

# Global Justice Information Sharing Initiative Advisory Committee

## Bylaws

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### 1.0 Definition

**1.1 Global Justice Information Sharing Initiative Advisory Committee.** The Global Justice Information Sharing Initiative (Global) Advisory Committee (GAC) is an advisory body to the Assistant U.S. Attorney General, Office of Justice Programs (OJP), and the U.S. Attorney General, created to advise on issues related to broadscale exchange of justice information. The GAC consists of key officials from local, state, tribal, federal, and other justice and public safety-related entities. Through the GAC, the Global Initiative seeks to inform practitioners of effective methods of sharing justice information. The GAC is a Federal advisory committee and is organized, governed, and operated in accordance with provisions set forth in the Federal Advisory Committee Act.

**1.2 Mission.** The mission of the GAC is to recommend to the Assistant U.S. Attorney General, OJP, and the U.S. Attorney General measures to improve the administration of justice and protect the nation's public by promoting practices and technologies for the secure sharing of justice information as it relates to local, state, and tribal governments and their relationships to the federal government. This mission will be supported through the efforts of GAC working groups, focusing on such topics as improving conceptual frameworks to support national justice information sharing, developing and sharing criminal intelligence, protecting privacy and information quality standards, and enhancing security guidelines and technologies for trusted information sharing. The GAC will also conduct research and respond to related issues upon request by the Assistant U.S. Attorney General, OJP, the U.S. Attorney General, or the Designated Federal Official (DFO) to Global.

**1.3 Guiding Principles.** Through the Assistant U.S. Attorney General, OJP, and the U.S. Attorney General, the GAC will recommend ways to create and communicate a common vision regarding information sharing within the justice, public safety, and first-responder communities. The GAC will bring together representatives from the entire justice community and related entities to formulate recommendations for addressing and overcoming the barriers to justice information sharing across agencies, disciplines, and levels of government. The GAC will identify and recommend solutions to impediments to information sharing and make all recommendations on the basis of increasing public safety. The GAC promotes the development and implementation of standards that facilitate seamless exchange of information among justice and related systems; provides information that supports sound business decisions for the planning, design, and procurement of cost-effective, interoperable information systems; promotes constitutional values and individual rights that ensure the accuracy and security of justice information and the implementation of

appropriate privacy safeguards; and recommends concepts that leverage existing infrastructure, capabilities, and functionality.

**1.4 Goals.** The GAC will work with the Assistant U.S. Attorney General, OJP, and the U.S. Attorney General to pursue the following goals:

- Define a conceptual framework that supports national justice information sharing and identify strategies and tactics to implement the framework. This will assist government entities in their efforts to share justice, public safety, and first-responder information within the guiding principles of the GAC. The framework will identify those critical programmatic and technical components necessary to develop and maintain a sound infrastructure.
- Advance the adoption of privacy and information quality policies by justice system participants that promote the responsible collection, handling, management, review, and sharing of personal information about individuals.
- Enable the trusted sharing of justice information by recommending best practices for security guidelines, technologies, and procedures in areas such as wireless security, security architecture, and Web services security.
- Serve as advocates for local, state, and tribal law enforcement in their efforts to develop and share criminal intelligence for the promotion of public safety and national security, in coordination and cooperation with Federal agencies.
- Inform the justice and justice-related communities about the functions, activities, and objectives of Global, encouraging them to create an environment that promotes the sharing of justice information, utilizing efficient and cost-effective technologies and practices.

**2.0 Establishment of the Global Justice Information Sharing Initiative Advisory Committee**

**2.1 Global Justice Information Sharing Initiative Advisory Committee.** The GAC was chartered by the U.S. Attorney General to advise the U.S. Attorney General and the Assistant Attorney General, OJP, regarding justice information sharing initiatives. The GAC is a Federal advisory committee. In alignment with the Federal Advisory Committee Act (FACA), the GAC will function for advisory purposes only. The GAC charter expires two years from its renewal date and is subject to all conditions of FACA.

