DRAFT PROCEDURES FOR THE SCIENCE ADVISORY PANEL ON RESILIENT AND SUSTAINABLE AGRICULTURE
Revised November 2026

The following will guide the activities of the Scientific Advisory Panel on Resilient and Sustainable Agriculture (Science Panel), created under the Cannella Environmental Farming Act (hereafter referred to as “Cannella Act,” Food and Agricultural Code, Division 1, Chapter 3, Article 8.5, Sections 560-570).

The Cannella Act defines the panel size and composition. The Bagley-Keene Open Meeting Act (California Government Code §11120) defines management standards for meetings. The bylaws fill in procedural gaps not covered by the Cannella Act and the Bagley-Keene Open Meeting Act.

1. PANEL STRUCTURE

1.1 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 by the Cannella Act. The new appointee may commence their own full term after the partial term and may continue to serve up to six total years.

1.2 Non-Voting Members
The Secretary may appoint non-voting members to the Panel.

1.3 Officer Roles
The permanent officers of the Panel shall be Chairperson and Vice Chairperson. The Panel may from time to time create additional officers and assign them titles, duties and terms as needed to accomplish the Panel business.

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

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

1.3.3 Election of Panel Officers
At a meeting prior to expiration of an officer’s term, Panel members shall nominate or self-nominate for officer positions and approve nominees by a majority vote.

1.3.4 Terms of Panel Officers
The Chair and Vice Chair shall serve for a term of three years and may hold the office for up to two consecutive or non-consecutive terms.

1.4 Amending Bylaws
The Panel shall review these bylaws every five years. Panel members shall approve changes to these bylaws by a majority vote.

2. PANEL MEMBER REQUIREMENTS

2.1 Member Training
Members must complete biennial sexual harassment and ethics training.

2.2 Member Attendance
Members shall notify the Science Advisor to the Secretary of the Department of Food and Agriculture of their ability to attend the meeting, and whether they will attend remotely or in-person, 14 business days in advance of the meeting.

3. PANEL MEETINGS

3.1 Quorum
A quorum for the conduct of Panel business shall be a majority of Panel Members plus one. No substitutes for appointed members will be allowed at meetings of the Panel.

3.2 Agenda Development
The Science Advisor shall issue a call for suggested agenda items to all Panel Members in advance of the meeting. With input from Panel Members, the Chair and Vice Chair shall develop meeting agendas in consultation with the Science Advisor.

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

3.3 Panel Advisement
Via a majority vote during the meeting, the Panel shall formulate advisements to the Secretary on issues under the Panel's jurisdiction as defined in the Cannella Act. The Chair shall submit those recommendations in a memo to the Secretary via the Science Advisor.

4. AD HOC COMMITTEE STRUCTURE
4.1 Membership
Per the Cannella Act, the Panel may establish ad hoc committees to assist it in performing its functions, of which one member must be a voting Panel member. The Chairperson and membership of these committees shall be ratified by a majority vote of the Panel within one month of ad hoc committee establishment.

4.2 Quorum
A quorum for the conduct of ad hoc committee business shall be a majority of the Committee 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, because of early retirement of some members, less than a quorum of the subcommittee are in attendance.

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

5. PANEL COMMUNICATIONS
5.1 Department Liaison
The Science Advisor shall be the Department's liaison to the Panel. While any Panel member may communicate with the Department, official communications from the Panel shall be sent by the Science Advisor.

5.2 Public Communications
The Chair is the official spokesperson for the Panel to the public.

5.3 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/their appointing agency.

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

5.5 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.

6. 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 in alignment with state travel policies.