



## **AFCEA INTELLIGENCE COMMITTEE CHARTER**

### **Purpose**

The AFCEA Intelligence Committee (hereafter “the Committee”) is a standing committee of AFCEA International (AFCEA), chartered by and responsible to the Chairman of the Board of AFCEA. The purpose of the Committee is to enhance AFCEA’s outreach to the Intelligence Community (the Community) and to cultivate a spirit of partnership between the public and private sectors that serve it. By providing various forums (e.g., symposia, meetings of the whole and part, and studies or papers) for the exchange of ideas, the Committee strives to contribute to national security.

### **Tasks**

The Committee provides an active focal point within AFCEA for encouraging the exchange of ideas and coordinating AFCEA’s intelligence-related activities.

Specifically, the Committee shall:

- (a) Strengthen AFCEA Intelligence’s role as the Association’s principal intelligence advocate and resource, making available to the AFCEA membership worldwide its understanding of intelligence – and making available to the Community the interests and capabilities of AFCEA’s individual and corporate members.
- (b) Support AFCEA and its membership by preparing, reviewing, approving and/or making recommendations for intelligence symposia, intelligence-related course material for use in the AFCEA Professional Development Program, projects, white papers, etc.
- (c) Conduct at least two intelligence symposia annually
- (d) Promote AFCEA membership and support within the Community.
- (e) Support Signal Magazine by encouraging and contributing ideas for intelligence-related articles and interviews
- (f) Oversee AFCEA’s annual intelligence recognition programs (e.g., intelligence awards and an essay contest). Such oversight shall include reviewing all nominations and submissions and selecting winners.

### **Committee Composition**

The Committee shall comprise members from the private and public sectors. There shall be no less than 24 and no more than 36 private sector members. There is no restriction on the number of public sector members. Members serve without compensation.

### **Membership Criteria**

Suitability for membership, both private and public sectors, shall be based on five criteria:

- (a) United States citizenship
- (b) Availability to participate in the activities of the Committee
- (c) Working knowledge of Intelligence Community procedures, organization, requirements, operations, and research and development goals, as evidenced by relevant experience within, in support of, or as a customer of the Community
- (d) Current AFCEA membership (not required for public sector members, but desirable)
- (e) Appropriate security clearance and accesses (TS/SI/TK)

### **Membership Characteristics**

#### **Private Sector**

A private sector member is elected to membership and shall serve a term of four years. Upon completion of an initial four-year term, a member may serve an additional four-year term if re-elected to membership. After two consecutive four-year terms (i.e., eight years total), a member must step down from the Committee. After two years, a former member again becomes eligible for membership on the same basis as a new member. Only the Committee Chairman, President of AFCEA, or Chairman of the Board of AFCEA may make exceptions to this policy.

Private sector members, being elected, represent themselves and not companies or organizations for which they work. Their membership on the Committee is not transferable nor does it automatically terminate should they change companies or organizations. If a private sector member is unable to attend a meeting, a substitute is not allowed.

#### **Public Sector**

A public sector representative is appointed as a “liaison member” to the Committee by his/her parent organization after accepting an invitation from AFCEA. A specially designated membership subcommittee shall annually review the Committee’s public sector membership and identify government organizations that should be represented on the Committee.

Public sector liaison members may participate in Committee activities to the extent permitted by applicable laws and regulations. Participation by public sector liaison members does not reflect or imply Government endorsement of AFCEA or its activities.

As a reference point, participation in groups such as AFCEA's Intelligence Committee is authorized for DoD personnel by Joint Ethics Regulation DoD 5500.7-R, including changes 1-4, dated August 6, 1998, Chapter Three (Activities with Non-Federal Entities), Section Two (Official Participation in Non-Federal Entities), Paragraph 3-201 (Membership), page 33:

“Paragraph 3-201. Membership:

DoD employees may serve as DoD liaisons to non-Federal entities when appointed by the head of the DoD Component command or organization who determines there is a significant and continuing DoD interest to be served by such representation. Liaisons serve as part of their official DoD duties, under DoD Component memberships, and represent only DoD interests to the non-Federal entity in an advisory capacity. Liaisons may not be involved in matters of management or control of the non-Federal entity. Liaisons may officially represent DoD in discussions of matters of mutual interest with non-Federal entities providing it is made clear to the non-Federal entities that the opinions expressed by liaisons do not bind DoD or any DoD Component to any action.”

