

Revised Charter APPROVED XX, 2025.

Revised Charter APPROVED April 4, 2018.

Vision and principles APPROVED September 15, 2017.

Section I – Scope and Objectives

Senate Bill 246, signed in 2015, directs LCI to establish the Integrated Climate Adaptation and Resiliency Program (ICARP). The purpose of ICARP is to “coordinate regional and local efforts with state climate adaptation strategies to adapt to the impacts of climate change” (Public Resources Code § 71350). The ICARP Technical Advisory Council (TAC), one component of this program, is a body that shall be led by LCI with a focus on “supporting [LCI’s] goals... to facilitate coordination among state, regional, and local agency efforts to adapt to the impacts of climate change” (§ 71358(a)) with “an emphasis on climate equity considerations” (§ 71354), environmental justice, and integrated climate “strategies that benefit both greenhouse gas emissions reductions and adaptation” (§ 71354) .

Vision Statement

All Californians thrive in the face of a changing climate. Leading with innovation, California meets the challenge of climate change by taking bold actions to protect our economy, our quality of life, and all people. The state’s most vulnerable communities are prioritized in these actions. Working across all levels of government, the state is prepared for both gradual changes and extreme events. Climate change adaptation and mitigation is standard practice in government and business throughout the state. California meets these goals with urgency, while achieving the following long-term outcomes:

- **All people and communities** respond to changing average conditions, shocks, and stresses in a manner that minimizes risks to public health, safety, and economic disruption and maximizes equity and protection of the most vulnerable.
- **Natural systems** adjust and maintain functioning ecosystems in the face of change.
- **Infrastructure and built systems** withstand changing conditions and shocks, including changes in climate, while continuing to provide essential services.

Principles

1. Prioritize **integrated** climate actions, those that both reduce greenhouse gas emissions and build resilience to climate impacts, as well as actions that provide **multiple benefits**.
2. Prioritize actions that promote **equity**, foster community resilience, and protect the most vulnerable.¹ Explicitly include communities that are disproportionately vulnerable to climate impacts.
3. Prioritize **natural and green infrastructure** solutions to enhance and protect natural resources, as well as urban environments. Preserve and restore ecological systems (or engineered systems that use ecological processes) that enhance natural system functions, services, and quality and that reduce risk, including but not limited to actions that improve water and food security, habitat for fish and wildlife, coastal resources, human health, recreation and jobs.
4. **Avoid maladaptation** by making decisions that do not worsen the situation or transfer the challenge from one area, sector, or social group to another. Identify and take all opportunities to prepare for climate change in all planning and investment decisions.
5. Base all planning, policy, and investment decisions on the **best-available science**, including local and traditional knowledge, including consideration of future climate conditions out to 2050 and 2100, and beyond.
6. Employ **adaptive and flexible governance** approaches by utilizing **collaborative partnerships** across scales and between sectors to accelerate effective problem solving. Promote mitigation and adaptation actions at the regional and landscape scales.
7. Take **immediate actions** to reduce present and near future (within 20 years) climate change risks for all Californians; do so while also **thinking in the long term** and responding to continual changes in climate, ecology, and economics using adaptive management that incorporates regular monitoring.

Role of ICARP Technical Advisory Councilmembers

Grounded in the duties of the TAC outlined in SB 246 and the principles established by the TAC, councilmembers serve an integral role in guiding the work of ICARP. Councilmembers shall:

1. Identify opportunities for ICARP to **uplift and be responsive to local & regional priorities** and needs for climate adaptation planning.
2. Promote **coordination of regional and local efforts** with state adaptation and resilience strategies.
3. Offer recommendations to ICARP to **define priorities**, advise and shape the program's climate adaptation and resiliency efforts, and support the program to be **responsive to political and fiscal conditions**.
4. Ensure the work of ICARP is **grounded in ICARP principles**.

¹ The ICARP Technical Advisory Council is working to define "vulnerable" within the context of implementation action and metrics; the definition will be added to the adopted vision and principles once completed.

Section II – Organization and Structure

A. Membership

1. The Director of LCI will appoint Council Members
2. Members will serve two-year terms. To ensure continuity, members will hold staggered terms.
 - i. LCI Director will review Council membership needs annually
3. Alternates
 - i. Council members may designate an alternate to attend in their place. The designee must have the authority to vote on issues.
4. Membership expertise areas include
 - i. Integrated climate experience - adaptation and mitigation
 - ii. Public Health
 - iii. Environmental Quality
 - iv. Environmental Justice
 - v. Agriculture
 - vi. Transportation & housing
 - vii. Energy
 - viii. Natural resources and water
 - ix. Planning
 - x. Recycling & waste management
 - xi. Emergency services and public safety
 - xii. Adaptation finance and funding
5. Membership structure
 - i. Members will include the following:
 1. Local and regional government entities
 2. Collaborative organizations
 - a. Including regional and network organizations
 3. Community members – at large
 4. State agencies
 5. Private Sector
 6. Education
 - a. Including K-12 schools, higher education institutions, and educational service organizations

