



**STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE STATE POLICE**

**Maine Information & Analysis Center  
Advisory Board Bylaws**

**1. Background; bylaws established.** The Maine Information & Analysis Center (“MIAC”) Advisory Board (“Board”) was created in 2006 through Maine Gubernatorial Executive Order 24 FY 06/07 (08 December 2006)(“MIAC Executive Order”). The purpose of the MIAC Advisory Board is described in that Executive Order, as well as in the MIAC Privacy Policy, as revised and effective 20 March 2019. These bylaws are established to ensure effective performance of the Board.

**2. Duties.** The duties of the Board are:

- A. To review policies and procedures of the MIAC so as to provide suggestions on how the MIAC’s operations might be improved;
- B. To advise the Maine State Police and Maine Emergency Management Agency (“MEMA”) in order to adequately protect the civil liberties of the citizens of Maine;
- C. To be informed of the results of audits and reviews of MIAC operations;
- D. To be informed of any allegations concerning violations of the MIAC Privacy Policy; and
- E. To make recommendations concerning any revisions that perhaps ought to be made to the MIAC Privacy Policy based on the Board’s knowledge and understanding of information management “best practices” such as, for example, the Fair Information Practice Principles (“FIPPs”).

**3. Members.** The Board shall consist of eight (8) members. Members shall include:

- A. The Director of the MEMA, or designee, who is an *ex officio* member of the Board;
- B. The Colonel of the Maine State Police, or designee, who is an *ex officio* member of the Board;
- C. A representative of law enforcement selected by the Colonel, or designee, after consultation with the Director of the MEMA;

- D. A member of the public or of an organization who has training or education in privacy law and/or privacy public policy matters, who is selected by the Colonel, or designee, after consultation with the Director of the MEMA;
- E. A member of the public who does not have experience or a background in law enforcement, who is selected by the Colonel, or designee, after consultation with the Director of the MEMA;
- F. A County Emergency Management Agency representative selected by the Colonel, or designee, after consultation with the Director of the MEMA;
- G. A representative from one of Maine's infrastructure sectors selected by the Colonel, or designee, after consultation with the Director of the MEMA; and
- H. The MIAC Director, or designee, who is an *ex officio* member of the Board.

In addition, the following individuals shall be invited to be members of the Board:

- The Attorney General of the State of Maine, or designee;
- The Homeland Security Advisor;
- A representative of the United States Federal Bureau of Investigation or of the United States Attorney's Office of the District of Maine.

The MIAC Privacy Officer also will attend Board meetings.

**4. Terms.** Except with regard to those members of the Board who are *ex officio* members, the terms of the members of the Board are three (3) years.

**5. Meetings; chair.** The Board shall meet at least once a year to conduct its business and to elect a chair. Additional meetings must be held as necessary to conduct the business of the Board. The Board shall be convened at the call of the MIAC Director or upon the request of a majority of the Board members.

**6. Effective date.** These bylaws are effective on 31 October 2019.

■ Updated 2019-09-25