

**Operating Charter of the
Communications Sector Coordinating Council**

January 17, 2019

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1 Article I – Name

1.1 Name

This organization shall be known as the Communications Sector Coordinating Council, abbreviated as the “CSCC.”

2 Article II – Establishment, Purpose, and Composition

2.1 Establishment

The CSCC was established and chartered in 2005 to help coordinate initiatives to improve the physical security and cybersecurity of sector assets; to ease the flow of information within the communications sector, across critical infrastructure sectors, and with designated Federal agencies; and to address issues related to response and recovery following an incident or event. The CSCC is industry-organized, industry-run, and industry-governed.

To facilitate effective coordination between federal infrastructure protection programs with the infrastructure protection activities of the private sector and of state, local, territorial and tribal governments, the Department of Homeland Security established the Critical Infrastructure Partnership Advisory Council (CIPAC). The CIPAC is a partnership between government and critical infrastructure owners and operators. It provides a forum in which they can engage in a broad spectrum of activities to support and coordinate critical infrastructure protection, including planning, coordination, security program implementation, operational activities related to critical infrastructure protection security measures, and information sharing about threats, vulnerabilities, protective measures, recommended practices, and lessons learned, as stated in the National Infrastructure Protection Plan (NIPP) 2013: *Partnering for Critical Infrastructure Security and Resilience*, or any subsequently-dated issuances thereof, and the critical infrastructure sector construct outlined in the Presidential Policy Directive-21, *Critical Infrastructure Security and Resilience* (PPD-21).

In addition to the CSCC as the policy planning and execution component of the communications sector, two other industry-led groups are: the National Security Telecommunications Advisory Committee (NSTAC), an advisory committee to the President, which is the policy component; and the Information Sharing and Analysis Center for Communications (Comm-ISAC), which coordinates response to emergency communications situations and is the operational component of the communications sector. These three separate industry-led groups are referred to as the “TriComm,” and span the policy, planning, and operational functions of the communications sector.

2.2 Purpose

The broad purpose of the CSCC is to foster and facilitate the coordination of sector-wide policy and planning activities and initiatives designed to improve both physical and cyber security of the communications sector. The CSCC is the primary communications sector liaison for interactions with the U.S. government and coordinates policy planning and execution developments with other industry and critical infrastructure sectors. The CSCC performs the following specific functions:

- Examines Communications Sector Critical Infrastructure Protection as defined in relevant policy guidance, such as: the Homeland Security Act of 2002, Homeland Security Presidential Directive 7 (HSPD-7), Executive Order (EO) 13636 (Improving Critical Infrastructure Cybersecurity), PPD-21, and the NIPP and its successor issuances, including the Critical Infrastructure National Plan.
- Considers and publishes policy and planning positions addressing the US communications infrastructure and interests relevant to the global communications environment.
- Represents the communications sector within cross-sector/interdependency matters, including by providing representation to such activities as the CIPAC, National Infrastructure Advisory Council (NIAC) Working Groups, the Partnership for Critical Infrastructure Security (PCIS), Cross-Sector Cyber Security Working Group (CSCSWG), and National Level Exercises (NLEs).
- Improves equitable information sharing among and/or between the communications sector, sector members, government entities, and other industry sectors.
- Reviews and comments on related plans and policies, in partnership with the sector-specific agency (SSA) of the communications sector.
- Coordinates between and among the communications sector's policy-focused (NSTAC) and operations-focused (Comm-ISAC) mechanisms, and their government counterparts, with regard to:
 - Developing communications sector-specific recommendations for preparedness and incident response and recovery plans based on the experience of members of the sector.
 - Participating in the development of sound practices and lessons learned associated with Critical Infrastructure Protection (CIP) activities or incidents.
 - Identifying or participating in activities involving vulnerabilities, interdependencies, risk assessments, and risk management methodologies

(including vulnerability remediation and policy enforcement) with respect to CIP.

- Such additional purposes as the CSCC Executive Committee may, from time to time, recommend consistent with the foregoing purposes.

