determined in consultation with the EIS GCC ExCom and twice virtually. Full EIS GCC meetings will be scheduled with every attempt to provide ample notice to members. Virtual attendance options will be provided for meetings scheduled to take place in-person.

Council meeting procedures will follow Robert’s Rules of Order. EIS GCC members will make decisions through a consultative process, encouraging the exchange of information and points of view, and will strive for consensus.

* The 9 local members of the EIS GCC will confer and select the Local Government Election Official representative to the ExCom. Any of the 9 members may volunteer or be nominated to the ExCom role. The Local ExCom representative will serve a one-year term.

Quorum

A duly constituted meeting of the EIS GCC shall require a quorum of more than half the number of voting members. Once quorum is established, approval by a majority of the voting members present at a meeting shall constitute adoption of a motion.

Members must be personally present or notify the EIS GCC ExCom of their intention to participate by remote means in advance of a properly noticed meeting. If a member is unable to attend, either in person or by remote means, they may designate a proxy from the list of alternates provided by the appropriate membership association. The EIS SRMA must receive proxies in writing 5 business days prior to the meeting.

Principles of Participation

All EIS GCC members shall work towards the same goals and purpose of improving the security, preparedness, and resilience of Election Infrastructure. Discussion and deliberation processes must recognize and capitalize on each member's strengths, skills, and perspective. Results of EIS GCC discussions and deliberations must constitute a coherent voice made up of each member's contributions.

Article VII – Recordkeeping

The procedures for the handling, storage and disposition of EIS GCC records and other documentation are in accordance with DHS Federal Records Management policy, as well as directives and guidelines for the Election Infrastructure Sector Risk Management Agency (SRMA).

Article VIII – Communications

The Election Infrastructure SRMA will work with the EIS GCC to ensure a communication mechanism exists for the development and execution of internal and external of subsector-wide communications.

Article IX – Working Groups

The EIS GCC shall form working groups as needed.

- Working groups shall be established by a majority vote of the full EIS GCC when specific tasks are required which cannot be practicably achieved at regular EIS GCC sessions. Proposals for working groups should be product driven and include timelines for completion.
- The EIS GCC Executive Committee may, at its discretion, establish time sensitive working groups without a vote of the full EIS GCC, but the continuation of that working group is subject to the approval of the full EIS GCC at the next meeting.
- Ongoing oversight of the working groups is the responsibility of the EIS GCC Executive Committee.
 - The ExCom may request working group chairs join its meetings to discuss and update goals and activities.
 - The ExCom will periodically meet with working group chairs to ensure progress is being made to accomplish goals and complete activities.

- Working group members will establish procedures consistent with this charter for the operation of the working group.
- Each working group shall appoint a chairperson subject to EIS GCC ExCom review. The chairperson may be election office staff.
- All products of the working groups are meant to advise EIS GCC members on various issues and processes.
- Working group meetings may be held depending on need, as determined by the working group chairs.
- Reports and recommendations from working groups will be presented at full EIS GCC meetings or via email for member approval, as appropriate
- Through its primary or alternate representatives, each member agency or organization will seek volunteers to serve on working groups.
- Working groups may be made up of any combination of EIS GCC member representatives and approved, relevant, stakeholders serving as subject matter experts.
- Dissolution of working groups requires a majority vote of the full EIS GCC. The full EIS GCC shall vote on the potential dissolution of a working group if:
 - The working group chair(s) recommend the dissolution of the working group; or,
 - A voting member of the EIS GCC proposes the dissolution of the working group. Proposals to dissolve a working group must be received at least two weeks prior to the GCC meeting at which the working group will be discussed.¹
- The working group chair(s) will have an opportunity to revise the working group charter in light of concerns raised in any dissolution proposal and present changes to the full EIS GCC in advance of the vote on the dissolution of the working group.
- The full EIS GCC may vote to retain the working group without change, retain the working group with changes to the working group charter, or dissolve the working group.

When the working group conducts a meeting with non-government partners under the auspices of CIPAC, the Chair/EIS ExCom shall coordinate with the CIPAC Executive Secretariat/Designated Federal Officer to ensure compliance with CIPAC requirements.

Article X – Amendments

The EIS GCC may at any time amend this Charter by two-thirds vote of the voting members. If amended, the Charter shall be in effect from remainder of the initial two-year period after the amendment is approved. The amended Charter shall be forwarded in a timely manner to the CIPAC Executive Secretariat for posting on the CIPAC public website.

Article XI – Biennial Charter Review

This Charter shall be in effect for two years. Biennial charter updates will coincide and be approved at or before the summer GCC meeting.

¹ Full procedures about how a working group can be established, changed, or dissolved are spelled out in XXX document.

Article XII – Approval

For adoption, this Charter will require the approval by two-thirds vote of the voting members and will undergo a biennial review cycle. The EIS GCC approved this Charter by vote of the attending members on [Insert date of approval].