TEXAS CYBERSECURITY COUNCIL

Building a More Secure and Prosperous Texas

Council Charter

DIR
Dept. of Information Resources

Release Date: September 2018
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Texas Cybersecurity Council Charter

1 Purpose
The Texas Cybersecurity Council is created by the Department of Information Resources (Department) to develop enduring partnerships between private industry and public sector organizations to ensure that critical infrastructure and sensitive information are protected, to develop an exemplary cybersecurity workforce to protect technology resources from increasing threats, and develop strategies and solutions that ensure that Texas continues to lead in areas of cybersecurity at a national and international level.

2 Objectives
The objectives of the Texas Cybersecurity Council include:

- Establishing a council that includes a diverse makeup of public and private sector leaders and cybersecurity practitioners to collaborate on matters of cybersecurity concerning the State of Texas
- Develop strategies and solutions to increase the number and quality of cybersecurity practitioners in Texas
- Promote collaboration, innovation, and entrepreneurship in cybersecurity to further develop the cybersecurity industry in Texas
- Evaluate program requirements that establish exemplary cybersecurity practices and consider adoption within private and public entities
- Provide a consistent voice for industry regarding cybersecurity policies at a local, state, and federal level
- Promote awareness and education of cybersecurity throughout the state

3 Authority
Chapter 2054 of the Texas Government Code expressly states the authority of the Texas Cybersecurity Council. Section 2054.511, Government Code, authorizes the Executive Director of DIR to designate a Cybersecurity Coordinator “to oversee cybersecurity matters for the state.” Further, Section 2054.512, Government Code, provides “[t]he state cybersecurity coordinator shall establish and lead a cybersecurity council that includes public and private sector leaders and cybersecurity practitioners to collaborate on matters of cybersecurity concerning the state” with the purpose and objectives described above as follows:

TEXAS GOVERNMENT CODE, CHAPTER 2054
SUBCHAPTER N-1. STATE CYBERSECURITY

Sec. 2054.511. CYBERSECURITY COORDINATOR. The executive director of the DIR shall designate an employee of the department as the state cybersecurity coordinator to oversee cybersecurity matters for this state.

Added by Acts 2013, 83rd Leg., R.S., Ch. 32 (S.B. 1102), Sec. 1, eff. May 10, 2013.

Redesignated from Government Code, Section 2054.551 by Acts 2015, 84th Leg., R.S., Ch. 1236 (S.B. 1296), Sec. 21.001(29), eff. September 1, 2015.

Sec. 2054.512. CYBERSECURITY COUNCIL. The state cybersecurity coordinator shall establish and lead a cybersecurity council that includes public and private sector leaders and cybersecurity practitioners to collaborate on matters of cybersecurity concerning this state.

Added by Acts 2013, 83rd Leg., R.S., Ch. 32 (S.B. 1102), Sec. 1, eff. May 10, 2013.

Redesignated from Government Code, Section 2054.552 by Acts 2015, 84th Leg., R.S., Ch. 1236 (S.B. 1296), Sec. 21.001(29), eff. September 1, 2015.

Amended by: Acts 2017, 85th Leg., R.S., Ch. 683 (H.B. 8), Sec. 9, eff. September 1, 2017.

Sec. 2054.513. CYBERSECURITY APPROVAL SEAL. The state cybersecurity coordinator may establish a voluntary program that recognizes private and public entities functioning with exemplary cybersecurity practices.

Added by Acts 2013, 83rd Leg., R.S., Ch. 32 (S.B. 1102), Sec. 1, eff. May 10, 2013.

Redesignated from Government Code, Section 2054.553 by Acts 2015, 84th Leg., R.S., Ch. 1236 (S.B. 1296), Sec. 21.001(29), eff. September 1, 2015.

Sec. 2054.514. RECOMMENDATIONS. The state cybersecurity coordinator may implement any portion or all of the recommendations made by the Cybersecurity, Education, and Economic Development Council under Subchapter N.

Added by Acts 2013, 83rd Leg., R.S., Ch. 32 (S.B. 1102), Sec. 1, eff. May 10, 2013.

Redesignated from Government Code, Section 2054.554 by Acts 2015, 84th Leg., R.S., Ch. 1236 (S.B. 1296), Sec. 21.001(29), eff. September 1, 2015.