2.3 *Composition*

The communications sector is composed of private sector organizations with business operations in the United States, including:

- Owners/operators of infrastructure used within the sector's core networks, including broadcasting, cable, satellite, wireless, and wireline.
- Trade and other associations representing sector members on Homeland Security or CIP (Critical Infrastructure and Key Resources (CIKR)) policy-related matters.
- Standards-setting bodies, manufacturers, suppliers, and vendors of communications equipment, software, and services in support of the core communications infrastructure.

The communications sector's core networks are the communications networks that consist of high-capacity network elements enabling local, regional, nationwide, and international connectivity:

- **Broadcasting:** Broadcasting systems consist of free, over-the-air radio and television stations that offer analog and digital audio and video programming services and data services.
- **Cable:** Cable networks provide high-speed wired and wireless Internet access service, video programming service, and digital telephone service.
- **Satellite:** This is a platform launched into orbit to relay voice, video, or data signals as part of a telecommunications network.
- **Wireless:** Consists of cellular phones, paging, personal communication services, high-frequency radio, unlicensed wireless, and other commercial and private radio services.
- **Wireline:** Consists primarily of fiber optic and copper-based networks that carry the nation's public phone traffic, wide and local area data traffic, as well as the nation's Internet traffic.

3 Article III – Membership

3.1 *Membership: General*

The CSCC must be broadly representative of the communications sector. Specific membership shall reflect the unique composition of the sector and will be representative of a broad base of network owners, operators, as well as associations, and other entities—both large and small—within the sector. The CSCC shall consider membership applications from:

- (a) Any U.S. incorporated private sector organization, in any of the categories as enumerated in Section 2.3.
- (b) Communications sector trade associations, the membership of which is comprised significantly of entities or professionals and practitioners engaged in any activity described in 2.3, and in particular, owners/operators of communications critical infrastructure in the U.S. An association’s representation of smaller or underserved sector interests is important. Participation by an association’s members in working group activities is to be encouraged.
- (c) Federally-registered lobbyists may serve as Members if they are specifically appointed to represent the interests of a nongovernmental entity, a recognizable group of persons or nongovernmental entities (an industry sector, labor unions, environmental groups, etc.), or state or local interests. Consistent with the Charter of the CIPAC, federally-registered lobbyists may not participate as CSCC member representatives in an “individual capacity” at meetings convened under the CIPAC.
- (d) Foreign-owned companies with a substantial presence in the United States that fall into one or more of the above categories may be considered for membership, upon consultation with the SSA and at the sole discretion of the CSCC Executive Committee.

The CSCC and its membership will also conduct outreach activities to include new Members and facilitate broad communications sector segment representation.

The term “Member” means that company or organization that has been accepted for membership within the CSCC.

Each Member shall designate a principal representative and an alternate representative.

3.2 *Application for Membership*

Prospective members may join the CSCC by applying for membership and being evaluated based solely on the criteria provided in Sections 2 and 3.

3.3 Evaluation of Eligibility for Membership

Any entity qualified pursuant to the following provisions shall be identified as a Member of the CSCC.

An Applicant shall complete a written request for membership and submit it to the CSCC Executive Committee via the appropriate membership inquiries contact or Chair of the CSCC Administrative Working Group. The request shall be placed on the agenda of the next occurring Executive Committee meeting. If none is scheduled within seven (7) days, the Executive Committee shall call a Special Meeting, either physical or virtual, for the purpose of evaluating the application.

The Executive Committee may recommend membership, in which event the request shall be presented at the next scheduled full meeting of the CSCC. If none is scheduled within seven (7) days, the Executive Committee shall convene a Special CSCC Member Meeting, either physical or virtual, of the CSCC, for the purpose of considering the request, or shall order an electronic ballot. The Executive Committee shall inform the applicant of the results on behalf of the CSCC.

The Applicant will become a full Member of the CSCC upon majority (51%) vote during a duly constituted meeting of the CSCC (see Section 6.1.4) and notification by the CSCC Executive Committee.

If the Executive Committee, by virtue of evaluation criteria above, declines to recommend approval of the Applicant, the request shall be returned to the prospective member with an explanation of the basis for the Executive Committee's action.