**2.2 Membership.** As of June 26, 2008, the authority to appoint members to the GAC was delegated by the U.S. Attorney General (or his/her designee) to the Global Designated Federal Official (DFO; *see 2.4 Designated Federal Official for further information about this position*). In accordance with FACA, membership must be balanced in terms of the point of view represented and functions to be performed. Appointments are for two years and are to be renewed at the discretion of the U.S. Attorney General and/or the DFO. Renewals will be made upon the advice of the full GAC. The authority to appoint organizations to the GAC

was also delegated by the U.S. Attorney General (or his/her designee) to the Global DFO. Appointments will be made upon the advice of the full GAC.

*2.2.1 Election of New Member Organizations.* Current GAC representatives must nominate potential new member organizations. The full GAC must vote to determine whether the nominated organization should be recommended for membership. Potential member organizations must be approved by a majority vote of the GAC members.

**2.3 Representative Criteria.** The U.S. Department of Justice (DOJ) and GAC expect each member organization to designate a key person within that organization as its representative to the GAC. This representative will have the ability to gain executive sponsorship for Global initiatives. The DOJ and GAC expect the representative to have the authority to commit to decisions that affect the member's organization/affiliation during GAC meetings. The DOJ and GAC will make allowances for individuals who represent organizations where internal processes must be taken before a commitment can be made. Representatives (and alternates; *see 2.3.1 Alternate Representative*) shall also take action to notify constituents of relevant progress regarding development of national policy, business processes, and technology advancements that support justice information sharing.

*2.3.1 Alternate Representative.* To promote consistency of representation and continuity of historical knowledge, the U.S. Department of Justice (DOJ) and GAC expect each member organization to designate a standing second within that organization to serve as its alternate to the GAC. Formal notification by each Global member organization's leadership is required to designate the alternate. Other than the Global representative, the designated alternate will be the only person permitted to represent the member organization at GAC meetings. The DOJ and GAC have the same expectations of alternates as they do of appointed Global representatives. Post-GAC event, the alternate or representative should brief his or her counterpart on Global proceedings.

**2.4 Designated Federal Official.** The Designated Federal Official (DFO) is the DOJ representative who will coordinate the scheduling of meetings, definition of research projects, and preparation of recommendations. The DFO is an OJP, DOJ member. OJP will coordinate the DOJ budget for the operating costs of the GAC and provide staff support.

**2.5 Structure.** The GAC will embody a chair, vice chair, Executive Steering Committee (ESC), and working groups.

*2.5.1 Chair.* The GAC chair is that person elected by the GAC to coordinate the work of the GAC with the DFO. The chair is the presiding officer of the GAC and, in cooperation with the DFO, will direct the work of the GAC in its mission. The chair will have the authority to act as the official spokesperson in all matters relating to the GAC.

The chair's GAC-member agency is offered an additional seat at the table to give voice to that community's particular concerns and viewpoints. Additional guidelines for this seat/special representation include:

- This representative cannot vote.

- This representative/GAC-member agency pays expenses associated with GAC meeting participation; travel reimbursement is not offered.
- The GAC-member agency, not the GAC chair, designates this representative.
- It is the responsibility of the GAC chair to notify his/her agency of this practice and request an additional representative for biannual GAC meetings.
- When GAC leadership changes hands, this seat is automatically extended to the new chair's agency.
- This practice is not extended to the vice chair, since he or she is expected to vote on Global matters. (The chair votes only to break a tie.) However, in the absence of the chair, when the vice chair must assume the GAC leadership role and sufficient advance notification makes designation of a special representative feasible, the same advocacy courtesy is extended to the vice chair's GAC-member agency.

2.5.2 Vice Chair. The vice chair will assist the chair and act as the presiding officer in the absence of the chair.

2.5.3 Executive Steering Committee. The Executive Steering Committee (ESC) will consist of up to 12 members, and will include the GAC Chair, Vice Chair, and at least one person representing each of Global's following primary focus areas (preferably someone serving in a leadership role on his/her respective working group or council):

- Criminal intelligence;
- Outreach;
- Privacy (including information quality and security concerns); and,
- Technology

At-large representatives will be nominated and elected by the ESC, in consultation with the DFO.

