

Highway and Motor Carrier Sector Coordinating Council Operating Charter

Official Designation

The official designation of this Council is the “Highway and Motor Carrier Sector Coordinating Council” hereinafter referred to as the “HMC SCC”.

Background and Mission

Private sector owners and operators of highway and motor carrier assets have formed a Highway and Motor Carrier Sector Coordinating Council for the purpose of partnering with senior government officials to collaborate and communicate on security initiatives emergency preparedness and business continuity designed to enhance the protection of the transportation sector’s critical infrastructure and key resources. The HMC SCC is an industry advisory body that, as appropriate, will coordinate the private industry perspective relating to highway and motor carrier security policy, practices, strategies, and standards that affect the transportation sector. The HMC SCC will work closely with the HMC Government Coordinating Council (GCC) to produce meaningful and measurable results.

Objectives

The foundational objectives of the HMC SCC are as follows and may be expanded when suitable.

- Facilitate communications and information sharing between the HMC SCC and other modal SCC’s;
- Facilitate priority setting, strategy and planning, policies and procedures, threat communication and analysis, as well as sector protection, response and recovery planning and activities;
- Serve as a policy-level interface with the Department of Homeland Security, and other federal and state agencies on homeland security matters;
- Facilitate relevant communications, plans and activities with interdependent infrastructure sectors and government entities necessary to further secure the movements of people and property through the nation’s highways and roadways; and
- Communicate the sector’s needs and requests for resources to the Highway and Motor Carrier Government Coordinating Council.

Scope of Activities

Activities of the HMC SCC will focus on coordination of security strategy and policy development issues which advance critical infrastructure and key resource asset protection goals.

HMC SCC member activities are broad and may evolve as issues warrant. Examples may include, but are not limited to, the following:

- Maintain regular communication and collaboration with senior level DHS and Sector-Specific Agency policy decision makers;
- Educate HMC GCC members on the diversity of highway and motor carrier operations and improve their understanding of our sector’s issues associated with the protection of critical infrastructure and key resources engaging sector specific groups, as needed;

- Represent the owner and operator perspective and position on highway and motor carrier security and safety issues and advise on the feasibility and effectiveness of government policy initiatives;
- Work collaboratively with the HMC GCC to establish sound highway and motor carrier security policies and practices;
- Share information with the HMC GCC members;
- Establish Working Groups as necessary to address specific issues;
- Provide sector expertise and input on future highway and motor carrier security program funding;
- Coordinate with the information sharing mechanisms, as appropriate.

Governance of the HMC SCC

A Coordinating Committee comprised of Chairperson, Vice Chairperson, Secretary, and three members at large shall plan meetings and manage the administrative and coordinating functions of the HMC SCC.

Coordinating Committee members shall be elected by the majority vote of members at a scheduled HMC SCC meeting based on a nominations process.

Coordinating Committee members shall serve a term of two (2) years. Coordinating Committee members shall not be obligated to serve their entire term. The composition of the Coordinating Committee shall maintain organizational representation for members from passenger, infrastructure, and cargo interests. No member shall serve as Chairperson for more than one (1) successive term. An organization may serve as only one (1) of the Coordinating Committee members at the same time. No organization may serve on the Coordinating Committee for more than two (2) successive terms.

Members

Members of the HMC SCC shall be private entities that are owners and operators of highway and motor carrier assets, motor vehicle shippers or their representative associations. Consultants, vendors, special interest groups, attorneys and others who do not represent owners and operators of the transportation sector or their representative associations cannot serve as an HMC SCC member.

Prospective members shall complete a membership application and submit it to the Chairperson of the HMC SCC. The prospect will become a full member of the HMC SCC upon approval by a majority of the existing members. If the HMC SCC declines to approve the prospective member, the application shall be returned to the prospective member with an explanation of the basis for the actions.

ADVISORY GROUPS

The HMCSCC may form and oversee Advisory Groups consisting of subject matter experts representing the separate segments of the SCC's membership when necessary to aid in educating the HMC GCC on matters of mutual security interest.

Advisory Group Reporting

The Chair and/or Co-Chair of the Advisory Group will provide detailed reports of all activities to the members of the HMCSCC for review, consideration and approval during the HMCSCC quarterly meetings.

HMC SCC Decision Making

The HMC SCC will make decisions using a consensus process rather than majority-rule voting. This approach encourages the exchange of information and points of view and ensures inclusion of the diverse segments of the highway and motor carrier sector. Consensus is defined by a decision or action that all of the members can live with (i.e., choose not to block).

In the absence of consensus of the members on a given issue, the Chairperson may order the matter recommitted to the recommending working group, or declare a majority and minority position of the HMC SCC, both of which will be shared with relevant agencies.

Official actions and decisions shall be made during a duly constituted meeting of the HMC SCC. A duly constituted meeting requires a quorum of the HMC SCC, which shall consist of fifty-one percent (51%) of all active HMC SCC members.

An active member is defined as a member or their designee that attends the quarterly HMC SCC meeting either by teleconference or in person on a regular basis and has not missed two meetings in a row. A member who has missed two meetings in a row will be considered an inactive member and will not be afforded voting privileges. That member will be considered inactive until such time that the member or designee attends at least two consecutive quarterly meetings either in person or via teleconference.

When voting on nominations for HMC SCC members or nominations for Coordinating Committee members, voting members must be personally present or have notified the Chairperson of their intention to participate and vote by remote means in advance of a properly noticed meeting at which a vote is taken.


Each member of the HMC SCC is entitled to a single vote in a meeting of the HMC SCC or a Work Group without regard to the number of representatives of the member attending. Each member shall designate a principle representative for casting a vote in person or designating an alternate.

HMC SCC Meetings

- HMC SCC meetings will be for member organizations only. Others will be allowed to attend by invitation only.
- HMC SCC members will meet on an as-needed basis as determined by the consensus of the Council, and not less than twice per year.
- HMC SCC members may meet in person or through conference call.
- HMC SCC meeting schedules will be coordinated with HMC GCC meetings.
- HMC SCC meetings will be announced at least 30 days in advance.

Principles of Participation in Council Meetings

- Consensus views reached by the HMC SCC do not necessarily reflect the positions of individual member organizations, are in no way binding on any organization, and do not preclude members from advocating on their individual behalf.
- All HMC SCC members will work towards the collective goal and purpose of improving the secure and safe movements of passengers and cargo through our nation's highways and roadways.
- All HMC SCC members will attend meetings, conference calls, and any other such activities whether called by the Sector (industry) or the government. Any member who is absent from two quarterly meetings shall be notified by the Coordinating Committee, by electronic mail to the member address on file with the Secretary. Upon a third successive absence from a meeting, the member is subject to expulsion from membership. Any member expelled from membership may resubmit a membership application.
- Discussion and deliberations will recognize and take advantage of each member organization's strengths, skills, and perspective.



Douglas R. Morris
Chairman
Highway and Motor Carrier
Sector Coordinating Council