



## California Biodiversity Council

*To conserve and sustain California's natural heritage  
through collaboration among leaders and  
cooperation across all levels of government*

# Organizational Charter

Adopted by the CBC Co-Chairs on [ DATE ]

This organizational charter describes the governance, organization, and administration of the California Biodiversity Council (CBC). The mission of the CBC is to conserve and sustain California's natural heritage through collaboration among leaders and cooperation across all levels of government.

### I. Background

California is one of the most biologically diverse areas in the world. The state's rich natural heritage, wildlife and fish habitat, recreation and aesthetic values, water and air quality provide the basis for California's economic strength and quality of life. Sustaining the diversity and condition of these natural ecosystems is a prerequisite for maintaining the state's prosperity.

Public agencies, private organizations, and individual citizens have long shared a commitment to conserve the natural environment of the state. Laws, policies, plans, and programs are already in place to protect many of the elements of California's natural heritage. To effectively conserve California's biological resources and maintain social and economic viability, public agencies and private groups must coordinate resource management and environmental protection activities, emphasizing regional solutions to regional issues and needs.

### II. Purpose

The CBC was formed in 1991 under a Memorandum of Understanding (MOU) to improve coordination and cooperation among various resource management and environmental protection agencies and organizations to ensure protection of biological diversity and the maintenance of economic viability throughout California. The MOU is a cornerstone of CBC activities. *Attachment A* provides a list of foundational CBC documents, and will be updated as needed.

### III. **CBC Goals and Objectives**

The 1991 MOU established the CBC to develop guiding principles and policies, design a statewide strategy to conserve biological diversity, and coordinate implementation of this strategy through regional and local institutions. The CBC aims to increase coordination with all levels of governments and agencies (federal, tribal, state, and local), stakeholder groups, private landowners, and others. Strengthening ties between local communities and governments has been a focus of the CBC by way of promoting strong local leadership and encouraging comprehensive solutions to regional issues.

In recognition of the need for agencies to work together in new ways, and informed by a well-attended agency alignment workshop in October 2012, the CBC adopted a resolution on April 22, 2013 that describes a desired vision for aligning agency conservation goals and work. To advance agency alignment the CBC formed the Interagency Alignment Team (IAT) in October 2013 to implement the Agency Alignment Resolution.

To advance the development and implementation of a standardized eco-regional conservation approach across the State, the CBC adopted a resolution on October 29, 2014 to engage and align its membership with the Integrated Regional Conservation and Development (IRCAD) program that is coordinated through the Strategic Growth Council (SGC). The CBC Co-Chairs directed the Executive Committee and IAT, in partnership with the SGC, to prepare, implement, and report on a work plan to advance and apply IRCAD.

### IV. **CBC Responsibility/Authority**

CBC members exchange information, resolve conflicts, and promote the development and implementation of coordinated regional strategies. The 1991 CBC MOU, resolutions, charters, and other agreements to support the CBC do not modify or supersede existing statutory direction of the individual CBC member organizations. CBC members participate on a voluntary basis.

### V. **CBC Representation**

The CBC began with 10 founding state and federal agencies and has expanded over the years to include 42 members from all levels of government. CBC members represent the executive leadership of agencies from local, state, tribal, and federal agencies that are responsible for conserving biological resource in California. Members include 20 state agencies, 12 federal agencies, and 10 local governments (current CBC members are listed in Attachment B).

### VI. **Governance**

#### A. Council

CBC members discuss, coordinate, and assist in developing and implementing strategies and complementary policies for conserving biodiversity. *Attachment B* provides a list of CBC members and officers that will be updated as needed. CBC members provide direct guidance to the Executive Committee and IAT to advance the CBC's goals and objectives. New members to the CBC are subject to approval by the Executive Committee. The 1991

CBC MOU further describes the organization of the CBC. Section VII of this charter provides additional information about the CBC Co-Chairs.

1. CBC Co-Chairs

The CBC is co-chaired by the Secretary of the California Natural Resources Agency (CNRA) and the California State Director of the United States Bureau of Land Management (BLM). The CBC Co-Chairs provide overall direction to enable the CBC to advance its goals and objectives and ensure CBC activities are aligned with its vision. Current CBC Co-Chairs are named in Attachment A.

B. Executive Committee

On December 9, 1994, the CBC approved the establishment of the Executive Committee to provide oversight for CBC activities and foster implementation of duties assigned by the CBC. The Executive Committee consists of representative member organizations that selects, discusses, and approves CBC meeting topics, and forms and monitors planning committees or teams for CBC activities. The Executive Committee conducts administrative business, including approving meeting expenditures, and oversees follow-up actions and programs that result from CBC discussions. The Executive Committee also discusses short and long-term strategies for more effectively implementing the 1991 CBC MOU agreement and subsequent resolutions. The Executive Committee Charter further describes the duties and organization of the committee.