4 Membership Structure
The Council membership is comprised of participation tiers that limit the leadership and decision making authority to a select and specific group defined as Council Members, and a broad and open participation group defined as Council Partners.
4.1 Council Leadership

The Council will be led by the Cybersecurity Coordinator, as designated by the Department Executive Director. The Council will elect a Vice-Chair that will fulfill the duties of the Chair if for any reason the Chair is temporarily unavailable. If the Vice-Chair cannot fulfill his or her term for any reason, the Council will elect a new Vice-Chair. The Department’s Executive Director retains the authority for designation of the Cybersecurity Coordinator / Council Chair should for any reason the role require a replacement.
4.2 Council Membership

4.2.1 Voting Council Members

The following permanent members as designated by the represented agency:

- The Council Chair as a representative from the Department
- One representative who is an employee of the Office of the Governor
- One representative from the Texas Education Agency
- One representative from the Texas Higher Education Coordinating Board
- One representative from the Texas Workforce Commission
- One representative from the Texas Veterans Commission
- One representative from the Texas Military Department
- One representative from the House of Representatives
- One representative from the Senate

The following rotating members as appointed by the State Cybersecurity Coordinator, pursuant to Section 2054.512(c) of the Texas Government Code:

- Two representatives with a two-year term from Higher Education selected from the state public universities
- One representative with an initial three-year term followed by a two-year term from Higher Education selected from the state public universities

The following rotating members as nominated and approved by Council vote:

- One representative with an initial three-year term followed by two-year term from a state technical, community, or junior college

The following private industry members as designated by and serving at the pleasure of the Cybersecurity Coordinator:

- Three representatives from critical infrastructure sectors

4.2.2 Ex-Officio Members

Ex-officio members will participate in Council meetings and provide expertise as needed, but are not voting members. Ex-officio members include the following:

- DIR Executive Director
- DIR General Counsel
- DIR Government Relations staff

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1 Pursuant to Section 2054.512(c) of the Texas Government Code, “[i]n appointing representatives from institutions of higher education to the cybersecurity council, the state cybersecurity coordinator shall consider appointing members of the Information Technology Council for Higher Education.”
4.2.3 Council Partners
Up to five Council Partners serving two year terms, nominated by members of the Council and approved by the Council membership. Council Partners are non-voting participants of the public-private partnership consisting of organizations or individuals that can support the achievement of the Council’s objectives.

4.3 Roles and Responsibilities

4.3.1 Council

The Council shall:
- Establish and lead task forces to support the objectives of the Council
- Support the Chair in tasks assigned to the Council and approved by the voting members

4.3.2 Chair

The Chair has the following responsibilities:
- Approve meeting agendas and conduct meetings
- Approve meeting minutes
- 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
- Appoint partners

4.3.3 Vice-Chair

The Vice-Chair, as elected by the Council and out of current membership, 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 nominated by the Chair and approved by the voting members of the Council 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 provide leadership to the individual Task Force and ensure that objectives are accomplished. 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 Council member is expected to adhere to the meeting guidelines and participate in Council meetings. Council members should fulfill the following responsibilities:

▪ Attend Council meetings and actively participate
▪ Prepare for Council meetings
▪ Offer strategic insight and perspective to support of the objectives of Council
▪ Provide their vote against or in favor of decisions faced by the Council
▪ Lead or serve on task forces as requested

4.3.7 Council Partners
Council Partners will adhere to the following:

▪ Attend Council meetings when requested, adhering to meeting guidelines with participation during defined portions of the meeting as specified in the agenda or requested by the Chairperson
▪ Actively participate in task forces as requested
▪ Provide support of the Council’s initiatives

5 Meetings

5.1 Schedule
The Council will meet at least quarterly, or at more frequent regular intervals agreed by the Council Members. Additional meetings may be scheduled at the discretion of the Chair.

5.2 Attendance
All Council Members are expected to regularly attend scheduled meetings.
5.3 Guidelines

The Council 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 be posted in the repository for the Council.

6 Voting

Voting may be required as part of a decision-making process when adopting recommendations or taking actions on matters before the Council. Each Voting Council Member has one vote, and a simple majority vote of the members present will be used to approve recommendations or actions.

Parties interested in serving on the Council as a rotating member or Council partner are required to complete and submit an application to the Council chair. When there is an opening for one of these positions, applications will be reviewed and voted on quarterly. When a rotating member’s two year term has expired, the member may reapply for the open position.

Appointment of rotating Council Members will be based on nomination by any Council Member and a majority vote of a quorum of members. A quorum for membership decisions is defined as more than one half of the voting membership.

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.

