

**California Invasive Species Advisory Committee  
CHARTER**

**Approved April 8, 2009  
Amended August 2, 2011  
Amended October 3, 2022**

**I. Official Designation**

California Invasive Species Advisory Committee

**II. Scope and Objectives**

The purpose of the California Invasive Species Advisory Committee (CISAC) is to advise the Invasive Species Council of California (ISCC) on a broad array of issues related to preventing the introduction of invasive species and providing for their control and/or eradication, as well as minimizing the economic, ecological and human health impacts that invasive species cause. The CISAC will maintain an intensive and regular dialogue with other stakeholders to explore these issues and develop recommendations.

**III. Description of Duties**

Provide advice and recommendations to the ISCC relating to the ISCC's role in:

- A. Coordinating state agency activities concerning invasive species;
- B. Making recommendations for funding as available;
- C. Developing and maintaining a list of invasive species that have a reasonable likelihood of entering or have entered California for which an exclusion, detection, eradication, control or management action by the State might be taken;
- D. Encouraging planning and action at local, tribal, state, regional and ecosystem-based levels to harmonize activities concerning invasive species;
- E. Developing recommendations for inter-state cooperation in addressing invasive species;
- F. Developing recommendations to prevent invasive species from entering the State through our points of entry;
- G. Developing guidance to state agencies pursuant to the California Environmental Quality Act (CEQA) on invasive species matters;
- H. Facilitating development of a coordinated network to document, evaluate and monitor impacts from invasive species;
- I. Facilitating establishment and enhancement of a coordinated, information-sharing system on invasive species that utilizes the latest technologies;
- J. Developing a system for reporting sightings of invasive species and referring those reports to the appropriate agency;
- K. Facilitating educational and outreach activities to increase awareness of invasive species issues;
- L. Anticipating effects of climate change on the introduction, establishment, and spread of new and existing invasive species; and

M. Developing an Invasive Species Action Plan, a statewide plan for dealing with invasive species including an Early Detection and Rapid Response Plan.

The CISAC will provide its advice based upon input from and cooperation with other stakeholders and existing organizations addressing invasive species issues.

**IV. Duration**

The CISAC has no sunset provisions and is expected to operate indefinitely. However, the CISAC's continuance is subject to review and renewal of this charter every two (2) years on the biennial anniversary of the adoption of this charter.

**V. Agency Official to Whom the Committee Reports**

The CISAC reports through the ISCC's Executive Director.

**VI. Agency Responsible for Providing Necessary Support**

All staff and support functions required for operation of the CISAC will be supplied by the Department of Food and Agriculture and/or the Natural Resources Agency as determined by the Secretaries of those agencies.

**VII. Estimated Annual Operating Costs**

~~Currently the~~ Support for the operation of the CISAC will rely on existing staff and resources, until such time as the State may allocate funds necessary for the operation of CISAC.

**VIII. Allowances for Committee Members**

Members of the CISAC and its subcommittees will serve without pay. However, while away from their homes or regular places of business in the performance of services of the CISAC, members, to the extent funding is available, may be allowed travel expenses, including per diem in lieu of subsistence.

**IX. Committee Membership**

CISAC will consist of no more than 19 voting members, made up as follows:

- Four members appointed by the Secretary of the Department of Food and Agriculture;
- Four members appointed by the Secretary of the Natural Resources Agency;
- One member appointed by the Secretary of the Environmental Protection Agency;
- One member appointed by the Secretary of the State Transportation Agency;
- One member appointed by the Secretary of the Health and Human Services Agency;
- One member appointed by the Director of the Office of Emergency Services;
- One member appointed by the California Agricultural Commissioners and Sealers Association;
- Six members appointed by the co-chairs of the Invasive Species Council of California to create a diverse make up.

Members of the CISAC will be knowledgeable in and represent one or more among, but not limited to, the following groups and organizations:

- Biologists
- Ranchers
- Foresters
- Farmers
- Academics / Researchers
- Public Health Specialists
- Government Representatives
- County Agricultural Commissioner's Representatives
- Invasive Species Management Specialists
- Persons involved with Global Commerce
- Non-Governmental Environmental Representatives
- Expertise in climate change and ecosystems
- Public Relations Specialists
- Lawyers specializing in Invasive Species Policy
- Public Member
- Industry Representatives
- Educators
- Tribal Government Representatives
- Information / Database Managers
- Economists
- Risk Assessment Analysts

Members will serve a maximum of two (2) three (3)-year terms, but may be reappointed in special circumstances by the ISCC.

The ISCC co-chairs reserve the right to request the appointing/designating ISCC Member(s) replace CISAC members who are unable to fully participate in the CISAC, or who miss three (3) consecutive, regularly scheduled meetings of the CISAC.

The Secretary and Vice Chairperson of the CISAC will be chosen by a majority vote of the advisory committee members, with the authorization from the co-chairs of the ISCC or designee. One year following the vote, the Vice Chairperson of the CISAC automatically becomes Chairperson. Following one year as Chairperson, the Chair automatically becomes the Past Chairperson of the CISAC. The Executive Committee of the CISAC is made up of the Secretary, Vice Chair, Chair and Past Chair.

#### **X. Estimated Number and Frequency of Meetings**

The CISAC will meet at the call of the CISAC Chairperson with the approval of the ISCC's Executive Director, approximately four times per year. Meetings may be held less frequently or more frequently determined by the workload of the CISAC, but in no case less than once per year.

**XI. Ethical Responsibilities of Members**

No committee or subcommittee member shall participate in any specific matter including a lease, license, permit, contract, claim, agreement or related litigation with the department or agency in which the member has a direct financial interest.

**XII. Subgroups**

As deemed necessary, the Committee Chairperson, in consultation with the Executive Director of the Invasive Species Council of California, may convene working groups or subgroups to support ISCC functions. Such groups will report directly to the CISAC.