



## CALIFORNIA URBAN FORESTRY ADVISORY COMMITTEE (CUFAC) CHARTER [REVISED November 2009]

**Purpose:** The California Urban Forestry Advisory Committee (CUFAC) has been established to advise the Director of the California Department of Forestry and Fire Protection (CAL FIRE) on the State's Urban Forestry Program.

**Duties:** Each CUFAC member is the voice of the constituency represented by the position they hold on the Committee. For example, if a member is appointed to the Committee in the city/town government position, that member is representing the voice of all city/town governments Statewide, not just their own city or town. *Note: All reasonable efforts will be made to ensure that at least one CUFAC member will be from each of the 7 Regional Urban Forest Council areas, and they will be additionally assigned to speak for that area. In the event that a Regional Council Area Representative cannot be found, a CUFAC member will be asked to speak for and report to that area.*

- The Committee will be familiar with or become familiar with the California Urban Forestry Act of 1978 (PRC 4799.06-4799.12) which governs how the program is to be run.
- The Committee will develop a comprehensive CAL FIRE Urban Forestry action plan and evaluate the implementation of that plan.
- The Committee also will review criteria for and submit recommendations for Urban Forestry Program activities, including grant programs.
- The Committee will provide recommendations on how the Urban Forestry Program can best contribute toward the Climate Action Team strategy (and approved protocols) for Urban Forestry to sequester 3.5 million tons (CO<sub>2</sub> equivalent) of climate change gasses by 2020.
- The committee will provide recommendations and input on current issues facing the Urban Forestry Program.
- The committee will recommend potential outreach activities and strategic partnerships for the Urban Forestry Program.
- The Committee will be familiar with the Urban Forestry Program's funding sources and structure.

**Composition:** The Committee is composed of 17 members appointed by the Director as follows:

- State Government Representative outside of CAL FIRE (1)
- County Government (1)
- City/Town Government (1)
- Forest products, nursery, or related private industries (1)
- An electric utility industry representative (1)
- Urban Forestry or Arboriculture private industry (1)
- Urban Forestry related professional society (1)
- Urban Forestry, landscape, or design consultant (1)
- Academic expert or researcher with expertise in urban forestry related disciplines (1)
- UC Cooperative Extension (1)
- Federal, State, or local water agency/district representative.
- US Forest Service (1)

- Local Urban Forestry Non-Profit Organization (1)
- State-wide Urban Forestry Non-Profit Organization (1)
- An Urban or Environmental Planner (1)
- An individual who is not a part of any government body who is a resident of a community with a population less than 150,000 and is active in urban and community forestry (1)
- An individual who is not a part of any government body who is a resident of a community with a population greater than 150,000 and is active in urban and community forestry (1)

*CAL FIRE's State Urban Forester and/or designee will attend all meetings and Urban Forestry Program staff may attend meetings at his/her request.*

**Terms of Appointments:** Members of the CUFAC are appointed for a three year term and no member may serve for more than two three year consecutive terms consecutively.

For the inaugural term, 8 of the members will be serving for a two year term, and 9 for a three year term to stagger when members are termed out. Names will be randomly chosen to determine which positions in the inaugural term will be two year and which will be three year.

**Meeting Schedule and Locations:** Meetings may be held twice a year and may be a two-day commitment. Meetings may be held up to four times per year and conference calls may be utilized if deemed necessary by the Director or his/her designee. After the inaugural meeting, meetings will be scheduled and location determined at least six months in advance.

**Member Responsibilities:** Members of the CUFAC will be committed to serve without compensation and can expect to dedicate approximately 4-10 days to Committee business per calendar year. Members serve at the will of the Director and may be separated from the CUFAC by the Director at any time.

CUFAC members will be expected to travel to meeting sites that will rotate to locations around the State. Committee members may be reimbursed by CAL FIRE (upon review and authorization) for travel that is incurred in carrying out their duties and responsibilities in accordance with State of California travel regulations and restrictions.

CUFAC members are expected to RSVP at least two weeks prior to the meetings. Members are expected to attend all meetings. An alternate may be assigned to attend to bring information back to the member, but they will not be involved in the decision making process. Members who fail to attend any two consecutive meetings may be asked to separate from the CUFAC and a new CUFAC member would then be selected for that position. Exceptions may be made if there is a highly compelling reason in the judgment of the Director or his/her designee.

**Chairperson and Vice-Chairperson:** The Director may appoint a Chairperson. If the Director appoints a Chairperson, the Committee will select a Vice-Chairperson from their membership. If more than one member volunteers to be Vice-Chairperson, the Committee will determine a voting process. With a quorum present, the member who receives a majority of the votes cast will be the Vice-Chairperson.

If the Director elects not to appoint a Chairperson, the Committee will select a Chairperson and Vice-Chairperson from their membership. If more than one member volunteers to be the

Chairperson or Vice-Chairperson, the Committee will determine a voting process to elect both positions.

**Ground Rules:** Members will be expected to conduct themselves professionally, and to observe the following ground rules:

- Common courtesy: use appropriate language, no interrupting, no third party discussion.
- Humor is welcome, but never at somebody else's expense.
- All ideas and views have value. Members will respect the opinions expressed by others and value the comments of all participants.
- Cell phones must not be used and must be silent during meetings.
- Members will not commit to anything they will not follow through on.
- Members will act consistently when discussing similar issues outside of the Committee, including any discussion with the press.
- Members will agree to share any information with other members if they use it to make their decision, or will explain why they are not willing to do so to the Committee.

Additional ground rules may be set or existing rules modified by the Committee.

**Decision Making:** The preferred method for decisions made by the CUFAC will be by consensus. A quorum must be present to make any decisions. Nine members of the CUFAC will constitute a quorum. The operation of the CUFAC will not be impaired so long as there is a quorum.

To determine the degree of consensus, members will note their degree of support for items. The degrees of support are as follows:

Support: unqualified support, strong support, general support, qualified support.

Disagreement: fundamental disagreement, strong disagreement, general disagreement, qualified disagreement.

If an item receives a degree of fundamental disagreement, the group will be asked to continue working until such time as a resolution is determined to be attainable or not. If consensus is determined to not be attainable, the members will note the nature of the disagreement and how the Committee believes would be the best way to proceed on the issue. A vote may be taken and the votes tallied, by voting member, along with an explanation of each member's opinion written in their own words as to their level of agreement or disagreement and the reasons for their opinion.

The degree of the consensus based decisions arrived at by the Committee will be one factor used in the level of consideration given to the decisions by the Director or his/her designee. When non-consensus based decisions are arrived at, the Director or his/her designee will give consideration to the full range of perspectives expressed by the members, and make decisions based upon the direction provided in statute and Department policy.

Where the Committee decides it is appropriate, through a consensus based decision, simple voting may be utilized for decisions that are procedural in nature.

All members must be fully advised of the decisions made by the Committee in their absence.

**Conflict of Interest:** Members will remove themselves from the decision making process pertaining to matters in which they or their represented constituency have a direct monetary interest unless they are specifically asked by the Director or his/her designee or the entirety of the other members of the CUFAC for their participation.

**Consultation:** The CUFAC may ask for consultation with experts in their decision making process. The Committee may ask the Urban Forestry Program for an expert in any discipline that they deem necessary in their decision-making or deliberation process. The Urban Forestry Program will then locate an expert of the discipline asked for and make arrangements to provide that individual to the group. Adequate notice of this request must be provided.

**Minutes:** CUFAC meetings will have minutes kept. Prior meeting minutes will be reviewed and approved at the beginning of the meeting. CAL FIRE will provide an individual to take minutes and to distribute them to members prior to each meeting.