



AGENDA

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

October 10, 2017
9:00 AM

Heritage Park Community Center
14301 Yale Ave.
Irvine, California 92604

Speaker's Form/Request to Speak. If you would like to address the Committee on a scheduled agenda item, please complete the Request to Speak Form. Speaker's Forms are located on the table at the entrance to the Conference Room. Please identify on the card your name, address and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Committee are recognized. Your name will be called at the time the matter is heard by the Committee.

CALL TO ORDER

A regular meeting of the Irvine Child Care Committee will be called to order on October 10, 2017 at 9:00 AM in the Heritage Park Community Center located at 14301 Yale Avenue, Irvine, California.

ROLL CALL

COMMITTEE MEMBER: VACANT	COUNCIL APPOINTEE-WAGNER
COMMITTEE MEMBER DAWN ANTIS	COUNCIL APPOINTEE-FOX
COMMITTEE MEMBER: CRISTINA BLEVINS	LIAISON REPRESENTATIVE-IRVINE UNIFIED SCHOOL DISTRICT (IUSD)
COMMITTEE MEMBER: SETH GROSSMAN	PARENT REPRESENTATIVE
COMMITTEE MEMBER: SANDRA JONES	GOVERNMENT,CIVIC OR COMMUNITY REPRESENTATIVE – UCI COMMUNITY AND GOVERNMENT RELATIONS
COMMITTEE MEMBER: VACANT	LIAISON REPRESENTATIVE- IRVINE VALLEY COLLEGE (IVC)
COMMITTEE MEMBER: DAYNA MONEY	COUNCIL APPOINTEE-SHEA

COMMITTEE MEMBER:	GIULIA RODRIGUEZ	GOVERNMENT, CIVIC OR COMMUNITY REPRESENTATIVE – REGIONAL CENTER OF ORANGE COUNTY
COMMITTEE MEMBER:	NIRAV SHAH	COUNCIL APPOINTEE-LALLOWAY
COMMITTEE MEMBER:	MARY VON DEM BUSSCHE	PARENT REPRESENTATIVE
COMMITTEE MEMBER:	JADE YANG	COUNCIL APPOINTEE-SCHOTT
RECORDING SECRETARY:	WENLI LIN	LIAISON REPRESENTATIVE-UNIVERSITY OF CALIFORNIA, IRVINE (UCI)
VICE CHAIR:	JESSICA SIMONCINI	PROVIDER REPRESENTATIVE-CYPRESS VILLAGE RAINBOW RISING
CHAIR:	DONNA SCHWARTZE	PROVIDER REPRESENTATIVE-IRVINE COMMUNITY NURSERY SCHOOL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

ANNOUNCEMENTS

Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act and are limited to 15 minutes per meeting.

1. Supporting Young Children’s Development Workshop
 - For family child care providers: October 5, 2017 from 6:30-8 p.m.
2. Helping the Behaviorally Challenging Child Presentations at Quail Hill Community Center
 - For school age child care providers: October 19, 2017 from 9:30-11:30 a.m.
 - For parents: November 16, 2017 from 6:30-8:30 p.m.
3. Super Saturday
 - For school age providers: December 2, 2017 from 7:45 a.m. to 2 p.m.
 - For early childhood educators: March 10, 2018 from 7:45 a.m. to 2 p.m.

ADDITIONS AND DELETIONS TO THE AGENDA

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Committee meeting.

PUBLIC COMMENTS

Any member of the public may address the Committee on items within the Committee’s subject matter jurisdiction but which are not listed on this agenda during public comments. However, no action may be taken on matters that are not part of the posted agenda. Public comments are scheduled for 30 minutes and are limited to 3 minutes per person. If you wish to speak, please complete a Speaker’s Form and submit it to the Recording Secretary.

COMMITTEE REPORTS

1. Irvine Child Development Center Operating Corporation – Committee Member Simoncini
2. Irvine Children, Youth and Families Advisory Committee – Committee Member Grossman

COMMITTEE BUSINESS

1. APPROVAL OF IRVINE CHILD CARE COMMITTEE REGULAR MEETING MINUTES

ACTION: Approve the regular meeting minutes of the Irvine Child Care Committee held September 12, 2017.

2. IRVINE CHILD CARE COMMITTEE 2018 MEETING SCHEDULE

RECOMMENDED ACTION: Approve the Irvine Child Care Committee meeting schedule for calendar year 2018.

END OF COMMITTEE BUSINESS

ADJOURNMENT

Adjourn to a regular meeting of the Irvine Child Care Committee on Tuesday, November 14, 2017, 9:00 AM, Heritage Park Community Center, 14301 Yale Avenue, Irvine, CA 92604.

NOTICE TO THE PUBLIC

At 11:30 a.m., the Irvine Child Care Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 noon and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 12:00 noon.

STAFF REPORTS

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Child Care Committee liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Irvine Child Care Committee meeting).

