



CALIFORNIA PRECISION MEDICINE ADVISORY COUNCIL GUIDELINES

Ratified 5/15/2020

ARTICLE 1. Purpose of the Council

The purpose of the Precision Medicine Advisory Council (Council) is to advise and make recommendations to the Governor's Office of Planning and Research (OPR) on matters related to the California Initiative to Advance Precision Medicine (CIAPM) (Gov. Code, §§ 65055 – 65059).

ARTICLE 2. Membership of Council and Desired Qualifications

1. The Council should consist of the following eleven members:
 - a. The Surgeon General of California, *ex officio*
 - b. The Secretary of the Health and Human Services Agency, *ex officio*
 - c. Seven members invited by the Governor's Office of Planning and Research
 - d. One member recommended by the Senate Pro Tem and one member recommended by the Speaker of the Assembly
2. Members should be experts in precision medicine representing, for example, physicians, private industry, patient advocacy and community groups, regulatory affairs specialists, health insurance providers, public policy experts, venture capital communities, or academia in the areas of data science, bioinformatics, bioethics, the microbiome, metabolomics, genomics, community engagement, wearable devices, or other related fields.
3. All members serve at the pleasure of OPR.
4. Members may not select alternates or designees.

ARTICLE 3. Council Organization

1. Expected term of service of Council members may be as follows:
 - a. In the first year
 - i. Three members may be invited by OPR to serve a three-year term
 - ii. One member may be invited by OPR to serve a two-year term
 - iii. Three members may be invited by OPR to serve a one-year term
 - iv. Both members recommended by the Legislature may be invited to serve a two-year term

- b. Following the first year, all new terms may be three years.
 - c. Members should serve no more than six years total on the Council.
 - d. Members invited to fill vacancies should serve out the remainder of the position's term.
 - e. Vacancies that occur should be filled within 90 days after the occurrence of the vacancy, and should be filled in the same manner in which the vacating member was invited.
- 2. The Council will elect a Chair and a Vice Chair for a one-year term. The Vice Chair will be responsible for fulfilling the Chair's duties when the Chair is unavailable.
 - a. Nominations
 - i. Nominations do not need to be seconded.
 - ii. A person can nominate himself or herself.
 - iii. Nominations for Vice Chair will follow election of Chair.
 - b. Nominee Statements
 - i. Each nominee will have 2 minutes to make a statement to the Council prior to the first round of voting.
 - c. Elections
 - i. Elections will be conducted via secret ballot.
 - ii. Election ballots may not be submitted via email.
 - iii. In the event of a tie, the Council will have a new round of voting that includes all candidates. The new round will not be a runoff.
- 3. Quorum is achieved with seven Council members.
- 4. Six affirmative votes are needed for procedural motions to pass.
- 5. *Ex officio* members may vote and are counted toward quorum.
- 6. All motions that do not receive at least six affirmative votes during a meeting part are held open for 48 hours after that meeting part adjourns.
- 7. Council members who were not present at the time a motion was made may submit their votes for open motions up to 48 hours after that meeting part adjourns.
- 8. Council members who voted for a motion during a meeting may not change their vote via email.
- 9. Non-election votes submitted by email are subject to public posting.
- 10. Council members will be reimbursed for travel consistent with OPR's travel policies.
- 11. Any member of the Precision Medicine Advisory Council should be ineligible to apply for funding as a Principal Investigator from project grants during his or her term of service on the Council, and for one year immediately following his or her term of service on the Council.

12. The Council should meet at least four times annually in person and the meetings should be held in locations that allow stakeholders in different regions of the state to participate.

ARTICLE 4. Responsibilities

Responsibilities of the Council may include but are not limited to:

1. Identifying and recommending research fields, total funding levels, timelines, and selection committee members for the RFP process, and expert project evaluators
2. Preparing for and attending Council meetings
3. Developing strategies to support sustainability of the Initiative, respond to changes in societal needs and opportunities, and stimulate adequate community engagement with CIAPM activities
4. Reviewing and providing feedback on documents including, but not limited to, annual legislative reports and project evaluation reports