

Texas Cybersecurity, Education, and Economic Development Council

Charter

November 18, 2011

Version History

Number	Accepted Date	Author	Summary of Change
V0.9	November 1, 2011	Greg White	Initial draft for review

Document Review

This document is reviewed/approved by the following individuals:

Name/Group	Title	Reviews/Approves
Karen Robinson	Executive Director, DIR	Reviews and approves
Robert Butler	Chair, TCEEDC	Reviews and approves
Greg White	Vice Chair, TCEEDC	Review
Mary Dickerson	Infrastructure Task Force Lead, TCEEDC	Review
Sam Segran	Education Task Force Lead, TCEEDC	Review
Jonathan Taylor	Industry Investment Task Force Lead, TCEEDC	Review
David Abarca	Member, TCEEDC	Review
Frederick Chang	Member, TCEEDC	Review
Angel Cruz	Member, TCEEDC	Review
Timothy Smith	Member, TCEEDC	Review

Texas Cybersecurity, Education, and Economic Development Council Charter

Contents

1	Purpose	4
2	Objectives	4
3	Authority	4
4	Membership Structure	4
4.1	Council Leadership.....	5
4.2	Council Membership.....	5
4.3	Roles and Responsibilities.....	6
5	Meetings	7
5.1	Schedule	7
5.2	Attendance	7
5.3	Guidelines	7
6	Voting	7
7	Communication	8
7.1	Reporting.....	8
7.2	Charter Document Control.....	8
	Appendix A – Membership Roster	9

Texas Cybersecurity, Education and Economic Development Council

1 Purpose

The Texas Cybersecurity, Education and Economic Development Council (TCEEDC) was created to leverage public/private partnerships to examine the infrastructure of the state's cybersecurity operations with the intent to produce strategies to accelerate the growth of cybersecurity as an industry within Texas, and to encourage industry members to call Texas "home."

2 Objectives

The objective of the TCEEDC is to submit a report by December 1, 2012 making recommendations to the executive director of the Department of Information Resources regarding:

- Improving the infrastructure of the state's cybersecurity operations with existing resources and through partnerships between government, business, and institutions of higher education;
- Specific actions to accelerate the growth of cyber security as an industry in the state.

3 Authority

Texas Senate Bill 988 authorizes the executive director of DIR to establish the Council as follows:

"Section 2. Not later than the 30th day after the effective date of this Act, the executive director of the Department of Information Resources shall appoint the members of the Cybersecurity, Education, and Economic Development Council"

"Section 3. This Act takes effect September 1, 2011."

As per SB 988 direction, the Council will be abolished September 1, 2013.

4 Membership Structure

The Council membership is comprised of representatives from across Texas with backgrounds in cyber security and from government, academia, and industry. The Council serves to advise the executive director of DIR.

DIR will provide ex-officio members to provide information and guidance to TCEEDC when needed.

4.1 Council Leadership

The TCEEDC will elect a Chair and Vice-Chair. If the Chair cannot fulfill his or her term for any reason, the Vice-Chair will assume the role of Chair, and the Council will elect a new Vice-Chair. If the Vice-Chair cannot fulfill his or her term for any reason, the Council will elect a new Vice-Chair.

Task forces will be established to address designated aspects of cybersecurity pertinent to the mission of the Council.

4.2 Council Membership

As established by SB 988, the membership of the Council shall consist of:

- (1) One representative from the department;
- (2) One representative from the Texas Economic Development and Tourism Office in the office of the governor;
- (3) Two representatives from institutions of higher education with cybersecurity-related programs;
- (4) One representative from a public junior college, as defined by Section 61.003, Education Code, with a cybersecurity-related program;
- (5) One state military forces liaison experienced in the cybersecurity field; and
- (6) Three representatives from chamber of commerce organizations or businesses who have a cybersecurity background.

Members will be appointed by the executive director of the Department of Information Resources. Other non-voting individuals may be invited to participate in the council efforts in order to take advantage of their talent and expertise as needed.

Ex-officio members can participate in council meetings as needed based on their expertise and experience and based on the needs of the council. Ex-officio members are not voting members of the Council. Ex-officio members include the following:

- DIR Executive Director
- DIR Chief Operations Officer
- DIR Chief Administrative Officer
- DIR General Counsel

The membership roster is provided in Appendix A.

4.3 Roles and Responsibilities

4.3.1 Council

The Council shall:

- Review and advise on ways to improve the infrastructure of Texas' cybersecurity operations;
- Examine strategies to accelerate the growth of cybersecurity as an industry within Texas and to encourage industry members build business within Texas.
- Support the chair in tasks assigned to the council as requested.
- Meet at least quarterly.

The department may elect to have department staff present at Council meetings.