3.4 Expulsion of Member for Repeated Absence

Any Member who is absent ("absent" means not present in person or via a telephone bridge) from two successive meetings at which votes are taken shall be notified by the CSCC Secretary of the fact, by electronic mail delivered to the Member address on file with the Executive Committee. Upon a third successive absence of the primary and alternate representative from a meeting at which a vote is taken, the Executive Committee may vote on a motion to recommend to the CSCC that the Member should be rendered to non-voting status and subject to expulsion.

3.5 Petition for Reinstatement after Expulsion

Any Member expelled from membership pursuant to Section 3.4 may petition for reinstatement, by addressing a letter to the CSCC Executive Committee within 30 days of the vote of expulsion, requesting a hearing before a meeting of the Executive Committee. Upon completion of the hearing, at which the expelled Member shall be heard, the Executive Committee shall vote on a motion to recommend reinstatement to the CSCC. A vote of the CSCC on the recommendation shall be taken at the next subsequent

membership meeting, or by electronic mail ballot of all eligible Members, at the discretion of the Executive Committee.

4 Article IV - Governance of the Sector Coordinating Council

4.1 Executive Committee

The affairs of the CSCC will be coordinated by a collective Executive Committee elected annually by the CSCC membership.

4.2 Duties and Powers of the Executive Committee

The Executive Committee will perform the following functions:

- Manage the administrative and coordinating functions of the CSCC.
- Represent the CSCC to public and private entities.
- Communicate decisions of the CSCC to external public and private entities.
- Delegate matters to Working Groups (also called “Committees,” and both terms are considered to be interchangeable) pursuant to Article VII.
- Plan meetings.
- Ensure that decision making is equitable and accessible to all communications sector stakeholders (*e.g.*, by polling and/or communicating with Members who were not available for deliberations).

4.3 Composition

The Executive Committee shall consist of the following thirteen [13] voting representatives and three [3] non-voting representatives:

- Five [5] network owner/operators or other representatives selected from the categories described in Section 2.3.
- Five [5] individuals from associations representing each of the communications sector industry segments, consistent with Section 3.1(b).
- Three [3] “at large” individuals selected from the categories described in Section 2.3 or representing associations qualified pursuant to Section 3.1(b).
- One [1] non-voting ex-officio industry representative of the Comm-ISAC (sitting by Comm-ISAC designation).

- One [1] non-voting ex-officio industry representative of the NSTAC (sitting by NSTAC designation).
- One [1] non-voting past Chair of the Executive Committee Member whose guidance to the current Chair is critical to the continued continuity and success of the CSCC activities and working group progress. The departing Chair will participate for one year in leadership meetings in a non-voting Emeritus Role.
- No CSCC Member-organization may occupy more than one voting Executive Committee position seat.

The Executive Committee's sector segment representation and representation of smaller or underserved sector interests can also be considered towards balance.

4.4 Terms of Voting Executive Committee Members

Voting Executive Committee Members shall serve a term of one year. There are no term limits to serving on the Executive Committee.

4.5 Election of Executive Committee Members

Executive Committee Members shall be elected by a majority (51%) vote of total membership present at a duly constituted CSCC meeting based on an election process outlined below. Executive Committee participation shall not be vested in the Member company or organization, but rather in the individual Member. That is, Members shall elect fellow Members to the Executive Committee, so long as those candidates come from eligible CSCC companies and organizations. If a sitting Executive Committee Member leaves his or her position before the end of the elected term, a Special vote shall be held to elect an individual to fulfill the remainder of that term.

In accordance with Article VII the Administrative Working Group will serve as the nominations committee to fill vacancies of the Executive Committee. Because terms are for one calendar year, all Executive Committee voting positions will be open for nomination and election each annual election cycle.

The nominations committee will begin recruiting interested candidates immediately following the last quarterly meeting of the Members each calendar year. The nominations committee will announce a slate of candidates no later than one week prior to the first quarterly meeting of the Members. Elections of new Executive Committee Members will take place at the first quarterly meeting each calendar year.

