

Delaware Continuity Coordinator Council (DECCC) Governance Charter

Governance
Membership
By-Laws

Governance

The Delaware Continuity Coordinator Council (DECCC) is an information-based group providing a supportive environment for Continuity Coordinators and plan builders from all State of Delaware agencies to provide opportunities for training, professional growth, and information sharing amongst neighboring agencies in support of the Governor's Executive Order 13 requiring all State of Delaware agencies to participate in the COOP Project sponsored by the Delaware Emergency Management Agency (DEMA) assisted by the Department of Technology and Information (DTI).

An eight-member Steering Committee governs the Council. The Council Chair is appointed by the Secretary of the Department of Technology and Information and DTI's Disaster Recovery Coordinator (DRC), a Co-Chair appointed by the Director of the Delaware Emergency Management Agency (DEMA), and six Council members that are elected at the annual Council business meeting. All members of the Council are entitled to participate in all of the Council's activities and nominate and elect Council Steering Committee members at the annual business meeting.

Membership of Delaware Continuity Coordinator Council (DECCC)

Continuity Coordinators, as identified through the ESC/Continuity Coordinator/PIO Designation Form, attached to the Agency's Head Guide to Executive Order 13, are members of the Council. Agency Plan Builder are encouraged to join the Council.

The Council meets at a minimum on a quarterly basis.

Members are expected to maintain expertise in Continuity of Operations Planning (COOP) by maintaining ten credit hours per year to ensure development of professional growth and maintain the position of being a Subject Matter Expert in COOP. To track education hours for this Council, copies of class completion must be received by the Education and Training Officer. In the event this requirement is not maintained, the Steering Committee will provide written documentation to the Agency Head requesting encouragement to meet the requirements.

By-Laws:

Article 1: Purpose

The purpose of the Delaware Continuity Coordinator Council (DECCC) is to:

1. Collaborate on the exchange of ideas and information on all aspects of COOP planning. This includes, but is not limited to, the management and development of exercises to test plans.
2. Enable effective communication among departments/school districts, DTI, and DEMA.
3. Expand professional COOP training and education opportunities through notification of activities, workshops, and seminars.
4. Work on the issues and themes identified during workshops and sub-committees.
5. Promote support and provide suggestions for policies, standards, and strategies relating to the COOP Program across the departments and school districts.
6. Participate in the testing, evaluation, development and rollout of new technologies and applications to relay to the state-selected vendor about the application for COOP plans.
7. Provide a forum to discuss COOP issues and information sharing.
8. Provide representation of the Council at requested DEMA meetings and communicate the findings of the DEMA meetings back to the Council.
9. Represent each department or school district's interests in COOP.

Article 2: Meeting of the Members

1. Notice: The Council Steering Committee shall distribute written notice of all of the Council's meetings at least 14 days in advance of the meeting through E-mail. The Agenda will be distributed by E-mail and posted to the State of Delaware Public Meetings Calendar no later than 14 days before the meeting. Posting of meeting agenda and minutes comply with Public Meeting Laws as defined in 29 Del. Laws, c. 100 § 10004(e)(2).
2. Participation of Non-Members: The Council meetings are open to plan builders and other interested parties from the departments and school districts.
3. Agenda: Agenda items will be presented on the agenda before the Council meetings.

Article 3: Role of DTI and DEMA

1. Council Steering Committee: Both DTI and DEMA shall have one permanent seat on the Council Steering Committee as Co-Chair. The DTI Co-Chair will be appointed by the Secretary of DTI. The DEMA Co-Chair will be appointed by the Director of DEMA.
2. Council Representation: The Co-Chair positions may be represented at the regular meetings of the Council and sub-committees by any of their agency's employees as shall be necessary to conduct the business of the Council and by other Co-Chair agency staff interested in the business of the Council.

Article 4: Steering Committee

1. Membership: The Steering Committee shall be composed of the Co-chairs, and six council members.
2. Duties:
 - Manage the activities of the Council;
 - Provide or solicit from other Continuity Coordinators business meeting topics for the quarterly meetings;
 - Convene special meetings of the Council as required;
 - Provide recommendations of the Council's members to serve on committees, subcommittees, task forces, etc. established within DECCC;
 - Approve Council sponsorship of meetings and training conferences;
 - Discuss and review the goals and programs of the Council and recommend changes as needed which will be brought before the membership;
 - Discuss and review all current committee reports; and,
 - Resolve questions of membership qualifications.
3. Meetings: The Steering Committee shall hold its meetings upon the call of the Co-Chairs at such time and place as they shall agree upon, and, at the discretion of the Steering Committee. The meetings may be held by means of physical, tele-, and video-conferencing.
4. Quorum: A quorum of five members must be present (in person or by tele- or video-conferencing) in order for meetings to be held in the event a decision must be voted on. E-votes are permitted to meet the voting requirement.
5. Notice: The Continuity Coordinator Vice-Chair shall distribute written notice of Council Steering Committee meetings at least 7 days in advance of the meeting through E-mail.
6. Presiding Officer: The Co-Chairs shall preside at all meetings of the Council.