4.3.2 Chair

The Chair has the following responsibilities:

- Approve meeting agendas and conduct meetings.
- Approve meeting notes.
- Preview presentations/materials that are scheduled for Council review and provide feedback.
- Appoint task forces when needed and report status of task force assignments.
- Promote involvement and participation of all Council members.
- Respond to requests to testify on behalf of the council and make appropriate assignments to council members to meet these requests.

4.3.3 Vice-Chair

The Vice-Chair will conduct Council meetings in the temporary absence of the Chair and will provide other assistance as requested.

4.3.4 Task Force Leads

The Task Force Leads will be appointed by the Chair to direct the efforts of individual task forces created to address aspects of cybersecurity pertinent to the mission of the Council. Task Force Leads will assist in developing agendas, reports, and presentations and will provide other assistance as requested.

4.3.5 Secretariat

The Secretariat is a DIR employee who will work with the Chair to organize the Council meetings. The Secretariat has primary responsibility to:

- Schedule meetings and communicate agendas prior to each meeting.
- Record and forward meeting notes to the Chair for approval prior to distribution.

-
- Maintain the roster of the Council members.
 - Maintain a repository that includes meeting notes, a log and status of issues discussed and elevated, and other such documents required by the Chair.

4.3.6 Council Member

Each member is expected to adhere to the meeting guidelines and participate in Council meetings. Council members should fulfill the following responsibilities:

- Attend TCEEDC meetings and actively participate.
- Prepare for Council meetings.
- Offer strategic insight and perspective to support and improve the findings and recommendations of the Council.
- Serve on task forces as requested.

5 Meetings

5.1 Schedule

TCEEDC will meet quarterly, or at other regular intervals agreed by the Council members. Additional meetings may be scheduled at the discretion of the Chair.

5.2 Attendance

All members are expected to regularly attend scheduled meetings

5.3 Guidelines

The Chair will conduct each meeting in accordance with the following guidelines:

- The agenda and other materials for discussion will be distributed in a manner to provide as much advance notice as possible, but no later than two business days prior to the Council meeting. Topics not on the agenda may be discussed at the end of the meeting at the discretion of the Chair, time permitting, or placed on the agenda for the next meeting
- All members should be prepared to actively participate in any discussions or decision-making.
- Meeting minutes are prepared and distributed within three days following meetings. Minutes will also be posted in the repository for the Council.

6 Voting

Council members may choose to vote when adopting recommendations or taking action on matters before the Council. Each member has one vote and a simple majority vote of the members present and voting will be used to approve the recommendation or action. A quorum of members must be

present to vote on a recommendation or action, including the election of officers. A quorum is defined as two thirds of the voting membership.

Council members will elect a Chair and Vice Chair at the first meeting of the Council, or as needed to fill vacancies. The Chair and Vice Chair will be elected by a simple majority vote of the members present and voting.

7 Communication

7.1 Reporting

Meeting minutes and action items will be documented by the Secretariat. The Chair will review all Council outputs prior to distribution to the Council members and the executive director.

The Secretariat will also maintain the Council's log of recommendations. The Secretariat and all members will assist the Chair in preparing the final report and recommendations that will be provided to:

- (1) The executive director;
- (2) The governor;
- (3) The lieutenant governor;
- (4) The speaker of the house of representatives;
- (5) The higher education committees of the senate and house of representatives;
- (6) The Senate Committee on Economic Development
- (7) The House Technology Committee; and
- (8) The House Economic and Small Business Development Committee.

7.2 Charter Document Control

7.2.1 Document Maintenance & Repository

The Council Chair is responsible for maintaining this document with the assistance from the Secretariat. The most recent version will be maintained in the Council repository along with other Council governance documents, meeting minutes, and supporting materials.

Events that prompt the review of this document include modifications to the document and membership changes.

Appendix A – Membership Roster

Representative Name	Role	Agency/Organization
Council Members		
David Abarca	Council Member	Information Security Prog Director, Del Mar College
Robert Butler	Council Member	Vice President of Government Strategies, IO
Frederick Chang	Council Member	AT&T Distinguished Chair in IA, UT-San Antonio
Mary Dickerson	Council Member	Exec Director IT Security, CISO, Univ of Houston
Angel Cruz	Council Member	DIR, CISO State of Texas
Sam Segran	Council Member	CIO, Texas Tech University
Timothy Smith	Council Member	Assist Chief of Staff, G-6, TX Army National Guard
Jonathan Taylor	Council Member	Director, Texas Emerging Techonology Fund
Gregory White	Council Member	Director, CIAS, UT-San Antonio
Ex-Officio Council Members		
Karen Robinson	Executive Director	DIR
Carl Marsh	COO	DIR
Lori Person	Chief Administrative Officer	DIR
Martin Zelinsky	General Counsel	DIR
Chandra Thompson	Secretariat	DIR