The ESC will have the following responsibilities:

- Set priorities, direct research, and prepare advisory recommendations for the approval of the GAC and, upon its approval, forward advisory recommendations to the U.S. Attorney General (or the designated appointee of the U.S. Attorney General).
- Schedule meetings and develop GAC meeting agendas with the final approval of the GAC chair and the DFO.
- Consolidate and report GAC recommendations to other appropriate organizations as necessary at the direction of the DFO.

- Track and report results and/or actions taken on GAC concerns and recommendations.
- Solicit additional technical, professional, and administrative assistance to effectively and adequately address GAC concerns and support GAC activities.
- The ESC has the responsibility, on behalf of the GAC, to make recommendations regarding internal governance matters. The results of these recommendations will be reported to members of the GAC.

2.5.4 *Working Groups.* As necessary to accomplish Global’s mission and goals, with the input of the GAC and the DFO, the GAC chair will establish working groups, councils, and other task teams (hereafter in these *Bylaws* collectively referred to as “working groups”), which may include representatives who are not members of the GAC, to provide oversight for a specific research area. Working groups may consist of representatives of the DOJ, constituent organizations, or other appropriate organizations. Working group chairs will be appointed by the GAC chair and must be GAC members; however, the GAC membership requirement may be waived at the recommendation of the ESC, with the approval of the DFO, when it is determined the specific expertise needed to lead a working group does not currently exist within the GAC membership. In such circumstances, that working group chair will become a member of the ESC and be afforded all rights and responsibilities conferred by such a position (see 2.5.3) but will not be extended a seat on the GAC. Working group chairs, with the GAC chair and the DFO, will establish the membership of Global working groups.

2.5.5 *GAC Recommendations.* The ESC will review all GAC recommendations. Upon approval by the ESC, the recommendations will be sent to the full GAC for a vote. Upon a favorable vote by the GAC, recommendations will be forwarded to the Assistant U.S. Attorney General, OJP, and the U.S. Attorney General.

### **3.0 Election of Officers**

**3.1 Number of Officers.** The GAC will elect two officers: a chair and a vice chair.

**3.2 Chair.** The election of the GAC chair will be accomplished during a GAC meeting. The chair will be the presiding officer and will serve for the period of the Charter (two years). Upon renewal of the Charter, the GAC will conduct new elections.

**3.3 Vice Chair.** The election of the vice chair will be accomplished in a GAC meeting. In instances of the resignation or incapacitation of the chair, the vice chair will assume the title and duties of the chair, and a new vice chair will be elected. The term of the vice chair will be for the period of the Charter (two years). Upon renewal of the Charter, the GAC will conduct new elections.

### 3.4 Filling of Vacancies.

- 3.4.1. *Chair.* If circumstances (such as the simultaneous retirement of the chair and vice chair from Global participation) result in a vacancy of both Global leadership positions in the interim between biannual GAC meetings, an electronic vote for GAC chair may be called for, with approval and guidance from the DFO. The electronic election will follow in accordance with notification and time-frame provisions set forth in **7.0. Amendments to the Bylaws**. When a chair is elected during an interim period, he/she will serve the remainder of the original tenure, with the voting cycle resuming its two-year pattern with the next election.
- 3.4.2. *Vice Chair.* If circumstances (such as the retirement of the vice chair from Global participation, or the vice chair's assumption of the GAC chair position, per **3.3 Vice Chair**) result in a vacancy in the interim between biannual GAC meetings, an electronic vote for GAC vice chair may be called for, with approval and guidance from the DFO. The electronic election will follow in accordance with notification and time-frame provisions set forth in **7.0. Amendments to the Bylaws**. When a vice chair is elected during an interim period, he/she will serve the remainder of the original tenure, with the voting cycle resuming its two-year pattern with the next election.

## 4.0 Meetings

- 4.1 **GAC.** The GAC will meet in general session twice each year at approximately six-month intervals, or as needed. The GAC meetings will be open to the public unless determined otherwise by the DFO. All GAC meetings must be attended by the DFO. No meetings may be held without the advance approval of the DFO.