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Committee liaison at (949) 724-6690.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Irvine Child Care Committee regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS

Written Materials/handouts: Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Child Care Committee. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Child Care Committee at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS AMERICANS WITH DISABILITIES ACT:

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Child Care Committee liaison at 949-724-6690 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

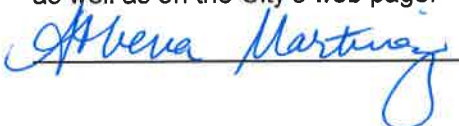
COMMUNICATION DEVICES

To minimize distractions, please ensure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Irvine Child Care Committee are held on the second Tuesday of each month at 9 a.m. unless otherwise noted. The Irvine Child Care Committee Agenda is posted in the Police Department and is also available on the City web site at *cityofirvine.org*. Meeting agendas and approved minutes are kept current on the City web site at *cityofirvine.org*.

I hereby certify that the agenda for the Irvine Child Care Committee meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, One Civic Center Plaza, Irvine, California on October 5, 2017 by 5:00 p.m. as well as on the City's web page.

 Committee Liaison

MINUTES

ITEM 1



MINUTES

IRVINE CHILD CARE COMMITTEE REGULAR MEETING

September 12, 2017

Irvine Civic Center
Conference and Training Center
One Civic Center Plaza
Irvine, California 92606

CALL TO ORDER

A regular meeting of the Irvine Child Care Committee was called to order on September 12, 2017 at 9:20 AM in the Conference and Training Center located at the Irvine Civic Center, 1 Civic Center Plaza, Irvine, California; Chair Schwartz presiding.

PRESENT: 7

COMMITTEE MEMBER:	DAYNA MONEY	COUNCIL APPOINTEE-SHEA
COMMITTEE MEMBER:	GIULIA RODRIGUEZ	GOVERNMENT, CIVIC OR COMMUNITY REPRESENTATIVE – REGIONAL CENTER OF ORANGE COUNTY
COMMITTEE MEMBER:	MARY VON DEM BUSSCHE	PARENT REPRESENTATIVE
COMMITTEE MEMBER:	JADE YANG	COUNCIL APPOINTEE-SCHOTT
RECORDING SECRETARY	WEN LIN	LIASON REPRESENTATIVE-UNIVERSITY OF CALIFORNIA IRVINE(UCI)
VICE CHAIR:	JESSICA SIMONCINI	PROVIDER REPRESENTATIVE- CYPRESS VILLAGE RAINBOW RISING
CHAIR:	DONNA SCHWARTZE	PROVIDER REPRESENTATIVE– IRVINE COMMUNITY NURSERY SCHOOL

ABSENT : 5

COMMITTEE MEMBER	DAWN ANTIS	COUNCIL APPOINTEE-FOX
COMMITTEE MEMBER:	CRISTINA BLEVINS	LIAISON REPRESENTATIVE–IRVINE UNIFIED SCHOOL DISTRICT (IUSD)
COMMITTEE MEMBER:	SETH GROSSMAN	PARENT REPRESENTATIVE

COMMITTEE MEMBER: SANDRA JONES

GOVERNMENT, CIVIC OR COMMUNITY
REPRESENTATIVE – UCI COMMUNITY AND
GOVERNMENT RELATIONS

COMMITTEE MEMBER: NIRAV SHAH

COUNCIL APPOINTEE-LALLOWAY

PLEDGE OF ALLEGIANCE

Chair Schwartze led the Pledge of Allegiance.

INTRODUCTIONS

There were none.

PRESENTATIONS

“Lending a Hand” Video Presentation and Discussion – Community Services Supervisor Traci Stubbler presented the “Lending a Hand” video on how individuals can appropriately assist parents who may be struggling with a child’s behavior in public places.

ANNOUNCEMENTS

1. City of Irvine Child Care Coordination 2017-18 Training Plan

Program Coordinator Diana Magallón announced the Child Care Coordination Office has developed the 2017-2018 school year training calendar that includes training events specifically for family child care providers, school-age providers and early childhood educators.

2. Helping the Behaviorally Challenging Child (October 19 for providers, November 16 for parents)

Supervisor Stubbler announced the presentation of “Helping the Behaviorally Challenging Child” scheduled for October 19 from 9:30-11:30 a.m. is specifically for school-age child care providers. The November 16 presentation from 6:30-8:30 p.m. will be specifically for parents of school-age children. Both presentations are based on the book “The Explosive Child” by Dr. Ross Greene. Each attendee will receive a copy of the book.

3. Save the Date - Super Saturday

- For school age providers: December 2, 2017
- For early childhood providers: March 10, 2018

Program Coordinator Magallón announced 43 Workshop proposals have been received for the December 2 event. Registration for the school-age event will open in October. The call for proposals for the early childhood program will be released on September 20 and will be due on October 31. Committee members will be invited to review proposals for the early childhood program on November 14.

4. Recruitment for Provider and Government, Civic, or Community Representatives

Program Coordinator Magallón announced the recruitment for two provider and two government, civic, or community representatives is now open. Applications are available on the City’s website and both recruitments close on September 29, 2017 at 4 p.m. Interviews will be scheduled for October 3, 2017.

