

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 limited to, the following:

- Coordinate with our sector risk management agency, the U.S. Environmental Protection Agency (EPA), and with the Cybersecurity & Infrastructure Security Agency (CISA) 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

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 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 and Vice Chair will be the point of contact and spokespersons with DHS, CISA, EPA and the press.

- 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.

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.
- 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.

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 for the record.
- Voting will generally follow *Roberts Rules of Order*
- WSCC members who are Owner/Operator representatives will be voting members.
- WSCC members who are Association representatives will be non-voting members.
- WSCC voting members will make motions. Seconded motions will be voted on.
- Association representatives are encouraged to actively participate in discussions and to suggest motions for a voting member to offer.
- There will be no proxy voting.
- $\frac{3}{4}$ majority is of the members present
- Quorum means 50% plus 1 of the voting members.
- Chair or Vice Chair shall be allowed to call a special meeting. Quorum requirements shall be the same as regular meetings, but voting may be conducted electronically (telephone, email, text message, etc).

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.