4.1.1 *Attendance.* A member organization's representative (or alternate) will be expected to attend all GAC meetings. If an organization fails to send its representative/alternate to two consecutive GAC meetings, the absences will be reviewed by the ESC to determine whether continued participation by the organization is appropriate. In the event that the ESC determines that an organization should relinquish its membership on the Committee, this recommendation will be forwarded to the U.S. Attorney General or his/her designee for appropriate action.

4.1.2 *Voting.* Any representative of the GAC, including the chair, may make a motion for a vote. After a proper motion has been made, a second to the motion will be required to bring any issue to vote.

4.1.3 *GAC Alternates.* A representative sending his/her member organization's alternate must notify the GAC chair prior to the opening of the meeting that the alternate attends. The alternate must be a representative of the same organization as the appointed representative with the authority of the principal to participate in discussions or votes planned in the agenda for that meeting. If not the member organization's designated GAC representative or alternate, an attendee will be considered an observer and not a participant. (See 2.3.1 *Alternate Representative*)

for further discussion of GAC alternates.)

- 4.1.4 *Quorum.* A quorum will consist of 51 percent of the GAC and may include authorized proxies. No meeting will be held and no vote taken without a quorum being present.
- 4.1.5 *Reconsideration of Past Actions.* An action previously voted upon at any GAC meeting and adopted may be reconsidered at the next duly constituted meeting only if a person who voted in the direction of the motion moves to have the past action reconsidered. Any representative, however, may reconsider any action taken at more than one meeting in the past, based on a motion.
- 4.1.6 *Adjournment.* The GAC chair or the DFO will adjourn a meeting when the work of the GAC is complete or if adjournment is in the public interest.
- 4.1.7 *Public Participation.* All meetings are open to the public unless otherwise determined by the DFO, in accordance with FACA. The DFO and the GAC chair will make arrangements for public participation.
- 4.1.8 *Compliance With Law.* Meetings of the GAC shall be conducted in accordance with the provisions of FACA.

**4.2 Executive Steering Committee.** The ESC will meet at times and places directed by the chair and approved by the DFO.

**4.3 Working Groups.** Working group meeting times and locations will be determined jointly by the chairs and working group membership, with approval by the DFO. Working groups will provide meeting minutes to the GAC chair for discussion by the ESC, as required. Working groups will establish their own policies with regard to meeting procedures and quorums.

- 4.3.1 *Proxies.* A working group representative sending a proxy to a working group meeting must notify the chair of the working group in writing prior to the opening of the meeting for which the proxy is given.

## **5.0 GAC Records**

**5.1 Agenda.** The ESC shall set the agenda for GAC meetings. A summary report of working group meetings will be placed on the agenda of the next regular meeting of the GAC for its review. The GAC chair, in consultation with the DFO, will be the final arbiter of all agenda items.

**5.2 Minutes of Meetings.** Minutes of GAC and ESC meetings will be kept and maintained by the DFO. Draft minutes will be distributed to GAC representatives within a reasonable amount of time following the meeting. Minutes of all meetings are available to the public upon request.

**5.3 Other Records.** All records, transcripts, minutes, and other documents relating to the

advisory functions of the GAC will be administered by DOJ in compliance with FACA.

## **6.0 Compensation**

**6.1 Salary.** No GAC member or working group member will receive salary or other honorarium from the GAC for his or her services under these Bylaws.

**6.2 Reimbursement.** Reimbursement for travel and per diem expenses for GAC members will be provided for attendance of meetings in accordance with Federal guidelines.

## **7.0 Amendments to the Bylaws**

**7.1 Amendments.** Proposed amendments to these Bylaws must be mailed or e-mailed to the representatives of the GAC at least 21 days prior to the meeting at which the amendment will be considered.

**7.2 By Motion.** These Bylaws may be amended by adoption of a motion. The motion must contain an effective date. A two-thirds majority of the voting representatives is required for the motion to pass.

**7.3 By Mail or E-mail Ballot.** These Bylaws may be amended by mail or e-mail ballot. In cases of electronic voting, ballots shall be considered closed 21 days after notification of the issue, with the final results reported to the GAC in a timely manner. A two-thirds majority of the voting representatives is required for the motion to pass.