

State of Louisiana Cybersecurity Commission

CHARTER

20 March 2018

I. PURPOSE

To address the growing cyber threat to networks, personal privacy, and critical infrastructure, Governor Jon Bel Edwards established the Louisiana Cybersecurity Commission. The Louisiana Cybersecurity Commission is a statewide partnership comprised of key stakeholders, subject matter experts, and cybersecurity professionals from Louisiana's public sector, private industry, academia, and law enforcement. The Louisiana Cybersecurity Commission serves as an advisory body to the State of Louisiana Senior Administration Officials in matters related to cybersecurity. By fostering a culture of cybersecurity through education, information sharing, workforce development and economic growth, the Louisiana Cybersecurity Commission hopes to advance the State's cybersecurity and position Louisiana as a national leader and preferred location for cyber business, education, and research.

II. SCOPE

The Louisiana Cybersecurity Commission is established pursuant to the **Executive Order Number 17-31** issued by the Governor of Louisiana. The Cybersecurity Commission will provide guidance and leadership to maintain and improve cybersecurity for the State of Louisiana. As needed, the Louisiana Cybersecurity Commission will establish committees, working groups or subcommittees, using a whole of government approach, to identify gaps, develop strategic direction and make recommendations to address cybersecurity concerns across a broad spectrum utilizing the lines of effort listed in the Executive Order.

III. MISSION AND GOALS

The mission of the Louisiana Cybersecurity Commission to advance the State's cyber ecosystem and position Louisiana as a national leader and preferred location for cyber business, education, and research.

The primary goals for the Louisiana Cybersecurity Commission are:

1. Identify, Prioritize, and Mitigate Louisiana's Cyber Risk
2. Promote Cybersecurity Awareness and Recommend Best Practices for the Security of all of Louisiana's Cyber Ecosystem
3. Promote Actions, Including Legislative, Administrative, and Regulatory, Where Appropriate, to Enhance Cybersecurity in Louisiana
4. Grow Louisiana's Cybersecurity Workforce and Educate the Public / Private Sectors about Cybersecurity
5. Enhance Louisiana Cyber Emergency Preparedness and Response Capabilities
6. Monitor, Understand, and Share Cyber Threat Information
7. Build a Comprehensive Digital Forensics and Cyber Investigative Capability
8. Identify, Prioritize, Acquire, and Establish Funding Mechanisms to Enhance Louisiana's Cybersecurity Efforts
9. Facilitate Economic Development by Promoting a Cyber-safe Louisiana for Businesses and Consumers

IV. COMPOSITION AND ROLES

The Governor appointed (15) members to this Commission. The members consist of a Chair, and Co-Chair with (13) additional appointed Commissioners. These individuals serve at the pleasure of the Governor and make up the core component of the Commission as indicated on the Executive Order #17-31. There is also an Executive Branch made up of Legal Counsel, a Secretary\LANG Liaison and additional LANG Staffing personnel to run the day to day activities of the commission. There are also Ex-Officio members working with the commission in efforts to advance the commission's primary mission.

Chair(s)

The Chair and Co- Chair is responsible for maintaining the goals and priorities as set forth by the governor. The chair(s) will be responsible for setting the committee's agenda, determining when the Commission will meet, and calling the committee together to perform its duties.

Executive Branch

The Executive Branch is responsible for the strategic planning and overall direction of the commission's efforts in order to achieve the goals set forth by the Governor and Chairmen.

Legal Counsel

The Legal Counsel will be responsible for legal advice, consultation and review of all policies and products recommended by the commission.

LANG Staffing:

The Louisiana National Guard (LANG) will provide staffing for the Commission and will be responsible for providing strategic direction to the delegates, subcommittees and working group leads in order to meet the underpinning goals of the Commission as directed by the Governor and Chairs.

Secretary\LANG Liaison

Secretary\Liason is responsible for:

1. Ensuring meetings are effectively organized and recording the minutes
2. Maintaining effective records and administration
3. Upholding the legal requirements of governing documents, Charter, Open Meeting Law, Public records Law (where relevant).
4. Communication and correspondence

Committees:

The Chairman will assign Committees and select a lead person to manage a small group of people assigned to focus on a particular task or area.

A generally makes recommendations to the Commission for decision.

Committees Reporting:

Reporting back procedures of committees will be laid down in writing, agreed by the Commission, and regularly reviewed. In addition, the Chairman will provide proper guidance to the committee leads in order for them to discharge their duties and responsibilities.

Committee leads must understand that committees can only make proposals or recommendations on particular matters to the commission. Committees do not have decision making authority. The Commission remains ultimately accountable to the Governor for all decisions being made.