Article 5: Officers of Steering Committee

1. Names and Qualifications: The Steering Committee shall consist of two (2) Co-Chairs (one appointed by the Secretary of DTI and the other appointed by the Director of DEMA, a Vice-Chair, and five (5) other officers. Each officer shall be a designated Continuity Coordinator or Plan Builder.
2. The Council Steering Committee Members shall have the following duties:
 - Formulate and chair sub-committees based on issues and themes developed during Council workshops;
 - Submit comments or suggestions for the Council agenda. Absentee members can submit to any member of the Steering Committee comments or suggestions for the Council agenda in advance of the meeting; and
 - Maintain duties of general membership as described in Article 7 Section 3.
3. The Co-Chairs shall have the following duties:
 - At least one must preside at all meetings of the Council;
 - Exercise general control over the Council's affairs;
 - Work with the Council's Steering Committee in planning the Council programs and activities for the Council meetings;
 - Call a special meeting of the Council; and

- Establish Council sub-committees and delegate responsibilities to other Council members in order to carry out the duties of the Co-Chairs listed in the by-laws.
4. The Vice-Chair shall have the following duties:
 - Prepare the agenda with notification to both Chairpersons and approval from at least one (1) Co-Chair for the quarterly meetings and special meetings;
 - Distribute written notice of all Council Steering Committee meetings as described under Article 4 Section 6; and
 - Work with Co-Chairs and Steering Committee members to plan Council programs and activities for the Council meetings
 5. The Vital Records Officer shall have the following duties:
 - Document meeting minutes and distribute to Steering Committee and Council meetings within seven (7) days after meeting occurs;
 - Track members attendance at Steering Committee and Council meetings;
 - Distribute any necessary documentation; and
 - Work with agencies and State Public Archives to assist agencies with developing Retention Schedules and Records Protection Strategies
 6. The Education and Training Officer shall have the following duties:
 - Work with Steering Committee, Continuity Coordinators, and Plan builders to establish training needs to present to the Steering Committee;
 - Research and propose multiple solutions to training needs to be approved by Steering Committee and preparation for presentation to the Council;
 - Arrange education and training sessions for all arrangement necessary to provide requested training to Continuity Coordinators and Plan builders; and
 - Document, track, and maintain Council members attendance to trainings and maintain credit hours for member certification
 7. The Facilities Officer shall have the following duties:
 - Work with Office of Management and Budget and agencies to present possible solutions for alternate facilities in COOP planning;
 - Oversee and document any new issues with State facility locations; and
 - Work with agency heads to establish alternate facilities and assist agencies with creating MOU's documenting the use of the alternate facilities
 8. The Disaster Preparedness Officer shall have the following duties:
 - Provide expertise in the field of Disaster Preparedness to better inform Continuity Coordinators and Plan Builders of the State of Delaware;
 - Review any proposed Policy or Standards changes ensuring compliance with purpose of the Council and any applicable laws or mandates; and
 - Propose any changes to policies or discoveries of new Disaster Preparedness relating to COOP activities to be approved by Steering Committee and preparation for presentation to the Council
 9. The IT Systems Officer shall have the following duties:
 - Receive and maintain ESC/Continuity Coordinator/PIO Designation Forms and notify Steering Committee of new Continuity Coordinators;
 - Work with agencies to ensure systems are correctly rated ensuring data recovery based on the Delaware Criticality Ranking; and
 - Work with DTI BCDR Technical members about technical enhancements or problems reported with application used for COOP planning

Article 6: Nomination, Election, Terms, and Resignation of Officers

1. **Nomination:** Any member may nominate another member or self-nominate for any officer position term that is scheduled to expire for the positions of non-appointed Officers and Steering Committee members.
2. **Election:** The list of nominees shall be presented for a vote of the members of the Council at the May meeting of each year. Nominees shall be elected by a simple majority of the general members of the Council present and voting.
3. **Terms of Office:** The terms of office of the members shall commence at the close of the business meeting at which they are appointed and shall continue one to two years based on their term until the succeeding annual business meeting, elections, and position hand over.
4. **Number of Terms:** Non-appointed Steering Committee members cannot be elected for more than two (2) consecutive two-year terms. Steering Committee members can be re-nominated after a one-year hiatus between terms, unless the position is vacant after the election period at which time consecutive terms can exceed two (2) two-year terms.
5. **Resignation of Officer Position:** An Officer may resign providing a 30-day notice to the Chairs of the Steering Committee.

Article 7: Steering Committee Members

1. **Number and Term of Office:** There shall be eight members of the Council Steering Committee. Initially, each non-appointed member shall serve a one or two-year term of office beginning in 2010:
 - Members serving one year are for the initial term only; and,
 - After the initial term, the members could be re-elected for two year terms.
 - The Vital Records Officer, Facilities Officer, and Disaster Preparedness Officer are initially elected for a one-year term.
 - The Vice-Chair, Education and Training Officer, and IT Systems Officer is elected for two-year terms.
2. **Notice of Appointment:** Within five business days of the close of the Council's annual business meeting, the Steering Committee shall make known to the Council membership the new appointments with positions on the Steering Committee.
3. **Each member of the Steering Committee has the following duties:**
 - Maintain communications and coordinate Council activities;
 - Attend Council meetings; and
 - Perform other duties as assigned;
 - Continue professional growth through approved education and training in COOP

Article 8: Vacancies

1. **Members:** In the event of death, disability, or resignation of a Steering Committee member, the Co-Chairs shall appoint a new Steering Committee member to fulfill the remainder of the term of the former member. After the completion of the remaining term, a new member will be elected by vote in the annual business meeting. The Steering Committee member, who served as a substitute, is eligible for election due to being appointed in to replace a former member.

2. Co-Chairs: In the event of the death, disability, or resignation of one of the Co-Chairs, the remaining Co-Chair shall also serve as the Chair until another Co-Chair can be appointed or elected. In the event of the absence of one of the Co-Chairs at a meeting, the other Co-Chair shall perform the duties of the Chair at the meeting.

Article 9: Amendment of By-Laws

1. Vote: The By-Laws of the Council may be amended by a majority vote from the Steering Committee consisting of a quorum of members present. E-votes are permitted to meet the voting requirement.
2. Copy of By-Laws Available: Prior to vote, printed/electronic copies of any proposed By-Law change shall be made available to all members. Proposed By-Law changes will be voted on at the next business meeting of the Steering Committee.