

Charter for the
Controlled Unclassified Information Registry Committee

ARTICLE I. NAME AND AUTHORITY

The Controlled Unclassified Information (CUI) Executive Agent establishes the CUI Registry Committee, hereinafter referred to as the Committee, to carry out consultative functions related to the Categories or Limited Dissemination Controls published on the CUI Registry.

ARTICLE II. PURPOSE

The purpose of the Committee is to advise the CUI Executive Agent and make recommendations on the establishment, modification, or elimination of CUI Categories or Limited Dissemination Controls for the CUI program.

ARTICLE III. MEMBERSHIP

1. Committee Members. Committee members will include the Chair and select representatives from the departments and agencies from the CUI Advisory Council. Representatives from the CUI Executive Agent may participate or attend all Committee meetings.

2. Chair. A representative from the CUI Executive Agent will serve as the chair of the Committee. A CUI Program Manager from a member agency will serve as vice-chair. The CUI Executive Agent will appoint the vice-chair after consultation with the CUI Advisory Council. The designated CUI Program Manager from a **member agency** will serve as the vice-chair for one (1) year.

3. Executive branch agencies.

a. The following departments and agencies will have membership on the Committee:

1. Department of Homeland Security (vice-chair)
2. Central Intelligence Agency
3. Department of Commerce
4. Department of Defense
5. Department of Education
6. Department of Justice
7. Department of State
8. Department of the Interior
9. Department of Transportation
10. Department of the Treasury
11. Office of the Director of National Intelligence
12. United States Agency for International Development

- b. Agency representatives. Each Committee member is permitted two agency representatives, although additional people may also attend meetings. At least one representative must be a federal employee. It is recommended that at least one agency representative occupy a GS-0905, General Attorney Series, position (or equivalent) within their agency.
- c. Designation of agency representatives. Senior Agency Officials or Program Managers of member agencies shall formally designate their agency's voting representative in writing, by email or through official correspondence, to the Director of Information Security Oversight Office. Program Managers must be designated by the agency Senior Agency Official. When the voting representative is unable to attend (such as while on leave or TDY/travel), an agency-designated alternate may represent the agency. When there is a vacancy in the representation, an agency-designated alternate shall represent the agency pending formal designation of a new member.

ARTICLE IV. MEETINGS

1. General. The Committee meets at the call of the CUI Executive Agent who schedules meetings as necessary for the Committee to fulfill its functions in a timely manner. The CUI Executive Agent or vice-chair may call meetings as necessary. Attendance at a meeting by seven member agencies shall constitute a quorum.

2. Attendance. Agency representatives may be accompanied at meetings by additional people from the agency. However, at their discretion, the CUI Executive Agent and the vice-chair may open a meeting to a non-member government agency.

3. Agenda.

- a. The CUI Executive Agent and the vice-chair establish the agenda for all meetings.
- b. Any member of the Committee may submit potential items for the agenda or requests for meetings.

4. Voting. The vice-chair shall vote as the representative of his/her agency. Since the Committee is advisory to the CUI Executive Agent, the chair, will not have a vote, however, in cases of a tie, the chair will have the controlling vote. When a decision or recommendation is required, the chair shall request a motion for a vote. Any designated agency representative, or approved alternate, including the chair, may make a motion for a vote. No second after a proper motion shall be required to bring any issue to a vote.

- a. Voting Eligibility. Only voting representatives, or their designated alternates, may vote on an issue before the Committee.
- b. Voting Procedures. Votes shall ordinarily be taken and tabulated by a show of hands or a verbal declaration of "yea" or "nay."
- c. Record of Votes. The chair will record the results of Committee voting in the meeting summary.

5. Meeting summaries. The CUI Executive Agent or the vice-chair shall provide meeting summaries of Committee meetings to the CUI Advisory Council. Meeting summaries shall contain a record of attendees and identify whether an agency voted for or against a motion.

ARTICLE V. SUPPORT STAFF

The CUI Executive Agent or the vice-chair’s agency will provide administrative support for the Committee. The CUI Executive Agent or the vice-chair may coordinate administrative support with any other agency on the Committee.

ARTICLE VI. RECORDS

The CUI Executive Agent shall maintain documentary materials that are produced by or presented to the Committee in the performance of its functions. Such documentary materials will be maintained in a manner consistent with applicable laws, regulations, and Government-wide policies.

ARTICLE VII. AMENDING THE CHARTER

Amendments to this charter may be proposed by any member of the CUI Advisory Council to the CUI Executive Agent. The CUI Executive Agent exercises final authority on Committee charter.

Errata

Date	Type	Change	Article/Section