Ex-Officio Members:

Ex-officio members will perform duties that are necessary, such as being assigned as a lead on a committee or sub-committee. Ex-officio members are listed in the Governor's Executive Order Number 17-31. An ex-officio advances the work of the Commission with a degree of influence and expertise that substantially benefits the Commission. Ex-officio members receive all of the privileges that are associated with having membership within the Commission, but they do not share any of the obligations. Ex-officio members will partake in debates and discussions, but will not have the ability to register a vote on issues. Voting will be limited to the Core Body of the Commission which consist of the appointed members (Chair, Co-Chair, and Commissioners).

V. MEMBERSHIP

The members of the Louisiana Cybersecurity Commission will serve at the pleasure of the Governor and shall be comprised of no more than 15 Commissioners that act as primary members of the commission as per the Governor's Executive Order Number 17-31.

In order to be successful in its mission, this Commission must be able to synchronize its efforts with other state, local and federal agencies who are stakeholders in the cybersecurity for our State. Therefore, the following agencies are hereby invited to participate as needed as ex-officio members as stated in the Governor's Executive Order. Other ex-officio members can be added at the Chairman's discretion as needed.

- A. Stephenson Disaster Management Institute (SDMI)
- B. Louisiana Business Emergency Operations (LA BEOC)
- C. Louisiana Department of Justice (LADOJ)
- D. Federal Bureau of Investigation (FBI) Cyber Task Force
- E. The Cyber Innovation Center (CIC)
- F. Department of Homeland Security (DHS)
- G. Stephenson Technology Corporation
- H. Louisiana Technology Research Institute
- I. Louisiana Department of Insurance
- J. U.S. Coast Guard
- K. Commissioner of Insurance

The Louisiana Cybersecurity Commission membership and Committees should be comprised of individual members with professional experience or backgrounds presenting relevant experience or capacity to address those matters within the scope of the Cybersecurity Commission's responsibility whenever possible. Desirable attributes for Cybersecurity Commission members will include one or more of the following: (i) familiarity, or the ability to quickly gain familiarity, with major technology platforms employed by the State, (ii) knowledge of technological ecosystems and challenges confronted in current or emerging business environments, (iii) capacity to understand new or emerging technologies and cyber security threats, and (iv) experience relating to enterprise risk management principles and process.

VI. MEETINGS

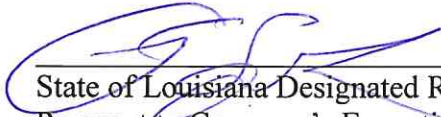
1. Meeting Schedule: At a minimum, the Louisiana Cybersecurity Commission will meet at least quarterly to carry out its responsibilities. Additional meetings are at the discretion of the Chairman as deemed necessary to advance the priorities established in the Governor's Executive Order. A quorum must exist to hold a commission meeting. A majority must exist to have a quorum. A majority is more than half its members. Ex-officio members are not included in the count when determining the number needed for a quorum and they should not be counted when determining if a quorum is present.
2. Meeting Minutes: Meeting notes and action items will be documented at each committee meeting. Following each meeting, the administrative support staff will electronically distribute the documents to Chairman for review. The resulting document and other materials, will be electronically distributed to the committee member prior to the next meeting. Once approved, the written minutes must be duly filed in the Louisiana Cybersecurity Commission records.

3. Reports: All subcommittee or working group reports will be presented to the Board at its next scheduled Louisiana Cybersecurity Commission meeting on a routine basis until subcommittee or working groups are discharged.
4. Decision Model: All decisions will be made through member consensus of the Commission.
5. Meeting Agenda: An agenda will be drafted by the executive committee with consultation from the committee members, staff, and other stakeholders. The draft agenda will be distributed to committee members in advance of the upcoming meeting. Feedback will be incorporated into the final draft agenda which will be presented for adoption at the committee meeting.
6. Attendance: All members of this committee are expected to actively participate as per the guidelines established by the Chairman. Regular attendance for meetings as well as involvement in special activities is important to satisfy the many responsibilities of this committee. Members are expected to RSVP to meeting notices. Due to the nature of the committee work, membership consistency is critical. If members are unable to attend, proxy must be assigned.

VII. APPLICABLE LAWS

The Louisiana Cybersecurity Commission will comply with and be subject to the laws of the State of Louisiana, including but not limited to those of the Open Meeting Law under La. R.S. 42:11 *et seq.* Any conflicts of law shall be resolved in favor of applying the laws of the state of Louisiana and any and all claims brought against Louisiana Cybersecurity Commission must be adjudicated in East Baton Rouge Parish, State of Louisiana.

Approved this 20 day of March 2018



State of Louisiana Designated Representative
Pursuant to Governor's Executive Order Number 17-31