



## Council Charter

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This document is the charter of the State, Local, Tribal, and Territorial Government Coordinating Council (SLTTGCC or council) and sets out the primary goals and functions of the council as well as describing the roles and responsibilities of its members. More detailed governance requirements and procedures are set forth in the bylaws attached as Annex A, and operating procedures are set forth in the operating policies attached as Annex B.

### **Article 1. Official Designation**

The official designation of this council is the "State, Local, Tribal, and Territorial Government Coordinating Council".

### **Article 2. Objective**

As stated in the National Infrastructure Protection Plan (NIPP), the council "serves as a forum to promote the engagement of SLTT partners as active participants in national critical infrastructure security and resilience efforts and to provide an organizational structure to coordinate across jurisdictions on SLTT government-level guidance, strategies, and programs<sup>1</sup>."

### **Article 3. Scope of Activity**

The council will accomplish this objective through the following essential activities:

- Planning related to the development, implementation, update, and revision of the NIPP and sector specific plans (SSPs) in coordination with their NIPP partners;
- Assisting in the development and communication of guidance for implementing and "operationalizing" the NIPP at the state, local, tribal, territorial and regional levels;
- Enabling and facilitating strategic communication and issues resolution among and between state, local, tribal, and territorial stakeholders;
- Making policy recommendations regarding critical infrastructure (CI) protection issues from a state, local, tribal and territorial perspective;
- Sharing commonly accepted best practices in CI protection;
- Working with NIPP partnership participants to include, but not limited to, the Department of Homeland Security (DHS or the department), sector coordinating councils and government coordinating councils and, when appropriate and advisable, participating in the Critical Infrastructure Partnership Advisory Council (CIPAC) framework; and
- Advocating state, local, tribal, and territorial views on CI protection to other NIPP partnership participants and encouraging their adoption in planning.

### **Article 4. Membership**

#### **4.1 Size and Representational Composition.**

The council shall attempt to maintain a minimum of 24 members. Membership decisions should be made in order to achieve a truly representative council endeavoring to capture a diverse and representational snapshot of the state, local, tribal, and territorial communities. Decisions regarding council size will be made by the Executive Committee in collaboration with the designated federal officer (DFO) to ensure adequate council functionality, representation and funding.

<sup>1</sup> National Infrastructure Protection Plan, Partnering for Critical Infrastructure Security and Resilience, 2013, pg. 37

## 4.2 Membership Criteria.

A member of the council must meet the following criteria:

- A state, local, tribal, or territorial homeland security director or equivalent official with strategic homeland security related oversight responsibilities related to critical infrastructure protection or resilience;
- Accountable for the development, improvement, and maintenance of CI protection policies or programs at the state, local, tribal, or territorial level;
- Recognized by peers as a leader who possesses relevant knowledge and experience;
- Eligible to receive and maintain a secret clearance;
- Committed to acting as a national stakeholder representative and willing to engage actively in the promotion and facilitation of communication and coordination among stakeholders on CI protection policies, strategies, and programs;
- Willing to represent matters from a state, local, tribal or territorial perspective when communicating with specific sector and/or government coordinating councils, and, to the extent possible, avoid addressing sector-specific issues unless there is a more broad state, local, tribal or territorial issue involved;
- Representative of stakeholders and possesses the ability and willingness to be an effective channel back to the stakeholders for coordination and communication;
- Regularly attends council meetings, actively participates in council activities and delivers promised work products; and
- Works towards improving the security of the nation's critical infrastructure and is willing to address issues from a national perspective.

## Article 5. Leadership Roles and Responsibilities

**5.1 Leadership.** Leadership of the council activities and meetings rests with the Chair and Vice Chair of the council.

**5.1.1 Powers and Responsibilities of the Chair.** The powers and responsibilities of the council Chair include chairing meetings of the council and the Executive Committee, representing the council to the federal government and NIPP Sector Partners, coordinating with the department's Office of Infrastructure Protection, the DFO, and coordinating with the council Secretariat.

If the council Chair is not available to fulfill his or her duties for any reason, the Vice Chair will assume the Chair's duties until such time that the Chair is able to resume leadership of the council. In the event that the Chair cannot continue his or her duties for the duration of his or her term, the Vice Chair shall fill out the remainder of the term of the Chair.

**5.1.2 Term of Office.** The term of the Chair and Vice Chair is one year. The term of office commences on the first business day in June. The term limit for any person serving as Chair or Vice Chair is two consecutive one-year terms.

In the event that the Vice Chair must assume role of the Chair, the newly appointed Chair and newly elected Vice Chair shall remain eligible for two one year terms thereafter.

**5.2 Executive Committee.** The Executive Committee is composed of the council Chair and Vice Chair, as well as the chairpersons of each of the council working groups. The Executive Committee members act as points of contact between the Chair, Vice Chair and the working groups, and assist the Chair and Vice Chair in the execution of their duties as requested.

## **Article 6. Working Groups**

The council may form working groups when substantial investigation, research or other tasks are required which cannot be completed during a regular council session. Working Groups will report all of their deliverables back to the full council as described in the bylaws and operating policies.

## **Article 7. Subject Matter Experts**

In addition to members and the ongoing support provided in the form of the council Secretariat, the council may request subject matter experts (SMEs) on an as-needed basis to participate in council activities. SMEs will be non-voting participants whose expertise the council needs on an ongoing or ad hoc basis. The purpose of their involvement is for the council to gain relevant organizational and institutional representation and expertise. The process for appointing SMEs will be described in the bylaws and operating policies.

## **Article 8. DFO Role and Oversight**

The CIPAC DFO or designee in DHS shall serve as the council DFO. The DFO will be the main contact person at DHS between DHS and the council. The DFO has oversight over DHS support (including the activities of the Secretariat described below) and funding for the council, and any requirements that the council must follow in order to participate in the CIPAC framework. The DFO must receive notice of and approve the creation of council working groups, have input for the admittance of new members, and the designation of SMEs if the SMEs will require funding by DHS.

## **Article 9. Secretariat**

DHS may provide staff or contractors (Secretariat) to support the council by providing meeting logistics, planning, and council/working group record keeping. Any policy, analytical or strategic planning advice provided to the council and funded by DHS will be provided as approved by the DFO and will be provided by the Secretariat or other entities as directed by the DFO.

## **Article 10. SLTTGCC Communication**

The council shall develop communications and coordination policies and procedures accommodating its necessary business and organizational practices. The council is expected to use multiple communications pathways to maintain functionality of the geographically diverse membership including e-mail and teleconference. In addition, although the council will make all reasonable attempts to arrive at consensus points of view and statements, the council will endeavor to relay all significant points of view when there is not a consensus opinion.

## **Article 11. SLTTGCC Meetings and Support**

The council will meet at least twice a year with additional scheduled meetings and/or conference calls as needed. All in-person meetings must be approved by the DFO subject to the available budget for support. DHS funded travel to and from meetings must be approved by the DFO prior to making travel commitments. No council or working group member or SME may obligate funds or incur debt on behalf of the department or the federal government.

## **Article 12. SLTTGCC Governance and Amendments**

The council shall be governed in accordance with the principles set forth in this charter and in the bylaws. The charter and bylaws may be amended from time to time as described in the bylaws.

## **Ratification**

This charter, as amended, was ratified by the State, Local, Tribal, and Territorial Government Coordinating Council on February 21, 2019.



Jeremy Sroka  
SLTTGCC Chair



Kevin Catlin  
SLTTGCC Vice Chair