7.2 Partner Updates

Texas Cybersecurity Council activities will be communicated using a Council update provided by the Department at least quarterly, available to any external audience.
7.3 Charter Document Control

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

<table>
<thead>
<tr>
<th>Representative Name</th>
<th>Role</th>
<th>Representing</th>
<th>Title</th>
<th>Email address</th>
<th>Term of Service to the Council</th>
</tr>
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<tbody>
<tr>
<td><strong>Permanent Council Members</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Ernesto Ballesteros</td>
<td>Council Chair</td>
<td>Department of Information Resources</td>
<td>Cybersecurity Coordinator</td>
<td><a href="mailto:Ernesto.ballesteros@dir.texas.gov">Ernesto.ballesteros@dir.texas.gov</a></td>
<td>Start: 8/1/18</td>
</tr>
<tr>
<td>Sen. Nelson (delegated to Travis Broussard)</td>
<td>Council Member</td>
<td>Texas Senate</td>
<td>Senator</td>
<td><a href="mailto:Travis.broussard@senate.texas.gov">Travis.broussard@senate.texas.gov</a></td>
<td>Start: 9/1/17</td>
</tr>
<tr>
<td>Rep. Capriglione</td>
<td>Council Member</td>
<td>Texas House</td>
<td>Representative</td>
<td><a href="mailto:Giovani.capriglione@house.texas.gov">Giovani.capriglione@house.texas.gov</a></td>
<td>Start: 9/1/17</td>
</tr>
<tr>
<td>TBA</td>
<td>Council Member</td>
<td>Office of the Speaker of the House</td>
<td>Senior Policy Advisor</td>
<td>TBA</td>
<td>Start: TBA</td>
</tr>
<tr>
<td>Charles Miller</td>
<td>Council Member</td>
<td>Office of the Governor</td>
<td>Policy Advisor</td>
<td><a href="mailto:Charles.miller@gov.texas.gov">Charles.miller@gov.texas.gov</a></td>
<td>Start: 9/1/17</td>
</tr>
<tr>
<td>Frosty Walker</td>
<td>Council Member</td>
<td>Texas Education Agency</td>
<td>CISO</td>
<td><a href="mailto:Frosty.walker@tea.texas.gov">Frosty.walker@tea.texas.gov</a></td>
<td>Start: 11/10/17</td>
</tr>
<tr>
<td>Garry Tomerlin</td>
<td>Council Member</td>
<td>Texas Higher Education Coordinating Board</td>
<td>Deputy Assistant Commissioner</td>
<td><a href="mailto:Garry.Tomerlin@THECB.state.tx.us">Garry.Tomerlin@THECB.state.tx.us</a></td>
<td>Start: 1/15/17</td>
</tr>
<tr>
<td>Dale Robertson</td>
<td>Council Member</td>
<td>Texas Workforce Commission</td>
<td>Texas Workforce Commission: Office of Employer Initiatives</td>
<td><a href="mailto:Dale.robertson@twc.state.tx.us">Dale.robertson@twc.state.tx.us</a></td>
<td>Start: 1/15/17</td>
</tr>
<tr>
<td>TDB</td>
<td>Council Member</td>
<td>Texas Veterans Commission</td>
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<tr>
<td>TBD</td>
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<tr>
<td>Rotating Council Members</td>
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</tr>
<tr>
<td>Greg White</td>
<td>Public University Representative</td>
<td>University of Texas</td>
<td>Director, CIAS, UT-San Antonio</td>
<td><a href="mailto:greg.white@utsa.edu">greg.white@utsa.edu</a></td>
<td>Start: 1/15/17</td>
</tr>
<tr>
<td>Sam Segran</td>
<td>Public University Representative</td>
<td>Texas Tech</td>
<td>CIO, Texas Tech University</td>
<td><a href="mailto:Sam.segran@ttu.edu">Sam.segran@ttu.edu</a></td>
<td>Start: 1/15/17</td>
</tr>
<tr>
<td>Mary Dickerson</td>
<td>Public University Representative; Vice-Chair</td>
<td>University of Houston</td>
<td>Asst. Vice-President, Asst Vice-Chancellor, IT Security, CISO</td>
<td><a href="mailto:MDickerson@UH.EDU">MDickerson@UH.EDU</a></td>
<td>Start: 1/15/17</td>
</tr>
<tr>
<td>David Abarca</td>
<td>Community College Representative</td>
<td>Community College</td>
<td>Information Security Program Director, Del Mar College</td>
<td><a href="mailto:dabarca@delmar.edu">dabarca@delmar.edu</a></td>
<td>Start: 1/15/2017</td>
</tr>
<tr>
<td>Robert Butler</td>
<td>Private Industry Representative</td>
<td>Critical Infrastructure Commercial Facilities Sector</td>
<td>SVP, Critical Infrastructure Protection, AECOM</td>
<td><a href="mailto:bbutler@aecom.com">bbutler@aecom.com</a></td>
<td>Start: 9/28/17</td>
</tr>
<tr>
<td>Chris Humphreys</td>
<td>Private Industry Representative</td>
<td>Critical Infrastructure Energy Sector</td>
<td>CEO, The Anfield Group</td>
<td><a href="mailto:chumphreys@theanfieldgroup.com">chumphreys@theanfieldgroup.com</a></td>
<td>Start: 9/28/2017</td>
</tr>
<tr>
<td>Chris Furlow</td>
<td>Private Industry Representative</td>
<td>Critical Infrastructure</td>
<td>President, Texas Bankers Association</td>
<td><a href="mailto:cfurlow@texasbankers.com">cfurlow@texasbankers.com</a></td>
<td>Start: 1-28-19</td>
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</table>
### Ex-Officio Council Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Agency</th>
<th>Role</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Amanda Crawford</td>
<td>Executive Sponsor</td>
<td>DIR</td>
<td>DIR, Executive Director</td>
<td><a href="mailto:amanda.crawford@dir.texas.gov">amanda.crawford@dir.texas.gov</a></td>
</tr>
<tr>
<td>Martin Zelinsky</td>
<td>Legal</td>
<td>DIR</td>
<td>DIR, General Counsel</td>
<td><a href="mailto:Martin.Zelinsky@dir.texas.gov">Martin.Zelinsky@dir.texas.gov</a></td>
</tr>
<tr>
<td>Robert Armstrong</td>
<td>Government Relations</td>
<td>DIR</td>
<td>DIR, Public Affairs</td>
<td><a href="mailto:Robert.armstrong@dir.texas.gov">Robert.armstrong@dir.texas.gov</a></td>
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### Partner Members