B. Member Roles and Responsibilities

1. Code of Conduct
 - i. It is expected that all TAC Council members will adhere to the following code of conduct:
 1. Councilmembers will conduct affairs in the public's best interest, and in an open, objective, and impartial manner.
 2. Councilmembers shall faithfully discharge the duties and responsibilities of the TAC Council.
2. Attendance

- i. Members will attend at least 2 meetings per year. Designated alternates count toward attendance. Failure to meet the 2-meeting minimum yearly requirement or absence at two consecutive meetings may prompt reconsideration of council membership, including removal from the council at the discretion of the LCI Director.
 - ii. TAC members are expected to attend meetings in person. Attendance is only permitted over zoom for reasonable accommodations (e.g., health) or where the TAC member is appearing from a satellite location. Satellite locations must be open and accessible to the public, must allow members of the public to address the TAC from the satellite location, must have agendas posted at the satellite location, and the address of the satellite location must be posted in the public notice of the meeting. At least one member of the TAC must be physically present at the satellite location. Any member of the TAC who would like to appear at a meeting from a satellite location must notify TAC staff at least one month prior to the meeting. Any member who is not able to attend a meeting in person must notify TAC staff as soon as they are aware they are not able to attend.
 - iii. Designated alternates must be apprised of the work of the TAC, voting items, and attend in person. ICARP staff are available for briefings before meetings to support alternates, but it is the responsibility of alternates to 1) request such briefings and 2) be prepared to vote on all decision-making items. All alternates will abide by the provisions of this charter.
3. Expectations for job transitions
 - i. Members will notify the TAC chair if they undergo job transitions. It is up to the discretion of the TAC chair if new positions fall within the membership expertise areas.

C. Council Leadership

1. The LCI Director will designate a Chair for a two-year term. The LCI Director may designate a Vice-Chair.
2. The Chair will be responsible for presiding over and representing the Council in public meetings. The Vice-Chair will be responsible for fulfilling the Chair's duties when the Chair is unavailable.
3. The Council may establish committees and working groups as necessary to accomplish the purpose of the Council.

D. Work Committees

1. For assistance in conducting its business, the Council may establish committees or workgroups. Such groups gather information, conduct research, analyze relevant issues and facts, and draft proposed position papers and/or recommendations for deliberation by the Council. Committees or workgroups may not conduct business independent of the Council, or determine recommendations without approval of the Council as their role is to provide information and recommendations for consideration by the Council.

E. Meetings

1. The Governor's Office of Land Use and Climate Innovation (LCI) will host the Council's meetings. The Council shall meet or otherwise communicate as a group as often as it deems necessary, but at least three times per calendar year. The Chair may call special meetings as necessary.
2. The Council meeting activity is subject to the Bagley-Keene Open Meeting Act (Government Code Section 11120, et seq.).
3. The Council meeting will follow Roberts Rules of Order. Councilmembers are expected to be familiar with Roberts Rules of Order and may reference the following [guide](#) for assistance.
4. All voting items must be considered under a quorum of Council members. A quorum is defined as a simple majority of all appointed TAC members. If members leave meetings early or step out of the room, they no longer contribute toward the quorum.
5. LCI will appoint a clerk to prepare minutes of the meetings (§ 11126.1).

F. Decision making

1. All actions of the TAC Council will be expressed in the form of a motion. When it is necessary for the Council to make decisions, it will seek consensus (i.e., unanimity), where possible. Otherwise, decisions will be approved by a majority vote of the members present at the meeting, as determined by a poll by the Chair (or Vice Chair). Each member will have one vote, cast by their representative or his or her designated alternate.
 - i. "Recuse" shall be defined as physically removing oneself from listening to or participating in the consideration or decision making of the TAC on an agenda item to avoid a current or future conflict of interest or to comply with law. Members should recuse if a conflict can be reasonably known or foreseen.
 - ii. "Abstain" shall be defined as the act of not voting when present and entitled to vote for reasons including, but not limited to, not voting for personal reasons. Members should abstain if a conflict can be reasonably known or foreseen.
2. The Council may sponsor public forums to seek input regarding local, regional, and subject matter expertise on climate change adaptation and resilience planning, programs and policies.

3. It is the personal responsibility of each TAC member to recuse themselves or abstain from participating in agenda items which may result in current or future conflicts of interest. A TAC members failure to appropriately recuse and/or abstain themselves from an item considered by the TAC causing a conflict of interest may result in that member being removed from the TAC, at the discretion of the LCI Director, or disqualification from future opportunities.

G. Staffing and Organization

1. The Governor's Office of Land Use and Climate Innovation (LCI) was appropriated funding for two staff positions to support the Integrated Climate Adaptation and Resiliency Program, including staffing for the Council, in perpetuity. However, funding is subject to annual appropriation decisions made through the State budget process.

H. Council Funding

1. The Governor's Land Use and Climate Innovation (LCI) was appropriated funding to support Council meetings and its activities.
2. Members serve on a voluntary basis and shall not receive compensation.
3. Travel expense reimbursements are available to Council members upon request.

Section III – Modifications

This agreement may be modified only by a vote of the Council.