

Global Justice Information Sharing Initiative Advisory Committee

Bylaws

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.

1.2 Mission. The mission of the GAC is to improve the administration of justice and protect the nation's public by promoting practices and technologies for the secure sharing of justice information.

1.3 Guiding Principles. The GAC will be vocal and visible in creating and communicating a shared vision regarding information sharing within the justice, public safety, and first responder communities. The GAC will work collaboratively and inclusively, bringing together representatives from the entire justice community and related entities, to address and overcome the barriers to justice information sharing across agencies, disciplines, and levels of government. The GAC will identify and seek 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. The GAC provides information that supports sound business decisions for the planning, design, and procurement of cost-effective, interoperable information systems. The GAC promotes constitutional values and individual rights by ensuring the accuracy and security of justice information, and the implementation of appropriate privacy safeguards. The GAC recommends concepts that leverage existing infrastructure, capabilities, and functionality.

1.4 Goals. The goals of the GAC are as follows:

- Define a framework that will assist government entities in establishing an operational environment that will enable the sharing of justice information within the guiding principles of the GAC. The framework will identify those critical components, programmatic and technical, necessary to develop and maintain a sound infrastructure.

- Assist governments in ensuring that personal information will not be inappropriately disseminated or misused and safeguards are in place against the collection and use of inaccurate information—particularly when the information is disseminated in open environments, such as Internet-based systems.
- Inform the justice and justice-related communities about acceptable integrated justice system security measures, encouraging them to adopt security standards that have been reviewed to ensure trusted partnerships and data integrity.
- 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, Office of Justice Programs, 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. The GAC consists of organizations appointed by the U.S. Attorney General or his/her designee to provide appropriate input from local, state, tribal, and federal agencies/associations. In accordance with FACA, membership must be balanced in terms of 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 Designated Federal Official. Renewals will be made upon the advice of the full GAC. The authority to appoint organizations to the GAC is delegated to the U.S. Attorney General or his/her designee. 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 an internal vote must be taken before a commitment can be made.

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 a member of OJP, DOJ. 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, 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 authority to act as the official spokesperson in all matters relating to the GAC.

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 will consist of the GAC Chair, GAC Vice-chair, working group Chairs, and four at-large GAC representatives. The four at-large representatives will be nominated and elected by the Executive Steering Committee. The Executive Steering Committee will have the following responsibilities:

- Set priorities, direct research, and prepare advisory recommendations for the approval of the GAC and, upon their 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.
- 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.

2.5.4 Working Groups. With the input of the GAC and the DFO, the GAC Chair will establish working groups, which may include noncommittee representatives, 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 a GAC member. The working group Chair, with the GAC Chair and the DFO, will establish the membership of these working groups.

2.5.5 *GAC Recommendations.* The Executive Steering Committee will review all GAC recommendations. Upon approval by the Executive Steering Committee, 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 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 the case 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.

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 representative/proxy will be expected to attend all GAC meetings. If an organization fails to send its representative/proxy to two consecutive GAC meetings, the absences will be reviewed by the Executive Steering Committee to determine if continued participation by the organization is appropriate. In the event that the Executive Steering Committee 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 *Proxies.* A representative sending a proxy must notify the GAC Chair prior to the opening of the meeting for which the proxy is given. The proxy 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 so authorized, the proxy will be considered an observer and not a participant.

- 4.1.4 *Quorum*. A quorum will consist of 51% 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 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 Executive Steering Committee will meet at times and places directed by the Chair.

4.3 Working Groups. Working group meeting times and locations will be determined by their membership. Working groups will provide meeting minutes to the GAC Chair for discussion by the Executive Steering Committee, 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 Executive Steering Committee 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 Executive Steering Committee 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 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 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. A two-thirds majority of the voting representatives is required for the motion to pass.