

Information Security Advisory Council (MT-ISAC)

Operating Procedures

December 2020

OVERVIEW:

The State of Montana Information Security Advisory Council (MT-ISAC) herein referred to as “Council” was established in 2015 by Executive Order NO. 05-2015 by Governor Steve Bullock. The Council serves at the pleasure of the Governor. The Council is advisory in nature as per MCA 2-15-102 Advisory capacity means “furnishing advice, gathering information, making recommendations, and performing other activities that may be necessary to comply with federal funding requirements and does not mean administering a program or function or setting policy.” The council consists of fifteen to twenty members, representing the various State and Federal agencies, local governments, universities, K-12 schools and private entities that have an interest in information security. These members are to be appointed in March of each biennium. The MT-ISAC will suggest to the Governor a slate of individuals as the Council members of the MT-ISAC for the coming biennium. The Governor will appoint the Chair.

Responsibilities of the Council:

The purpose of the Council is to advise the Governor with respect to a statewide strategic information security program. The Council shall:

- Develop an interagency information security strategy with initiatives, priorities, policies, standards, goals and objectives and roles and responsibilities to enhance the State information security posture;
- Recommend resources (funding, people, etc.) and possible methods to obtain them, in order to enhance the State information security posture;
- Provide a yearly information security assessment to the Governor showing program successes and shortcomings with a plan to address shortcomings;
- Establish a communications process for sharing information with the public and the various agencies;
- Support a statewide security training program to serve technical and managerial needs;
- Advise on security requirements in the specifications for solicitation of state contracts for procuring information technology resources;
- Coordinate technical and managerial assistance relating to information technology security;
- Recommend appropriate cost-effective safeguards to reduce, eliminate, or recover from identified threats to data; and,
- Recommend, oversee and review evaluations of the statewide security program.

MEMBERSHIP & PARTICIPATION:

The Council requests an extension each biennium per §2-15-122, MCA. This request will include a recommend change in the Council membership. Each biennium in March, Council members and Security Representatives will nominate Council members that best represent the State in information security. It is recommended that Council members have an interest and knowledge of information security topics. Each Council member will have to sign a confidentiality agreement to encourage open discussion in an event of a closed-door meeting. The nominated list of members will be forwarded to the Governor's Office for review and approval for the coming biennium. The Governor will select a Chair. The Chair will get to select a vice Chair. The State CIO or their designee is automatically a member of the council.

VOTING:

Each Council member has one vote. It should be noted that given the advisory nature of the Council, votes indicate the degree of consensus, not an approval or denial of any item.

PARTICIPATION:

COUNCIL MEMBER PARTICIPATION:

Active participation is necessary for the Council to function effectively. Continuity is essential regarding issues under discussion, and especially for those needing affirmative action. Council members are strongly encouraged to attend meetings. A Council member may designate an alternate representative (with approval from the Chair) to represent the member on occasions when the member cannot attend. The designated alternate may vote of behalf of the member. Should the Council feel that a Council member is not fully participating, the Council can, in consultation with the agency or institution's director, recommend replacement of the member in question.

SECURITY REPRESENTATIVE PARTICIPATION

CIO's/IT Managers/Security Officers of the State of Montana's State agencies, Local and Tribal Governments, K-12 schools and universities, and private entities are encouraged to actively participate within the MT-ISAC meetings and or workgroups.

STATE INFORMATION TECHNOLOGY SERVICES DIVISION (SITSD) PARTICIPATION:

It is anticipated that, upon request, portions of the general meetings will include presentations by members of the SITSD technical and policy staffs. SITSD will ensure that staff with technical knowledge of the issue(s) is available at council meetings to share expertise.

COMMUNICATIONS:

The Council shall communicate with SITSD, the Information Technology Board and other entities through the Chair, or as delegated by the Chair. Members are encouraged to contact the Chair or the SITSD Council support staff with suggested agenda items. Items requiring Council action will be noted on the agenda.

Official correspondence will be distributed at the discretion of the Chair, or the Acting Chair, with the assistance of SITSD Council support staff. Action items or issues for future discussion will be noted by support staff and coordinated with the Chair for future agendas.

Minutes of the Council meetings will be provided to all Council members and interested IT security professionals. They will be published on the MT-ISAC web site.

MEETINGS:

The Council regular meetings are held on the third Wednesday of the third month of every quarter (March, June, September, December) from 1:00 PM until approximately 3:00 PM. IT professionals from federal, state, local, and tribal governments, universities, and private entities are invited and encouraged to join in discussing security topics of interest. The Council reserves the right for closed door meetings under MCA 2-6-102 (4) should the need arise to address issues of highly sensitive matters. Some information security information is identified as confidential and cannot be discussed in public meetings. The council would only utilize these types of meetings to discuss information that is classified as confidential.

STAFFING:

The SITSD provides staffing support to the Council. Such staffing consists of the Enterprise Security Program Manager and one individual providing administrative support. Council staffing support includes participating in building meeting agendas for monthly Council meetings, coordinating meeting times and rooms, taking minutes, distributing correspondence, and responding to the ad hoc needs of the Council. SITSD will also provide technical resources for assigned subcommittees as requested by the Council Chair.

EFFECTIVE:

These procedures will become effective upon approval at the December 2020 meeting. They will remain in effect commensurate with the Executive Order that establishes the Council.