

**California Invasive Species Advisory Committee**  
**CHARTER**  
**Approved April 8, 2009**  
**Amended August 2, 2011**

**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 to the ISCC relating to the ISCC's role in:

- A. Coordinating state agency activities concerning invasive species;
- B. 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;
- C. Encouraging planning and action at local, tribal, state, regional and ecosystem-based levels to harmonize activities concerning invasive species;
- D. Developing recommendations for inter-state cooperation in addressing invasive species;
- E. Developing recommendations to prevent invasive species from entering the State through our points of entry;
- F. Developing guidance to state agencies pursuant to the California Environmental Quality Act (CEQA) on invasive species matters;
- G. Facilitating development of a coordinated network to document, evaluate and monitor impacts from invasive species;
- H. Facilitating establishment and enhancement of a coordinated, information-sharing system on invasive species that utilizes the latest technologies including the internet;
- I. Developing a system for reporting sightings of invasive species and referring those reports to the appropriate agency;
- J. Facilitating educational and outreach activities to increase awareness of invasive species issues;
- K. Anticipate effects of climate change on new and the spread of existing invasive species; and
- L. Developing an Invasive Species Action Plan, a statewide plan for dealing with invasive species including a 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 24 voting members. 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
- Federal Government Representatives
- County Agricultural Commissioners 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

No member may serve on the CISAC for more than two (2) consecutive terms. Members will serve for terms of three (3) years.

The Secretary of the California Department of Food and Agriculture or designee reserves the right to replace any member who is unable to fully participate in the CISAC or who misses three (3) consecutive, regularly scheduled meetings of the CISAC.

The Secretary of the CISAC will be chosen by a majority vote of the advisory committee members, with the authorization from the Chair of the ISCC or designee. The Vice Chairperson of the CISAC will be chosen by a majority vote of the advisory committee members, with the authorization from the Chair 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 Chairperson with the approval of the ISCC's Executive Director, approximately twice 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.