While this regulation and its provisions do not specifically apply to non-DoD federal employees, they should provide a precedent that can be applied by all federal agencies in appointing liaison members to the Committee.

Public sector liaison members do not face term limits. They serve at the pleasure of their parent organizations and may be replaced or withdrawn at any time. If a public sector member is unable to attend a meeting, a substitute is encouraged.

#### Special

The Chairman of the Board and the President and CEO of AFCEA shall have the authority to appoint special private sector liaison members to the Committee. Such members shall serve the same term as their appointing Chairman or President/CEO, shall have voting privileges, and shall not count against the private sector representation on the Committee.

Annually, starting with the Committee's October meeting, the chair of the Emerging Professionals in the Intelligence Community (EPIC) Committee shall join the Committee for a special one-year term. This special category member shall have voting privileges and shall not count against the private sector representation on the Committee.

### **Election of Private Sector Members**

Applications for private sector membership on the Committee shall be solicited and received during a set period each year, normally during the spring and summer. Applications will be submitted in a form and by a method established by the Committee. Applications may be self-submitted or submitted by a serving Committee member with the approval and on behalf of an applicant. A specially designated membership subcommittee shall review applications for membership and recommend candidates to the full Committee for its new member election normally held in September. A valid election shall require participation of at least 75% of the serving Committee members (both public and private sectors), and a candidate must receive the votes of a majority of the serving Committee members to be elected to membership. Newly-elected members join the Committee in October.

### **Committee Leadership**

The President of AFCEA shall appoint, and the Chairman of the Board of AFCEA shall approve, a Committee Chairman from among the Committee members, taking into consideration their recommendations. In compliance with Joint Ethics Regulation DoD 5500.7-R, the Chairman shall be an elected private sector member. The Chairman shall direct the Committee's activities and meetings and shall represent the Committee within and without AFCEA. The Chairman shall serve for a term of two years and may be reappointed for one additional year by the President of AFCEA. Upon appointment and approval, the Chairman no longer shall be subject to the private sector member term limit and shall not be counted against the private sector representation on the Committee.

The Chairman, with the concurrence of the Committee, shall appoint a Deputy Committee Chairman, who shall act for the Chairman in his/her absence and otherwise assist the Chairman. The Deputy Committee Chairman shall serve for a term of two years and must be an elected private sector member.

As required to implement Committee projects or activities, the Chairman shall establish subcommittees and appoint subcommittee chairmen from among the Committee membership.

Retiring Committee Chairmen may continue to advise and contribute to the Committee's activities as emeritus members of the Committee with voting privileges. There are no term limits for Chairmen Emeriti, nor do their memberships count against the private sector representation on the Committee.

### **Committee Support**

The President of AFCEA shall assign permanent staff member(s) to attend Committee meetings representing the Association and to arrange for Association support of the Committee's activities. These representatives are not members of the Committee.

When appropriate, the Committee Chairman may appoint ad hoc participants to support specific, short-term activities of the Committee. These ad hoc participants shall not be considered Committee members and need not satisfy the regular membership criteria.

**Meetings**

The Committee shall meet on a regular basis, generally monthly at the call of the Chairman. A quorum for meetings shall be a majority of the members. Issues requiring a vote of the Committee (other than election of private sector members) shall be decided by majority vote of those present. Minutes of each meeting shall be published and distributed.

Subcommittees shall meet as required.

**Attendance Requirements**

In accordance with the Membership Criteria, regular attendance at monthly Committee meetings is expected.

The Chairman or his/her designated representative will contact any member who has missed three consecutive meetings to ascertain his/her interest in remaining on the Committee. At the discretion of the Chairman, a private sector member missing five total meetings in any one year (October-September) shall be removed from the Committee roster, with the resulting vacancy to be filled at the next regular election of members.