PROCEDURES FOR THE
CANNELLA ENVIRONMENTAL FARMING ACT SCIENCE ADVISORY PANEL
(Revised 3/16/2017)

The following will guide the activities of the Cannella Environmental Farming Act Scientific Advisory Panel (Science Panel), created under the Food and Agricultural Code, Division 1, Chapter 3, Article 8.5, Sections 560-568.

PANEL STRUCTURE

1.1 Membership

As provided by Section 568, the Panel shall: 1) Consist of nine members. 2) Five members shall be appointed by the Secretary of Food and Agriculture, with at least two members having a minimum of five years of training and experience in the field of agriculture and shall represent production agriculture, at least one member shall have training and field experience in on-farm management practices that reduce greenhouse gas emissions, sequester carbon, or both; at least one member shall be certified as a producer pursuant to the federal Organic Foods Production Act of 1990 (7 U.S.C. Sec. 6501 et seq.); and at least one member shall have technical expertise in agricultural conservation planning and management. 3) Two members shall be appointed by the Secretary for Environmental Protection, with one member having a minimum of five years of training and experience in the field of human health or environmental science, and one shall have expertise in greenhouse gas emissions reductions practices related to agriculture. And 4) Two members who have a minimum of five years of training and experience in the field of resource management shall be appointed by the Secretary of the Natural Resources Agency, with one member additionally having expertise in climate change adaptation and climate change impacts in the agricultural sector.

In accordance with Section 568 the secretary may also appoint, in consultation with the panel, ex officio nonvoting members to the panel and the panel may establish ad hoc committees, which may include professionals, scientists, or representatives of nongovernmental entities, to assist it in performing its functions.

1.2 Terms

Of the members first appointed to the Panel, two shall serve for a term of two years and three shall serve for a term of three years, as determined by lot. Thereafter, members shall be appointed for a term of three years. Any variances which occur shall be filled for the remaining unexpired term.

1.3 Vacancies

Any vacancy that occurs during an unexpired term shall be filled by the appointing agency for the remainder of the unexpired term, in accordance with the requirements set for in section 1.1.

1.4 Officers
The permanent officers of the Panel shall be: Chairperson and Vice Chairperson. The Panel may from time to time create additional officers with such titles and duties as it may assign.

1.5 Chairperson
The Chairperson shall preside over meetings of the Panel, and shall serve as the principal spokesperson for the Panel.

1.6 Vice Chairperson
The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson.

1.7 Election of Panel Officers
Panel officers shall be elected for a term of two or three years as specified in section 1.2, commencing with the October 2011 meeting. An office may be held for two consecutive terms, but not more than two consecutive terms.

1.8 Ad Hoc Committees
As defined in Section 568 (c), the Panel may establish ad hoc committees, which may include professionals, scientists, or representatives of nongovernmental entities, to assist it in performing its functions.

II. AD HOC COMMITTEES
2.1 Membership
The Panel may establish ad hoc committees, which may include professionals or scientists, to assist it in performing its functions, and Panel members. The Chairperson and membership of these committees shall be determined by the Panel Chairperson or Panel.

2.2 Quorums
A quorum for the conduct of ad hoc committee business shall be a majority of the members, plus one. A majority of the quorum shall be entitled to adopt recommendations constituting committee action.

Once a quorum has been established and a meeting has commenced, a committee may continue to meet and take action even if, as a result of early retirement of some members, less than a quorum of the subcommittee are in attendance.

2.3 Minutes
Ad Hoc Committees shall keep meeting minutes and shall make approved minutes available to the public in a timely manner.

III. PANEL MEETINGS
3.1 Meetings
Meetings of the Panel shall be scheduled as needed and shall be noticed

according to the provisions of the Bagley-Keene Open Meeting Act (Government Code Sections 11120 et seq.). A copy of the Bagley-Keene Act shall be provided to each Panel member.

3.2 Notice of Meetings
Written notice of all meetings shall be sent to all interested persons entitled to notice under the provisions of the Bagley-Keene Open Meeting Act.

3.3 Public Meetings
All meetings of the Panel shall be open to the public and in other respects shall conform to requirements of the Bagley-Keene Open Meeting Act.

3.4 Panel Action
A quorum for the conduct of Panel business shall be a majority of Panel Members plus one [six of the nine-member Panel].

3.5 Place of Meetings
Meetings shall be held as specified in the official meeting notice.

3.6 Minutes
The Panel shall keep meeting minutes and shall make approved minutes available to the public in a timely manner.

IV. PANEL COMMUNICATIONS
4.1 Public Communications
The Science Advisor to the Secretary of the Department of Food and Agriculture shall be the Department's liaison to the panel and official spokesperson for the Panel in the Department.

4.2 Communications with the Department
While any Panel member may communicate with the Department, official communications from the Panel shall be sent by the Science Advisor.

4.3 Communication to Panel Members
In recognition of the Panel's broad responsibilities, each member of the Panel shall have the responsibility to maintain lines of communication with his/her appointing agency.

4.4 Reports to Committee from Department
The Department will furnish the Panel with information and reports reasonably necessary to allow the Panel to perform its advisory role.

4.5 Conflict of Interest Notice
Panel members are required to complete Form 700 documentation. Panel members will recuse themselves from voting on certain actions if they feel there is a conflict of interest.

V. FUNCTION OF THE PANEL

5.1 Enumeration of Functions

The Panel shall perform to the best of its ability the advisory functions on all matters pertaining to Chapter 3 of Division 1 including making recommendations regarding incentives for the private sector to undertake economic activities that benefit the environment.

VI. REIMBURSEMENT OF EXPENSES

6.1 Compensation and Reimbursements

The members of the Panel shall serve without compensation, but shall be reimbursed for reasonable expenses incurred attending meetings approved by the department.