Texas Cybersecurity, Education & Economic Development Council

Council Charter

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Contents

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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 original objective of the TCEEDC was 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

With the two-year extension of the TCEEDC by SB 1101, the objective is to identify what actions are in progress to ensure forward movement by the State in implementing the recommendations identified in the December 2012 report.

At the conclusion of the extended term, The TCEEDC will prepare a status report regarding the implementation of the recommendations and the state of cybersecurity efforts in Texas and distributed to the listing in 7.1.

3 Authority

Texas Senate Bill 988 from the 82nd Legislative Regular Session authorized 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."

Texas Senate Bill 1101 from the 83rd Legislative Regular Session became effective upon signature by the Governor on May 5, 2013 and authorized the Executive of DIR to continue the TCEEDC as follows:

"Section 1. Section 2054.506 Government Code, is amended to read as follows:
       Section 2054.506. EXPIRATION OF SUBCHAPTER. This subchapter expires and the council is abolished September 1, 2015"

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 originally established by SB 988, and extended by SB 1101, 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 Interim Executive Director

- DIR General Counsel
- DIR Governmental Relations Liaison

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 to 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 DIR 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 seven 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 fifty percent plus one 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 Recommendation Action Items. The Secretariat and all members will assist the Chair in preparing a Status Report regarding the Status of Implementation of Council Recommendations and State of Cybersecurity Efforts in Texas that will be provided to:

(1) The DIR 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 Program Director, Del Mar College
Robert Butler	Council Member	Vice President of Government Strategies, IO
Frederick Chang	Council Member	Distinguished Chair Cybersecurity, SMU
Mary Dickerson	Council Chair	CISO, Univ of Houston|UH System
Eddie Block	Council Member	Interim CISO State of Texas, DIR
Keith Graf	Council Member	Office of the Governor
Brian Hammerness	Council Member	Colonel, TX Army National Guard
Sam Segran	Council Member	CIO, Texas Tech University
Gregory White	Council Vice-Chair	Director, CIAS, UT-San Antonio
Ex-Officio Council Members		
Todd Kimbriel	Interim Executive Director	DIR
Martin Zelinsky	General Counsel	DIR
Amy Baillargeon	Government Relations	DIR
Mary Beth Burnside	Secretariat	DIR
Tim Martin	Invited Participant	Southwest Research Institute
Jonathan Shapiro	Invited Participant	UT Dallas

Appendix B – Version History

Number	Change Date	Author	Summary of Change
0.1	12/19/2014	Mary Dickerson	Initial draft for review
0.2	01/28/2014	Mary Dickerson	Final draft for approval
0.3	02/06/2014	Mary Dickerson	Revision – Membership - Interim CISO-DIR

Appendix C – Document Review

This document is reviewed/approved by the following individuals:

Name/Group	Title	Reviews/Approves
Todd Kimbriel	Interim Executive Director, DIR	Reviews and approves
Mary Dickerson	Chair, TCEEDC	Reviews and approves
Greg White	Vice Chair, TCEEDC	Review
Robert Butler	Member, TCEEDC	Review
Sam Segran	Member, TCEEDC	Review
Keith Graf	Member, TCEEDC	Review
David Abarca	Member, TCEEDC	Review
Frederick Chang	Member, TCEEDC	Review
Tim Martin	Member, TCEEDC	Review
Jonathan Shapiro	Member, TCEEDC	Review
Brian Hammerness	Member, TCEEDC	Review
Eddie Block	Member, TCEEDC	Review