For Special elections to replace an Executive Committee Member that cannot complete his or her one-year term, the nominations committee will begin recruiting interested candidates within one week of vacancy notification. An election shall be held within 30

days of vacancy notification to replace the vacant office. A Special Meeting of the Members shall be called for the purpose of voting on a nominee(s) to fill such a vacancy. Members selected as replacements will only serve the balance of the term and must seek re-election if they wish to serve on the Executive Committee in the next calendar year.

4.6 Designated Executive Committee Members

The Comm-ISAC and the NSTAC will each designate an individual to serve as its representative to the CSCC Executive Committee. In the event of a vacancy, these organizations may designate a replacement to serve the balance of the designated Member's term. In addition, the designating organization shall have the right, at its sole discretion to replace its representative to the Executive Committee from its organization at any time with or without cause for the remainder of the current term.

4.7 Executive Committee Meetings

The Executive Committee shall meet, in person or by phone, every other week or as needed, but not less frequently than monthly. The Executive Committee shall meet either telephonically or in person not more than five (5) working days prior to each meeting of the CSCC at which a vote may be taken.

4.8 Prior Notice of Executive Committee Meetings

Executive Committee meetings shall be announced to the CSCC by electronic means. In the event of an unscheduled Executive Committee meeting, notice shall be given at least five (5) days in advance for in-person meetings and at least two (2) days in advance for conference calls, unless special conditions arise.

4.9 Quorum and Voting

A majority of the voting Executive Committee Members shall constitute a quorum for the transaction of business at a meeting of the Executive Committee. If a quorum is present when a vote is taken, the vote of a majority of the Executive Committee Members present is the act of the Executive Committee. At least seven (7) of the thirteen (13) voting Executive Committee Members will constitute a quorum (majority).

4.10 Telephonic or Electronic Meetings

The Executive Committee may permit any or all Executive Committee Members to participate in a regular or Special Meeting, conducted through the use of Internet or Web-enabled applications, teleconference, video conference, or other electronic means. An Executive Committee Member participating in a meeting by this means is deemed to be present in person at the meeting.

4.11 Establishment of Legal Entity

Ratification of this document as “Operating Charter.” In the event a legal entity is established to provide a permanent organization for the conduct of CSCC activities, this document may be captioned as “By-laws of the CSCC,” and a revision of its provisions to effectuate that purpose shall be subject to adoption by the Members upon recommendation of the Executive Committee by approval of a majority (51%) of Members, without regard to any other provision of this document or law specifying conditions for amendment of the “Operating Charter.”

4.12 Severability of Provisions / Savings

This document provides the operating rules for the organizational management of the CSCC. The declaration by a court of competent jurisdiction that a provision of these is void as a matter of law shall have no effect on any other provision.

5 Article V - Officers

5.1 Officers

The officers of the CSCC shall be a Chair, Vice Chair, and Secretary. No two or more offices may be held by the same person. All officers must be selected from within the Executive Committee.

5.2 Election of Officers

Officers shall be elected by a majority (51%) vote of total membership present at the first quarterly meeting of the Members each year and may be elected at such other time or times as the Members shall determine due to vacancies. Any officers elected as a replacement for an officer unable to complete his or her term will only serve the balance of term.

5.3 Terms

The Members shall elect individuals to hold the offices of Chair, Vice Chair, and Secretary for a period of one calendar year. Following the election, the previous Chairperson shall become a non-voting Member of the Executive Committee as specified in Section 4.3.

Officers shall hold office, unless removed, until the first quarterly meeting of the Members in the following year or until their successors are elected. Any officer may resign at any time upon written notice to the Executive Committee, and such resignation shall be effective when notice is delivered unless the notice specifies a later effective date.

5.4 *Removal of Officers*

The Members may remove any Officer at any time, with or without cause. Such action may be taken at a meeting of the Members upon proper notice and upon the affirmative vote of 2/3 of Members eligible to vote.

5.5 *Duties of Officers*

The Chair and the other officers shall have such powers and duties as generally pertain to their respective offices as well as such powers and duties as may be delegated to them from time to time by the Executive Committee and the Members.

