



California Landscape Conservation and Adaptation Partnership Organizational Charter October 2019

Need

California's biodiversity and natural resources are rapidly changing in ways that are unexpected and unfamiliar due to a multitude of environmental stressors, including climate change. Addressing these challenges requires novel approaches to natural resource management and biodiversity protection. It will take a large multi-disciplinary partnership to maximize conservation effectiveness through sharing of information and collectively identifying adaptive measures to improve our current and future ecological conditions in California.

Vision and Mission

Vision:

California supports diverse and thriving ecosystems through lasting collaborative conservation partnerships.

Mission:

The mission of the CAL CAP is to engage in integrated landscape and seascape conservation and adaptation throughout California. Through coordination and convening, we enhance collaborations among the public sector, the private sector, and Native American Tribes, extending the reach of impact that is achieved by any individual partner. The LCP will focus on bringing people together to advance landscape/seascape-level, climate-adaptation actions that address water, wildfire, connectivity, ecosystem services, and biodiversity.

Geographic Scope

The geographic scope of the CAL CAP encompasses all of California, including coastal and marine ecosystems. Our influence may reach outside of California through the efforts of our partners whose scope of work may extend beyond California's boundaries.

Guiding Principles

Within the CAL CAP's geographic scope and community, many existing natural and cultural resource conservation efforts are being conducted by individual partners. In this context, the CAL CAP:

- Supports and enhances collaboration across ownership and management boundaries by leveraging capabilities of individual partners
- Fosters collaboration and integration of science and management

- Facilitates acquisition, interpretation, translation, exchange, and availability of information to promote actions that support conservation and adaptation
- Communicates information within and outside the LCP community

CAL CAP Organizational Structure and Composition

Organizational Structure:

The CAL CAP organizational structure includes the following elements (see Figure 2 and descriptions below for more information): Steering Committee, Coordinating Team, Staff, Working Groups, and Partners. The appropriate level of involvement is based on an entity's scientific mandate, resource legislative authority, level of commitment, authority to make decisions, and breadth of accepted responsibility in furthering CAL CAP's conservation goals. Regardless of structural level, the commitment of Partners to the LCP is voluntary and complementary to the Partner's mission, authorities, and budgetary capabilities.

CAL CAP Steering Committee Membership Criteria:

Steering Committee members represent entities with missions, priorities, or interests that include conserving California's natural resources, promoting climate-smart¹conservation, and supporting biodiversity across California. Members must be responsible for representing their entity and have authority to commit organizational, financial, staff, and/or other resources. Each participating entity shall have one Steering Committee representative.

Steering Committee member entities must:

- Have substantial programmatic and/or geographic representation within the CAL CAP;
- Have ability to promote and/or implement climate-smart conservation and protect biodiversity on a landscape/seascape-scale; and
- Bring scientific, management, and/or other expertise relevant to the CAL CAP

Steering Committee (SC) Responsibilities:

The SC serves as the executive body for decision-making and as ambassadors for the CAL CAP. The SC charts the vision, develops a strategic plan, and guides the progress of the CAL CAP. The SC develops and prioritizes work tasks with the LCP staff. With input from Partners, it promotes cooperation, coordination, consolidation of information, and collaboration among organizations to support and advance the purpose, goals, and priorities of the CAL CAP. Guided by Partners and Working Groups, the SC prioritizes projects and makes funding decisions. It develops and revises the organizational structure and charter as needed. It assesses the progress of the CAL CAP and makes adjustments as necessary. See Attachment A for membership composition.

Steering Committee Participation:

SC members participate regularly and fully to advance the purpose, goals, and priorities of the CAL CAP. Members attend an annual in-person meeting and participate in bi-monthly conference calls and other meetings as needed. Additional business may be conducted by email.

¹ Climate-smart is the intentional and deliberative consideration of climate change in natural resource management, realized through forward-looking goals and linking actions to key climate impacts and vulnerabilities.

All members are encouraged to identify a consistent alternate member (Alternate) who will serve and attend CAL CAP functions if the member is unable to attend a meeting or other activity. The Alternate will have the full decision-making authority of the member entity and will be expected to attend meetings briefed and prepared to advance discussions. An SC member cannot serve as the Alternate or carry the proxy for an absent member from another entity.

Members or Alternates may serve on Working Groups (as described below) and fulfill other responsibilities as deemed appropriate by the SC as a whole.

Steering Committee Member Selection and Nomination:

SC positions held for individual entities are filled by individuals from those respective entities. The entity will provide a recommendations/commitment letter to CAL CAP Staff. The letter will identify the name of the representative member and will include a commitment by the entity to have the member fully participate in the CAL CAP process, describe how the entity meets the required criteria for serving on the SC (as listed above), and identify the decision-making authority the proposed member has vested to them from their respective entity.

Changes in SC membership will occur and will be consistent with adaptive management of the CAL CAP as the partnership matures and priorities and purpose potentially evolve.

Steering Committee Member Replacement/Addition:

In the event a member resigns or needs to be replaced, the Coordinating Team will request the Member's entity to replace him/her as per the methods described above under "SC Selection."

If the SC receives a request for new membership from an entity not currently represented on the SC, the SC will require the prospective new member to submit a letter providing the information described above under "SC Selection." The SC will review and deliberate the application and will decide if the requested position is warranted to be added to the SC.

