



Council Charter

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 Council members. More detailed governance requirements and procedures are set forth in the Council's bylaws.

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 (National Plan), 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 programs¹."

Article 3. Scope of Activity

The Council will accomplish its purpose through the following essential activities:

- Planning related to the development, implementation, update, and revision of the National Infrastructure Protection Plan and sector specific plans (SSPs) in coordination with their partners;
- Assisting in the development and communication of guidance for implementing and "operationalizing" the National Infrastructure Protection Plan at all SLTT levels;
- Enabling and facilitating strategic communication and issue resolution among and between SLTT stakeholders;
- Making policy recommendations regarding critical infrastructure (CI) protection issues from an SLTT perspective;
- Sharing commonly accepted best practices in CI protection;
- Working with National Infrastructure Protection Plan partnership participants to include, but not limited to, federal agencies, sector coordinating councils and government coordinating councils and, when appropriate and advisable, participating in the Critical Infrastructure Partnership Advisory Council (CIPAC) framework; and
- Advocating SLTT views on critical infrastructure (CI) protection to other National Infrastructure Protection Plan partnership participants and encouraging their adoption in planning.

4.1 Size and Representational Composition.

The Council shall attempt to maintain a minimum of 24 members. Membership decisions should be made to achieve a truly representative Council endeavoring to capture a diverse and representational snapshot of SLTT communities. Decisions regarding Council size will be made by the Executive Committee in collaboration with the Stakeholder Engagement Federal Lead, Cybersecurity and Infrastructure Security Agency (CISA) to ensure adequate Council functionality, representation, and funding.

¹ 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 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 an SLTT 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 broader state, local, tribal or territorial issue involved;
- Represents 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 on time; and
- Works towards improving the security of the nation's critical infrastructure and is willing to address issues from a national perspective.

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 National Infrastructure Protection Plan Sector Partners, coordinating with the Stakeholder Engagement federal lead, CISA and 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. If 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 as the Chair.

5.1.2 Term of Office. The term of the Chair and Vice Chair shall be one year. The term of office commences on the first business day in June.

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's 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 Executive Council session. Working Groups will report all their deliverables back to the full Council as described in the bylaws and all operating polices.

Article 7. Subject Matter Experts

In addition to members and the ongoing support provided in the form of the Council Secretariat, the Council and its Working Group Chairpersons may request subject matter experts (SMEs) on an as-needed basis to participate in Council activities. SMEs will be non-voting participants whose expertise is provided to the Council on an ongoing or adhoc 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. Stakeholder Engagement Federal Lead, CISA Role and Oversight

The Stakeholder Engagement Federal Lead, CISA, or designee in CISA if one is not appointed, shall serve as the Council Stakeholder Engagement Federal Lead, CISA. The Stakeholder Engagement Federal Lead, CISA Will be the main contact person at CISA and between CISA and the Council. The Stakeholder Engagement Federal Lead, CISA has oversight over CISA support (including the activities of the Secretariat described below) and funding for the Council, and any requirements that the Council must follow to participate in the CIPAC framework. The Stakeholder Engagement Federal Lead, CISA 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 CISA.

Article 9. Secretariat

CISA may provide staff (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 CISA will be provided as approved by the Stakeholder Engagement Federal Lead, CISA and will be provided by the Secretariat or other entities as directed by the Stakeholder Engagement Federal Lead, CISA.

Article 10. SLTTGCC Communication

The Council shall develop communications and coordination policies and procedures accommodating 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 shall 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 Stakeholder Engagement Federal Lead, CISA subject to the available budget for support. CISA-funded travel to and from meetings must be approved by the Stakeholder Engagement Federal Lead, CISA prior to making travel commitments. No Council or working group member or SME may obligate funds or incur debt on behalf of CISA 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 July 24, 2024.



Mark Ray
SLTTGCC Chair



Mark Dubina
SLTTGCC Vice Chair