5.5.1 *Chair*

The Chair, if present, shall preside over all meetings of the Members and of the Executive Committee. It is recommended that the previous Chair actively mentor the new Chairperson to ensure a smooth transition of CSCC activities.

5.5.2 *Vice Chair*

The Vice Chair shall act in the absence of the Chair.

5.5.3 *Secretary*

The Secretary shall have the responsibility of preparing and maintaining (or having prepared and maintained) custody of minutes of the Executive Committee Members' and Members' meetings and authenticating records of the CSCC. In addition, the Secretary is the Chair of the Administration Working Group, whose responsibilities are described in Article VII. The Secretary will provide a quarterly report to the Executive Committee indicating the Members' attendance at quarterly meetings.

5.5.4 *Past Chair*

The past Chair will help ensure a continuity of governance and mentor the new Chair in their new role as CSCC Chair.

5.6 *Vacancy of Offices*

Officers shall not be obligated to serve their entire term. In the event that an Executive Committee Member resigns their office or the seat of a Member of the Executive Committee becomes vacant for any reason, the office held by such Member shall be declared vacant. An election shall be held within 30 days to replace the vacant office. A Special Meeting of the Members shall be called for the purpose of voting on a nominee(s) to fill such a vacancy.

6 Article VI - Meetings

6.1 Regular meetings of the CSCC

The full membership of the CSCC will meet in person quarterly or at a minimum three [3] times each year. Additional full CSCC meetings may be held by conference call. Full CSCC meetings will be scheduled with every attempt to provide ample notice to Members.

6.1.1 Annual “Quad” Meeting

An annual combined meeting of Members of the CSCC, Communications Government Coordinating Council (CGCC), Information Technology Sector Coordinating Council (IT-SCC), and Information Technology Government Coordinating Council (IT-GCC) shall be held as agreed by the membership.

6.1.2 Meeting Participation

Members may participate in meetings through any means of communication to include the following: personally, the use of Internet or Web-enabled applications, teleconference, video conference, or other electronic means.

6.1.3 Notice of Meetings

Notice shall be provided stating the place, day and hour of each meeting and agenda of matters to be considered including notification of any vote to be taken pursuant to Section 6.2. In case of a Special Meeting, the purpose or purposes for which the meeting is called shall be given.

6.1.4 Quorum

A duly constituted meeting of the CSCC shall require a quorum of thirty-three percent (33%) of all active and eligible Members, who must be present pursuant to Section 6.1.2, or have notified the CSCC Executive Committee of their intention to participate and vote by remote means in advance of a properly noticed meeting at which a vote is taken. The vote of a majority (51%), to be cast by the Members so present at a meeting in which a quorum is present, shall be necessary for the adoption of any matter voted upon by the Members, unless a different proportion is required by this Operating Charter.

6.1.5 Extraordinary Majority

For the purposes of the CSCC, an extraordinary majority shall represent two-thirds (2/3) of all active and eligible Members of the Council.

6.2 *Voting Procedures*

New Members of the CSCC must attend one meeting before voting rights are granted. Each voting Member of the CSCC is entitled to a single vote in a meeting of the CSCC or a Working Group without regard to the number of representatives of the Member attending. Voting Members are entitled to vote in person or by electronic means. A record of decisions made and vote outcomes will be maintained by the CSCC Executive Committee. Individual CSCC Member voting records will not be kept on file. Members of the CSCC who miss three consecutive regular quarterly meetings will be dropped to non-voting status until voting rights are reinstated.

6.2.1 *CSCC Regular Meeting Voting Procedures*

Matters shall be presented and voted upon (or tabled) at the next regularly scheduled meeting or a Special Meeting called for that purpose. Votes must be cast by a minimum of 1/3 (abstention counts as part of the 1/3) of the membership for the CSCC position vote to be valid.

Members have one vote per organization (company or association).

Members may vote in person during the regularly scheduled or special meeting, or may use an alternate mechanism. Alternate mechanisms of voting are methods such as email, postal mail, etc. Voting by alternate mechanisms must be completed one hour prior to the start of the scheduled meeting. This one hour requirement does not apply to active conference call voting.

