

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

January 5, 2017

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1 Article I – Name

1.1 Name

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

2 Article II – Overview, Purpose, Definition

2.1 Overview

The Communications Sector Coordinating Council (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 sector, across sectors, and with designated Federal agencies; and to address issues related to response and recovery following an incident or event. The CSCC is self-organized, self-run, and self-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 and 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).

In addition to the CSCC planning component; two other industry led groups; the National Security Telecommunications Advisory Committee (NSTAC), an advisory committee to the President is the policy component; and the Information Sharing and Analysis Center for Communications (Comm-ISAC) 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.

Examine 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, and Presidential Policy Directive (PPD)-21 Critical Infrastructure Security and Resilience, and the National Infrastructure Protection Plan (NIPP), and its successor the Critical Infrastructure National Plan (CINP).

Consider and publish policy and planning positions addressing the US communications infrastructure and interests relevant to the global communications environment. The CSCC interacts with the US Government through its Sector Specific Agency.

Coordinate Communications Sector policy and planning developments with other industry sectors. Represent the communications sector within cross-sector/interdependency matters, including the CSCC providing representation to such activities as the Critical Infrastructure Partnership Advisory Council (“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).

Improve equitable information sharing among and/or between the communications sector, sector members, government entities, and other industry sectors.

Review and commenting on related plans and policies, in partnership with the Communications Sector Specific Agency (SSA).

Coordinate between and among the sector’s policy focused (NSTAC) and operations focused (Comm-ISAC) mechanisms, and their Government ordinates with regard to:

- Develop sector recommendations for preparedness and incident response and recovery plans based on the experience of members of the sector.
- Participate in the development of sound practices and lessons learned associated with Critical Infrastructure Protection (CIP) activities or incidents.
- Identify or participate 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 Definition

The Communications Sector is defined as private sector organizations with business operations in the United States, including:

- Owners/operators of infrastructure used within the sector’s core networks, including wireless, wireline, cable satellite and broadcasters.

- Trade and other associations representing sector members on Homeland Security or CIP (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 sector’s core networks are the communications networks that consist of high-capacity network elements servicing nationwide, regional, 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

Specific membership will 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 must be broadly representative of the Sector. In addition to network owners/operators, the CSCC will 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 Associations, the membership of which is comprised significantly of entities or professionals and practitioners engaged in any activities described in 2.3. An association’s representation of smaller or underserved sector interests is important; participation of by association’s members in working group activities is to be encouraged. 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.

(c) 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 Sector Specific Agency 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 of 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.

A prospective Member 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 sixty (60) 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 placed before the next scheduled full meeting of the CSCC. If none is scheduled within ninety (90) days, the Executive Committee shall convene a special full 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.

If the Executive Committee, by virtue of evaluation options above, declines to recommend approval of the prospective member, the request shall be returned to the prospective member with an explanation of the basis for the Executive Committee’s action. The prospect will become a full Member of the CSCC upon majority (51%) vote during a duly constituted meeting of the CSCC (See 6.1.4) and notification by the CSCC Executive Committee.

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 Secretariat of the fact, by electronic mail delivered to the Member address on file with the Executive Committee. Upon a third successive primary or alternate Member absence from a meeting, at which a vote is taken, the Member will be in a non-voting status and is subject to immediate expulsion from membership in the CSCC; upon a motion to that effect made by the Executive Committee and voted on by the full membership.

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 make a recommendation on reinstatement to the CSCC membership. 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 twelve [12] individuals:

- Five [5] network owner/operators or other individuals selected from the categories described in section 2.3.
- Four [4] individuals representing associations qualified pursuant to section 3.1(b).
- Two [2] “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 Communications ISAC (sitting by Communications ISAC designation).
- One [1] non-voting ex-officio industry representative of the National Security Telecommunications Advisory Committee (sitting by NSTAC designation).

One [1] non-voting past Chair of the Executive Committee member who’s 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. With the exception of non-voting Chair Emeritus seat, no CSCC member-organization may occupy more than one EC Member 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 Executive Committee Members

Executive Committee Members shall serve a term of one year. Executive Committee Members shall not be obligated to serve their entire term. With the exception of Past Chair, no member organization shall be represented by more than one Executive Committee Member. 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 year, all Executive Committee positions will be open for nomination and election during 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

Representatives of the Comm-ISAC and the NSTAC will each designate an individual to serve as a designated CSCC Executive Committee Member. 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 and without interference from the Executive Committee, to replace an Executive Committee Member from its organization at any time with or without cause for the remainder of that Member's 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 five (5) of the nine (9) 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 Communications Sector Coordinating Council (“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 Chairperson, Vice Chairperson, 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 Chairperson, Vice Chairperson, and Secretary for a period of one 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 Chairperson 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 Chairperson

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

5.5.2 Vice Chairperson

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

5.5.3 Secretary

The Secretary shall have the responsibility of preparing (or having prepared) and maintaining 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 Chairperson

The past Chairperson will help ensure a continuity of governance and mentor the new Chairperson 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), 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 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 company.

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

Special meetings may be held when issues are time sensitive and require more timely action. Special meetings may be requested by the Executive Committee or 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).

Members may join Working Groups without limit.

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

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

7.5 Annual reinstatement of Working Groups and leadership

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

7.6 Standing Working Groups.

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

- Administrative Working Group, chaired by the Secretary of the CSCC, and responsible for the work associated with bylaws, nominations for election to the C-SCC Executive Committee, ongoing maintenance of this Operating Charter, and for leadership offices within the Executive Committee.
- Plans and Reports, chaired by the Chairperson 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.