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<tr>
<th>Name</th>
<th>Title</th>
<th>Sector</th>
<th>Agency</th>
<th>Email Address</th>
<th>Start</th>
<th>End</th>
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</thead>
<tbody>
<tr>
<td>Michael Allgeier</td>
<td>Partner</td>
<td>Utilities</td>
<td>ERCOT</td>
<td><a href="mailto:Michael.allgeier@ercot.com">Michael.allgeier@ercot.com</a></td>
<td>6/29/18</td>
<td>6/28/20</td>
</tr>
<tr>
<td>Chuck Bondurant</td>
<td>Partner</td>
<td>Regulatory</td>
<td>PUC</td>
<td><a href="mailto:Chuck.bondurant@puc.texas.gov">Chuck.bondurant@puc.texas.gov</a></td>
<td>6/29/18</td>
<td>6/28/20</td>
</tr>
<tr>
<td>Danny Miller</td>
<td>Public University Representative</td>
<td>Higher Ed</td>
<td>TAMU</td>
<td><a href="mailto:gdmiller@tamus.edu">gdmiller@tamus.edu</a></td>
<td>6/29/18</td>
<td>6/28/20</td>
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### Appendix B - Version History

<table>
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<th>Number</th>
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<th>Author</th>
<th>Summary of Change</th>
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<tr>
<td>0.1</td>
<td>11/12/13</td>
<td>Brian Engle</td>
<td>Initial draft for review</td>
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<tr>
<td>0.2</td>
<td>04/7/14</td>
<td>Brian Engle</td>
<td>Final Draft for review</td>
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<tr>
<td>1.0</td>
<td>10/22/15</td>
<td>Edward Block</td>
<td>Final Draft for review</td>
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<tr>
<td>2.0</td>
<td>12/15/16</td>
<td>Todd Kimbriel</td>
<td>Final Draft for review</td>
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<td>3.0</td>
<td>08/15/17</td>
<td>Todd Kimbriel</td>
<td>Final Draft for review</td>
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<tr>
<td>4.0</td>
<td>08/24/18</td>
<td>Todd Kimbriel</td>
<td>Updated member tables</td>
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<tr>
<td>5.0</td>
<td>09/28/18</td>
<td>Ernesto Ballesteros</td>
<td>Updates from 9/13 Council presentation</td>
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</table>
Update to Section 4.2.1, to ensure compliance with Section 2054.512(c) of the Texas Government Code.

Update to Appendix C – Document Review:
1. Removal of names associated with each party; and
2. Addition of the date of review/approval column.

**Appendix C - Document Review**
This document is reviewed/approved by the following individuals:

<table>
<thead>
<tr>
<th>Title</th>
<th>Reviews/Approves</th>
<th>Date</th>
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<tbody>
<tr>
<td>Executive Director, DIR</td>
<td>Review and approve</td>
<td>3/6/19</td>
</tr>
<tr>
<td>Deputy Executive Director, DIR</td>
<td>Review and approve</td>
<td>12/20/19</td>
</tr>
<tr>
<td>State Cybersecurity Coordinator, DIR</td>
<td>Review and approve</td>
<td>12/20/19</td>
</tr>
<tr>
<td>General Counsel, DIR</td>
<td>Review and approve</td>
<td>3/4/19</td>
</tr>
<tr>
<td>Voting Council Members</td>
<td>Review and approve</td>
<td>3/28/19</td>
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