The choice receiving the most votes will be adopted.

6.2.2 *CSCC Special Meeting Voting Procedures*

Upon a vote of the Executive Committee, Special Meetings may be held, either physical or virtual, when issues are time sensitive and require more timely action. Special Meetings may be requested by any Member.

Efforts will be made to include all Members by email or telephone alerting methods.

Votes must be cast by a minimum of 1/3 (abstention counts as part of the 1/3) of the membership for the vote to be valid.

The choice receiving the most votes will be adopted.

A motion to vote must be called by a CSCC Member and seconded by another Member.

Voting takes place immediately following discussion.

All votes are cast by open ballot unless a Member calls for a closed vote. If no such motion is made, the vote will be cast in the open.

Votes may be cast only by the primary representative or his/her designated alternate, resulting in one vote per Member organization.

Action required or permitted to be taken at a Members' meeting may be taken without a meeting and without action by the Executive Committee if the action is taken by all the Members entitled to vote on the action. Members may confirm their consent by electronic mail.

7 Article VII - Working Groups and Special Committees

The Executive Committee may be supported by Working Groups (also called "Committees," and both terms are considered to be interchangeable) established by the Executive Committee pursuant to this Article.

Working Groups can be formed as necessary to address issues of interest to Members.

Working Groups may be made up of any combination of CSCC Member representative(s), and other industry or government representatives approved by the Executive Committee, in consultation with the Working Group Chair.

Members may join Working Groups without limit.

Working Group meetings may be held at other times depending on need.

Working Groups shall be led by Working Group Chairs designated by the Executive Committee, appoint any Vice Chairs, and establish procedures consistent with this Charter for the operation of the Working Group.

Working Groups shall develop and send reports and recommendations to the Executive Committee for approval by the full CSCC. These reports may be written or oral, depending on the nature of the work being reported.

Reports and recommendations from Working Groups shall be presented at the Executive Committee meetings and full CSCC meetings for approval as appropriate, unless special conditions warrant.

The full CSCC will approve the scope and responsibilities of the Working Groups and ad hoc committees.

Members are encouraged to actively participate in at least one Working Group each year, unless serving as an Executive Committee Member.

7.1 Working Group Chairperson

A Chairperson for each Working Group shall be chosen by the Executive Committee to take responsibility for coordinating the group and communicating with the full CSCC.

7.2 Working Group Voting

Working Groups shall reach decisions by consensus.

7.3 Experts

A Working Group may call upon non-Member participants who are experts in a particular area to assist in its efforts.

7.4 Inactivation of Working Groups

Working Groups shall be inactivated by the Executive Committee upon completion of tasks or if there is no further need for the Working Group.

7.5 Annual Review of Working Groups and Leadership

At the first meeting of the CSCC membership in each calendar year, the Executive Committee shall vote on the extension or termination of each Working Group and on the extension or replacement of each Working Group Chairperson.

7.6 Standing Committees

The following are considered to be permanent committees, not subject to annual reinstatement:

- Administrative Committee, chaired by the Secretary of the CSCC, and responsible for the work associated with bylaws, nominations for election to the CSCC Executive Committee, ongoing maintenance of this Operating Charter, and for leadership offices within the Executive Committee.
- Plans and Reports Committee, chaired by the Chair of the CSCC, and responsible for leading the efforts to review the Sector Specific Plan, the Sector Annual Report, and additional work associated with the National Sector Risk Assessment, and any other work items that are derived from the Sector Specific Plan.

8 Article VIII – Parliamentary Authority

Conduct of the affairs of the CSCC shall follow the rules contained in the most recent version of Robert's Rules of Order in all cases in which they are applicable and in which they are not inconsistent with this Operating Charter or any special rules of order the CSCC may adopt.

9 Article IX – Amendments

This document may be amended upon extraordinary majority (2/3rds) vote of the voting Members in a regular meeting, or in a properly noticed special meeting, constituted for the purpose.