

# **CHARTER OF THE WATER SECTOR COORDINATING COUNCIL**

## **Article I – Official Designation**

This organization shall be known as the WATER SECTOR COORDINATING COUNCIL (WSCC).

## **Article II – Mission and Purpose**

The Water Sector Coordinating Council shall serve as a policy, strategy and coordination mechanism and shall recommend actions to reduce and eliminate significant critical infrastructure security and resilience vulnerabilities to the Water and Wastewater Systems Sector through interactions with the federal government and other critical infrastructure sectors.

## **Article III – Responsibilities of the WSCC**

The responsibilities of the WSCC shall include, but are not be limited to, the following:

- Coordinate with our sector specific agency, the U.S. Environmental Protection Agency (EPA), and with the Department of Homeland Security (DHS) on matters of critical infrastructure security and resilience on behalf of the Water and Wastewater Systems Sector.
- Coordinate with federal, state, and other agencies as needed.
- Take a leadership role in recommending and supporting outreach and awareness programs to the Sector with national critical infrastructure security and resilience priorities and policies.
- Identify, recommend, and review sector-wide guidelines, procedures, and effective practices in support of infrastructure protection, including sector-wide training, education, and implementation plans
- Assess and recommend research and development necessary to meet the special needs of the sector.
- Identify and communicate obstacles or impediments to effective critical infrastructure security and resilience protection programs and develop and recommend action to mitigate them to appropriate authorities.
- The WSCC does not engage in legislative activities.

## **Article IV – Membership and Member Representatives**

### **Membership**

The voting membership of the WSCC shall be composed of two appointees from the following seven representative national water associations:

- American Water Works Association
- Association of Metropolitan Water Agencies
- National Association of Clean Water Agencies
- National Association of Water Companies
- National Rural Water Association
- The Water Research Foundation
- Water Environment Federation

The non-voting membership of the WSCC shall be composed of one appointee member representative from each of the above seven national water associations and the Water Information Sharing and Analysis Center (WaterISAC).

Each member shall serve until the end of their tenure with their appointing association, or until such association shall indicate a change in its representation. Every two years, upon the election of a new Chair, the new Chair (or his/her appointee) shall query each association as to the continuing service of its representative or if a new appointee is to be made. Upon the resignation of any WSCC member, the Chair shall inform the nominating association of the vacancy.

### **Member Representatives**

The members of the WSCC shall be appointed by their represented association in accordance with the guiding documents of that association. The members shall be Owner/Operators of water and wastewater systems that are members of the foregoing national associations.

## **Article V – Governance and Officers**

### **Governance**

The WSCC shall elect a Chair and Vice-Chair who will serve a single two-year term. The Chair may not succeed himself/herself; however, the Vice-Chair may succeed the Chair.

The WSCC shall follow Standard Operating Procedures as outlined in:

“WSCC Operational Procedure for Voting and Decision Reporting”

(As approved Nov. 9, 2004 and revised Sept. 17, 2008), and that are hereby made a part of this Charter as Attachment A.)

## **Officers**

- The Chair will preside over all meetings of the WSCC.
- In the absence of the Chair, the Vice Chair will assume the role of Acting Chair with all the rights and responsibilities of the Chair.
- The terms of the Chair and Vice Chair will begin at the conclusion of the Fall/Winter meeting of the WSCC.
- The Chair shall appoint a Secretariat at their sole discretion. The Secretariat will be responsible for maintaining the records of the WSCC. The Secretariat, if not a member of the WSCC, shall have no vote in matters pertaining to the WSCC.

## **Article VI – Meetings**

- The WSCC shall meet four times a year. These meetings may be in-person, or via webinar or teleconference. To the extent practical, the WSCC shall meet in person two times per year.
- The election of the Chair and Vice Chair will be held during the in-person Fall/Winter meeting.
- Meetings shall be run in accordance with the “WSCC Operational Procedure for Voting and Decision Reporting.”

## **Article VII – Recordkeeping**

- Meeting minutes will be prepared by WSCC Secretariat.
- The draft minutes will be distributed to the Chair and Vice Chair for comment and revisions.
- The revised draft minutes will be circulated to the entire WSCC for comments and revisions.
- At the next meeting of the WSCC, members will vote to approve the minutes.
- Minutes will not be distributed outside of the WSCC membership.
- Minutes shall be stored electronically on the WaterISAC. Access to the records of the WSCC shall be limited to current members of the WSCC.

## **Article VIII – Communications**

The Chair and Vice Chair will be the points of contact and designated spokespersons for the WSCC.

## **Article IX – Working Groups and Special Committees**

- The Chair, in coordination with the Vice Chair, shall have the authority to appoint committees and special committees for specific purposes. The Chair and Vice Chair shall seek volunteers to serve on these committees, but shall have final authority on the selection.
- The Chair and Vice Chair or their designee(s) will represent the WSCC at Cross-Sector Meetings and other meetings.

## **Article X – CIPAC Membership and Representation**

The WSCC participates in many Critical Infrastructure Partnership Advisory Councils (CIPAC) in partnership with federal partners. Those appointed to serve on these committees shall be voting members of the WSCC, association staff support personnel, other subject matter experts as needed and desired, and/or other owner/operators as needed to fulfill the charge of the CIPAC. The final work product of the workgroup is subject to the approval of the WSCC.

It is expressly forbidden for any federally registered lobbyist to serve on a CIPAC. The governing document for CIPAC participation shall be as outlined in the CIPAC Charter of March 17, 2014 as issued by the Secretary of Homeland Security and made a part of this document as Appendix B.

## **Article XI – Decision Making Process**

The WSCC will strive to operate under consensus. When that is not possible, the WSCC will operate under a three-fourths (3/4) vote and, if any, one minority/dissenting opinion will be submitted in accordance with Section III of “WSCC Operational Procedure for Voting and Decision Reporting” as found in Appendix A.

## **Article XII – Charter and Amendments**

This Charter and subsequent amendments shall be adopted by a three-quarters (3/4) vote of the total WSCC membership.

## **Article XIII – Duration**

This Charter shall serve as the guiding document for the WSCC until further amended as outlined in Article XII or until the WSCC ceases to exist.

## **Article XIV – Information Sharing**

The WSCC designates the Water Information Sharing and Analysis Center (WaterISAC) as the information sharing arm of the Water & Wastewater Systems Sector, which includes supporting operational coordination during incidents.