

Committee Guidelines

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About the Department of Cannabis Control

The Department of Cannabis Control (DCC) licenses and regulates commercial cannabis activity within California and works closely with all stakeholders, including businesses and local jurisdictions, to create a sustainable legal cannabis industry and a safe and equitable marketplace. DCC develops and implements progressive cannabis policies with robust protections for public health, safety, and the environment. DCC was formed in 2021 by merging the three state cannabis programs previously responsible for regulating commercial cannabis activity.

Vision

California has a safe, sustainable, and equitable cannabis market that serves as an example for the world.

Mission

Through innovative policies and effective implementation, the Department of Cannabis Control advances and facilitates a well-regulated, legal market that benefits all Californians.

Values

Integrity – We safeguard the public trust by conducting our work with integrity.

Fairness – We create standards and practices that are equitable, practical, and consistent. We treat each individual equally, fairly, and with respect.

Innovation – We foster an environment of curiosity, creativity, and scientific understanding. We are adaptable, forward thinking, and transform ideas into practical reality.

Knowledge – We value and support professional competency, excellence, and continuous learning. We are a dependable source of information to our colleagues and the public.

Collaboration – We establish and maintain partnerships that advance our mission and core values. We actively engage with our colleagues and stakeholders and seek a variety of viewpoints.

Support – We support our colleagues and stakeholders by being responsive, resilient, and helpful, both individually and as a department.

About the Cannabis Advisory Committee

The Cannabis Advisory Committee (CAC) was established under California state law to advise DCC on the development of regulations.

Business and Professions Code §26014 states:

The department shall convene an advisory committee to advise the department on the development of standards and regulations pursuant to this division, including best practices and guidelines that protect public health and safety while ensuring a regulated environment for commercial cannabis activity that does not impose such barriers as to perpetuate, rather than reduce or eliminate, the illicit market for cannabis.

The CAC is expected to provide valuable input to DCC's development of regulations and standards through its comprehensive representation, as well as through each individual member's unique perspectives on consumer, community, and market issues. In addition, the CAC will provide an important venue for DCC to hold robust public discussions that support the development of an innovative regulatory framework that benefits all Californians and results in a safe, sustainable, and equitable cannabis market.

About This Document

The purpose of this handbook is to serve as a guide for the Cannabis Advisory Committee to deliver on its objectives.

This document is for informational purposes only and is not intended to implement, interpret, or make specific any laws or regulations enforced by DCC.



Selection and Appointment of Committee Members

Selection of Committee Members

The advisory committee members are selected by the DCC Director and include:

- Representatives of the cannabis industry, including medicinal cannabis;
- Representatives of labor organizations;
- Appropriate state and local agencies;
- Persons who work directly with racially, ethnically, and economically diverse populations;
- Public health experts; and
- Other subject matter experts, including representatives from the Department of Alcoholic Beverage Control, with expertise in regulating commercial activity for adult-use intoxicating substances.

In selecting committee members, DCC prioritizes a balance of viewpoints and variety of perspectives, as well as ensuring the committee reflects the diversity of California and the communities impacted by commercial cannabis activity.

At the Director's discretion, alternates may be appointed for a member. Alternates will serve in a non-voting capacity, unless the primary member is unable to attend the meeting. In such cases, the alternate will vote instead of the primary member.

Appointment Duration

Members are appointed by the Director for a two-year term. In the event that a member resigns or is removed from their appointment, the Director may appoint a replacement member to serve the remainder of the term.

Member Policies and Conduct

Attendance

Members are appointed to represent people, communities, and impacted stakeholders of California. Representation is manifested through participation. Members are expected to attend committee meetings. Excessive absences will result in the forfeiture of your appointment. Appointees will be notified of this forfeiture by letter from the Director.

Any member that cannot attend a scheduled meeting should notify the CAC Liaison at cac@cannabis.ca.gov as soon as possible.

Resignation of Committee Members

If a CAC member chooses to resign, the member shall submit a letter to the Director with the effective date of resignation.

Guidelines for Conduct

- Committee members shall act in ways that uphold DCC’s Vision, Mission, and Values.
- Committee members’ actions shall uphold the principle that the CAC’s primary mission is to serve the public.
- Committee members shall prepare for CAC meetings, including by reviewing meeting materials in advance of meetings, participating in discussions, presenting relevant and informative materials, and developing constructive recommendations
- Committee members shall be fair, nonpartisan, impartial, and unbiased in their role.
- Committee members shall serve the public interest and shall not use their positions on the CAC for personal gain (for themselves or other individuals), or other purposes not authorized by law.
- Committee members shall not portray themselves as a representative of the Department, as speaking on behalf of the Department, or as speaking on behalf of the CAC as a whole (unless it is an issue for which the CAC has issued a formal recommendation).

Committee Structure and Meetings

Bagley-Keene Open Meetings Act (“Bagley-Keene”)

Meetings of the CAC must comply with the Bagley-Keene Open Meeting Act, which prioritizes transparency and protects the public’s right of access to the meetings of state bodies.

Members of the CAC should familiarize themselves with the Department of Consumer Affairs’ Guide to the Bagley-Keene Act, which has been provided to committee members and can be additionally found at https://www.dca.ca.gov/publications/bagleykeene_meetingact.pdf.

CAC members are expected to abide by Bagley-Keene requirements at all times. Any questions about whether an action is prohibited by provisions of Bagley-Keene should be directed to the DCC Legal Affairs Office.

Establishing Bylaws

The CAC may adopt bylaws to govern the organization of the body and meeting conduct.

Meeting Format

The Cannabis Advisory Committee is expected to utilize a discussion-based meeting format in order to best engage the valuable perspectives, ideas, and information of the committee members.

Committee members are expected to actively participate in discussions, be respectful of all viewpoints, and provide constructive input, advice, and feedback on the discussion items included on the agenda. A formal motion and vote are not required or expected for each agenda item, though the option for voting on a formal recommendation is open to the committee for any agenda item that indicates possible action. Input from committee members shared during discussions of both the full committee and each subcommittee will inform DCC staff, regardless of whether the discussion culminated in a formal recommendation.

Setting Meeting Agendas

A public agenda must be posted at least 10 days in advance of each CAC meeting; the CAC cannot deviate from that agenda during the meeting. The CAC will set its agenda using procedures established in CAC Bylaws. In order to ensure the CAC is informing the work of DCC, the Department may suggest topics for committee agendas to support the timely development of standards and regulations.

Annual Report

Business and Professions Code §26014, subdivision (c) requires the CAC to publish an annual report describing its activities, including, but not limited to, the recommendations the CAC

made to DCC during the immediately preceding calendar year and whether those recommendations were implemented by the Department.

The report shall be drafted as directed by the Chair in accordance with the CAC Bylaws.

The draft report will be provided to the CAC at a regularly scheduled meeting for review and consideration.

Participating in Meetings

The CAC is a valuable source of information, insight, expertise, and input for the Department. In order to effectively and efficiently discuss items before the CAC, it is suggested that members consider the following in preparing for and participating in meeting:

- Read the meeting materials in advance of the meeting.
- Review the draft minutes of the last meeting.
- Speak to your expertise and experience.
- Be specific.
- Provide data, research, and substantiation whenever possible.
- Be open to new ideas and perspectives.
- Keep motions and recommendations focused and narrow.
- Keep debate and discussion germane to the topic at hand.
- Listen respectfully and actively, with an ear to understanding others' views.
- Allow everyone the chance to speak.
- Focus discussion on regulatory policy within DCC's authority.
- Have access to the Medicinal and Adult-Use Regulation and Safety Act (MAURCSA) and DCC regulations and be aware of any updates.