1. Executive Committee Co-Chairs

The Executive Committee is co-chaired by one state agency and one federal agency representative. Executive Committee Co-Chairs oversee CBC activities, including contractors, and their duties include scheduling and conducting Executive Committee meetings, assuring a record of meetings is maintained and distributed to the full CBC, and meeting regularly with the contractor providing program support. Current Executive Committee Co-Chairs are named in Attachment A.

C. Interagency Alignment Team

The 2013 Agency Alignment Resolution led to the formation of the IAT. The CBC Co-Chairs are the executive sponsors for the IAT, which reports directly to the Executive Committee. The IAT Charter states the preeminent goal of the IAT is to “increase communication, coordination, collaboration, and alignment within and among all levels of government (federal, tribal, state, and local).” The IAT provides a forum to share information and best practices; it also identifies and promotes measures for improving alignment of the conservation programs, plans, policies, and regulations for participating agencies. Important findings are reported to the CBC through discussions with the Executive Committee. The IAT Charter further describes the goals, duties, and organization of the team.

1. IAT Chair

The initial Chair of the IAT was designated as the Regional Analyst for the Pacific Southwest Region of the USDA Forest Service. The IAT may choose to rotate the chairmanship or elect other officers as they deem appropriate. Meeting

agendas, location, and other logistics are arranged by the IAT Chair, with assistance from CBC members' staff and the facilitator.

**D. Working Groups**

The Executive Committee and/or the IAT may convene ad-hoc working groups, as needed, to conduct business on specific topics.

**VII. Decision-Making Process**

The CBC, Executive Committee and IAT operate as consensus-seeking bodies. They offer guidance and recommendations to CBC members and partners to advance the CBC's mission, goals and resolutions. The CBC Co-Chairs can approve resolutions on behalf of CBC members upon their consent.

**VIII. Facilitation and Program Support**

Facilitation services include delivering a range of facilitative, mediation, public outreach, and program support services to a diverse range of stakeholders. The Facilitator assists the Executive Committee Co-Chairs and is responsible for supporting the day-to-day planning and program management activities. Duties include scheduling and coordinating meetings for the CBC, Executive Committee, IAT, Design Team, etc.; developing a record of meetings; helping develop and distributing meeting materials; managing member database and mailing lists; managing CBC website content; and managing and administering subcontracts. The Facilitator receives his/her direction from the Executive Committee Co-Chairs.

The CBC receives facilitation and program support from the Center for Collaborative Policy (CCP) at California State University, Sacramento (CSUS). Formed in 1992, CCP's mission is to build capacity of agencies, stakeholders, and the public to use collaborative methods to improve policy outcomes.

**IX. Funding**

CBC meeting and field trip expenses are paid directly by participating CBC members and meeting participants in the form of registration fees and travel expenses for each CBC meeting/field trip. There is no direct expense for participation in Executive Committee and IAT meetings.

Based on the June 2016 Executive Committee proposal, the CBC Co-Chairs approved that CCP assume CBC program support responsibilities from mid-2017 through separate and equally-funded agreements with CNRA and BLM.

**X. Meetings**

The CBC holds 1-2 in-person meetings annually located throughout California. Meetings are open to the public and meeting summaries are posted onto the CBC website. Field trips are important parts of these discussions to foster relationships and direct interactions with biodiversity conservation and are included with CBC meetings whenever possible and practical.

The Executive Committee meets quarterly in the Sacramento area, typically after the full CBC meetings to review and discuss direction from the CBC. Meeting summaries are posted on the CBC website.

IAT meetings are held bimonthly in the Sacramento area, meeting summaries are posted on the CBC website.

The Design Team meets on an as-needed basis in the Sacramento area.

## **XI. Attachments**

### **A. Foundational CBC Documents**

1. [CBC MOU](#) (1991)
2. [Executive Committee Charter](#) (2001)
3. [CBC Historical Notes](#) (2001)
4. [Agency Alignment Workshop Notes](#) (2012)
5. [Agency Alignment Resolution](#) (2013)
6. [Interagency Alignment Team Charter](#) (2013)
7. [Integrated Regional Conservation and Development Support Resolution](#) (2014)
8. [CBC Mission Statement Workshop Proposal Analysis](#) (2014)
9. [Executive Committee Proposal for CBC Administrative Support](#) (2016)
10. [CNRA – CCP Interagency Agreement](#) (2017)
11. BLM – CCP Purchase Order / Agreement (pending)

### **B. Roster of CBC Members and Alternates, designating the CBC Co-Chairs, Executive Committee Co-Chairs, IAT Chair, and Lead Facilitator**

1. [Full Membership Roster](#)