SC members and/or organizations may be replaced under the following conditions:

- Failure to fulfill minimum service requirements for the SC
- Changes in organizational priorities such that membership has insufficient relevance and benefit to the CAL CAP purpose, goals, and priorities

Any SC member may initiate a discussion about changing the composition of the SC.

Coordinating Team:

The SC is led by a small group of members who constitute the Coordinating Team. The role of the Coordinating Team is to serve as advisors to LCP staff and the broader SC to ensure the goals and objectives of the CAL CAP are met.

The Coordinating Team is comprised of a minimum of four and no more than seven members

who reflect the different types of entities represented on the SC. Four members must include a federal, a state, NGO, and Tribe member of the SC. Additional representatives could include Tribal, private, academic and research institutions, local government, and/or regional

partnership members. Ideally, the Coordinating Team composition will include a diverse regional representation throughout the state.

The Coordinating Team's responsibilities include the following:

- Working closely with the LCP staff to organize and conduct business at the SC meetings
- Reviewing and modifying SC meeting agendas
- Assessing the status of SC work and assignments
- Serving as communication liaisons within and outside of the LCP
- Reviewing the CAL CAP charter annually and updating as needed

The SC will request volunteers to be on the Coordinating Team and elect these members by simple majority vote of the members. The Coordinating Team members serve up to two years, as needed and available.

Staff:

The Biodiversity Coordinator for the CA Department of Fish and Wildlife serves as the main coordinating staff for the CAL CAP. This individual is responsible for facilitating, coordinating, and communicating within and across all components of the CAL CAP. The Biodiversity Coordinator tracks and reports progress of the CAL CAP and serves as the primary point of contact for the CA LCP. This individual is responsible for managing SC meetings and communicating with SC members, with the support of the Coordinating Team. Additionally, Steering Committee members are responsible for developing mechanisms for sharing the logistics and administration of the LCP's core functions, including coordination, communication, and support for the California Climate Commons. The sharing of administrative duties of the LCP will ensure effectiveness of the partnership and success of its overall purpose and goals.

Working Groups:

The SC will designate Working Groups to conduct business on specific topics. They carry out work as assigned by the SC. The SC members nominate and appoint members of a working group. Working Groups will identify a Chair or one "lead" member whose responsibilities will be to track and report the progress of the team in completing their assignments from the SC and/or Working Group. The working group Chair/Lead may nominate additional members as necessary. Working Groups will receive input from Partners when needed.

CAL CAP Partners:

The CAL CAP-wide Partners include a wide range of entities who want to engage in CAL CAP activities and share the CAL CAP mission. The Partners promote cooperation, coordination, communication, and collaboration to support the purpose, goals, and priorities of the CAL CAP. Partners support CAL CAP objectives, are involved with projects, and participate in annual CA LCP-wide and/or eco-regional meetings. Partners are encouraged to actively contribute to the work of the CAL CAP by sharing information with the larger CAL CAP community, participating in committees, contributing resources and/or staff, and championing the CAL CAP vision and mission. By participating in the CAL CAP, LCP Partners will benefit by being a part of a

community of practice and having exposure to best available science, a landscape perspective, and an understanding of activities across a larger scale.

Decision-making within CAL CAP

When decisions and actions need to be made, the Steering Committee (SC) of the CAL CAP will take reasonable steps to achieve consensus. Should consensus not be reached, decisions will be made by a simple majority vote. Minority opinions and concerns will be recorded.

A scheduled meeting of the SC will take place regardless of the number of SC members or Alternates that are present. However, the SC may not make a formal decision (with the exception of general administrative decisions) in the absence of a quorum, regardless of whether an action has been included on the meeting agenda. For the purpose of the SC, a quorum is defined as a simple majority of all voting members. Consensus decisions or majority votes will be made at most SC meetings.

All policy and/or technical recommendations will be presented in advance of a meeting so that all participants are informed and prepared in advance to make decisions at the meetings.

All SC members will have one vote per represented entity. All voting participants are required to recuse themselves from voting on issues with conflicts of interest. The SC will not revisit previously agreed upon decisions unless new information is brought to light that would likely affect the outcome of the CAL CAP's previous work.

Working Groups will strive for consensus in developing recommendations for the SC. In the event consensus cannot be reached, recommendations will be made by a simple majority vote, if a quorum of that Working Group is present.

Rules of Engagement and Conduct for SC and Working Groups

SC members and Working Group participants shall:

- Support an environment where people feel trusted and can be creative
- Participate in a problem-solving approach based on respectful and constructive discussion, where the interests of all participants are considered in developing proposals and recommendations
- Listen for understanding and openly discuss issues with others who hold diverse views; acknowledge and seek clarification of others' perspectives; and verify assumptions when necessary
- Conduct themselves in a responsible manner when representing the CAL CAP by only acting in the best interest of the whole partnership and not in individual best interests
- Not engage in outside activities or discussions with any person that would create a risk of disclosing confidential or proprietary information or that hinders the mission of the CAL CAP.
- Follow the Rules of Engagement and Conduct.

During SC and Working Group meetings, participants shall:

- Arrive promptly to all meetings and be prepared for the meeting agenda

- Stay for the duration of the entire meeting and inform the Coordinator in advance if this is not possible
- Turn cell phones to silent
- Minimize actions that could be distracting to discussions. If meeting attendee behavior becomes distracting to Steering Committee Members, those Members should speak with the Coordinator to intervene