

# Critical Manufacturing Sector Coordinating Council

## CHARTER

### Official Designation

The official designation of the Council is the “Critical Manufacturing (CM) Sector Coordinating Council (SCC),” and herein after referred to as the “SCC” or “Council.”

### Mission and Purpose

The mission and purpose of the SCC is to help CM owners and operators build resilience and reduce risk to critical infrastructure under their control – while also fostering activities, policy, and communication between the government and sector representatives to develop existing and new programs. It acts as the counterpart and partner to the government-led CM Government Coordinating Council (GCC) to plan, implement, and execute sufficient and necessary sector-wide security and resilience programs for the nation’s CM facilities and other infrastructure assets within the CM Sector.

- Work with the U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA) to develop a living Sector-Specific Risk Management Plans (SSRMP) for the CM Sector that is up to date with modern guidance from the federal government.
- Work with state, local, and federal government agencies to properly integrate emergency preparedness activities and security responses.
- Develop and implement an information sharing process among members for communicating threats to, or incidents within the sector, including unsuccessful attacks, as well as other risk mitigation information and resources.
- Work with DHS/CISA, and other critical infrastructure sectors within the Critical Infrastructure Partnership Advisory Council (CIPAC), to set the standard for being an excellent partner, determine best ways to collaborate with partners, and offer mitigation measures for small and medium owners and operators, which sometimes have limited resources.

### Key Functions

Task forces or working groups may be established to deal with specific security issues requiring research, development, project planning, or other needs of the Council. Joint working groups within CIPAC shall be utilized whenever possible. Status reports and final work products will be presented to the Council for approval and/or further action.

The Council may initiate outreach and communication efforts to provide practical examples and case studies illustrating best practices for security and emergency preparedness applicable to member facilities within the scope of this Charter, and to educate industry, government, and the public on particular security and preparedness issues.

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### Membership

Membership consists of representatives from various-sized private sector manufacturing companies, which directly serve U.S. critical infrastructure referenced in Federal Register, Volume 73, Number 84 as primary metal manufacturing; machinery manufacturing; electrical or electronic equipment, appliance, component manufacturing; and transportation equipment manufacturing; and/or provide key resources, or that are considered iconic representatives of the U.S. economy, including manufacturers who are critical suppliers (e.g., sole-source, unique) to a qualifying manufacturer.

Specifically, the Council will be comprised of the Chief Security Officer (or equivalent) or a designated representative of the member companies, consistent with the scope of this Charter. Designated representatives of member companies serve in roles that influences their organization's cybersecurity, physical security, supply chain security, or business continuity.

Any U.S.-based stakeholder with an interest in the CM Sector may apply to join the SCC:

- **Member:** To apply for Member status, the stakeholder must be a critical manufacturer or supplier that directly serves critical infrastructure.
- **Associate:** To apply to Associate status, the stakeholder may be a supporter or user along the supply chain of the critical manufacturing industry.

Regardless of membership type, participation expectations are the same.

Any commercial promotion or solicitation is expressly prohibited, and any such activity will result in action by the Executive Committee, which may include revocation of member status.

Council members and DHS/CISA may submit membership nominations to the Council Chair. The appointment of new members shall be determined by a simple majority vote of the Council's Executive Committee.

The Council shall function as a body representing the collective interests of the owners and operators of critical U.S. manufacturing infrastructure.

Members shall be expected to participate with a degree of frequency such that the organization continues to grow and prosper. The following sets forth expected levels of participation for member companies.

- Targeted 50% or more participation in Council meetings, either in person or by teleconference.
- Participate in one or more working group or sub-committee.

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The Council reserves the right to remove a member not meeting participation requirements, committing solicitation, or at the discretion of a simple majority of the Council Executive Committee.

### **Governance Structure**

Each participating CM operator or associated group shall appoint a representative and an alternate from their organization to attend meetings and make decisions when the member representative is not available. The Council may also include ex officio members, as necessary, to meet the objectives of the Council.

An Executive Committee will consist of ten (10) member organizations and will be chosen via election. Each member organization will receive one vote. Associate members do not vote. The ten (10) members of the Executive Committee body will consist of: three (3) Officers; six (6) At-Large Members; and one (1) Immediate Past Chair.

Each Executive Committee seat will have a three-year term limit. Current members of the Executive Committee can retain their seat if they choose. If there are open seats, any member can submit to join the Executive Committee. If all current members wish to keep their seats and another member wishes to join the Executive Committee, elections will be held.

To fill the three (3) Executive Committee Officers positions, the ten (10) newly elected Executive Committee members will be allowed to choose from themselves who shall serve as: Chair, Vice Chair, and Secretary.

Upon the completion of the Chair's term, or should the Chair be unable to fill his or her term, the Vice Chair shall assume the position of Chair.

The Chair will then serve as a Member of the Executive Committee for two years as Immediate Past Chair, in order to offer advice and guidance.

The Council may also appoint a First Alternate to serve on the Executive Committee, as needed.

If the Executive Committee determines someone needs to be removed from the Executive Committee, it must be a majority vote of the Executive Committee to remove the member.

The Executive Committee shall meet bi-monthly, either in person or by teleconference. A quorum of at least half of the Executive Committee membership (5/10) must be present, either in person or via phone, to conduct formal Executive Committee business.

Executive Committee decisions will require a simple majority vote of the Committee's membership.

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The Executive Committee shall have the following duties:

- Provide policy direction for the operation of the Council.
- Vote on new potential members and leadership.
- Respond to urgent matters by initiating conference calls or meetings.
- Coordinate Council activities with DHS/CISA, other sectors within CIPAC, and other entities.
- Prepare meeting agendas and minutes.
- Approve written materials produced for the CM Sector, when possible and time allows.
- Establish and subsequently dissolve issue-specific working groups, as necessary. Such working groups shall be composed of Council members and led by a Working Group Chair who has been identified by the working group members.

### **Council Meeting Schedule, Quorum Guidelines, and Amendment to the Business Rules**

The Council shall meet bi-monthly in person or by teleconference to consider policy issues, reports from working groups, or pressing security issues. At least one meeting per year will be a Joint CIPAC Meeting held in collaboration with the CM Sector's GCC.

A quorum of at least half of the Council leadership (5/10) must be present, either in person or by teleconference, to formally consider Council business. Proxy voting may be accepted by prior written submission to the Chair, but proxy participation will not be considered for quorum purposes.

The Council may at any time amend the rules of this Charter, either in person, by teleconference, or electronically, by a simple majority of the Council membership. The quorum rule will apply. Proxy voting may be accepted by prior written submission to the Chair, but proxy participation will not be considered for quorum purposes.

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### Approval

The Critical Manufacturing Sector Coordinating Council Executive Committee approves this revised charter. Originally approved on March 7, 2008, and revised on August 31, 2011; January 8, 2013; May 15, 2017; June 29, 2018; May 01, 2020; May 01, 2020, and June 14, 2024.



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Critical Manufacturing SCC Executive Committee Chair  
Lead Executive Protection Agent  
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Bruce Matthews  
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