5. New Child Care Programs

Program Coordinator Magallón announced Rainbow Rising opened its newest program at the new Eastwood Elementary School Campus, on August 24. The site has been licensed to provide care for 124 school-age children.

Culverdale Elementary School has welcomed Rainbow Rising as its new before and after school care provider with a successful opening on June 26.

ADDITIONS AND DELETIONS TO THE AGENDA

There were none.

PUBLIC COMMENTS

Carlos Carney, Exchange Club of Irvine, distributed a flier and shared information about the 36th Annual Irvine Community Thanksgiving Prayer Breakfast, featuring Chef Bruno Serato as the keynote speaker. The event will be on November 16, 2017 at the Irvine Marriott Hotel.

COMMITTEE REPORTS

1. Irvine Child Development Center (ICDC) Operating Corporation

Program Coordinator Magallón announced the ICDC completed the self-evaluation and review and has been re-accredited by the National Association for the Education of Young Children.

2. Irvine Children, Youth and Families Advisory Committee (ICYFAC) - No report.

COMMITTEE BUSINESS

1. APPROVAL OF IRVINE CHILD CARE COMMITTEE REGULAR MEETING MINUTES

ACTION: Moved by Committee Member von dem Bussche, seconded by Recording Secretary Lin, and unanimously carried by members present to approve the minutes of the regular meeting of the Irvine Child Care Committee held May 9, 2017.

Ayes: 7 Lin, Money, Rodriguez, Schwartze, Simoncini, von dem Bussche, Yang

Notes: 0

Absent: 5 Antis, Belvins, Grossman, Jones, Shah

2. APPOINTMENT OF MEMBER REPRESENTATIVE TO THE IRVINE CHILD DEVELOPMENT CENTER OPERATING CORPORATION

ACTION: Moved by Committee Member von dem Bussche, seconded by Committee Member Rodriguez, and unanimously carried by members present to appoint Jessica Simoncini to serve on the Irvine Child Development Center Operating Corporation Board of Directors from September 20 through December 20, 2017.

Ayes: 7 Lin, Money, Rodriguez, Schwartz, Simoncini, von dem Bussche, Yang

Notes: 0

Absent: 5 Antis, Belvins, Grossman, Jones, Shah

ADJOURNMENT at 10:25 AM on Tuesday, September 12, 2017.

DONNA SCHWARTZE
Chair

Dated: _____

WENLI LIN
Recording Secretary

ITEM 2



REQUEST FOR IRVINE CHILD CARE COMMITTEE ACTION

MEETING DATE: OCTOBER 10, 2017

TITLE: IRVINE CHILD CARE COMMITTEE 2018 MEETING SCHEDULE

Community Services Manager

RECOMMENDED ACTION

Approve the Irvine Child Care Committee meeting schedule for calendar year 2018.

EXECUTIVE SUMMARY

The Irvine Child Care Committee, known as ICCC, was established in 1987, and their purpose is to develop recommendations and initiatives related to the availability of quality and affordable child care and education in Irvine.

ICCC is made up of 15 voting members that include City Council appointees; Community Services Commission; educational organizations; government, civic, or community; center or home-based child care providers; and parents and/or guardians.

ICCC member terms vary from one to two years. The Committee meets six times per year to: network and share information on child care policies and programs; disseminate information to the community; and plan and implement annual child care provider training conferences and community education forums.

The proposed meeting schedule for calendar year 2018 (Attachment 1) is submitted for Committee review and approval.

COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

The Committee is a public advisory body reporting to the Community Services Commission. Committee members serve as a resource and advisory body on initiatives related to the availability of quality and affordable child care and early childhood education in Irvine.

Committee meetings are held the second Tuesday of select months at Heritage Park Community Center, 14301 Yale Avenue, Irvine, California, from 9-10:30 a.m. unless otherwise noted.

The proposed meeting schedule for calendar year 2018 is presented as Attachment 1. As stated in the Committee Bylaws, Section V, (Attachment 2) the Committee is required to hold at least six meetings each year.

ALTERNATIVES CONSIDERED

The Committee can amend the attached schedule to include off-site meetings, change dates, or to add regularly scheduled meetings.

FINANCIAL IMPACT

Funds to support the Committee are identified in the General Fund Budget. No additional funds are required.

REPORT PREPARED BY

Traci Stubbler, Community Services Supervisor

ATTACHMENTS

1. Irvine Child Care Committee Proposed Meeting Schedule January-December 2018
2. Bylaws of the Irvine Child Care Committee

IRVINE CHILD CARE COMMITTEE

**PROPOSED MEETING SCHEDULE
JANUARY-DECEMBER 2018**

1. Tuesday, **January 9**, 2018, 9-10:30 a.m.
2. Tuesday, **March 13**, 2018, 9-10:30 a.m.
3. Tuesday, **May 8**, 2018, 9-10:30 a.m.
4. Tuesday, **September 11**, 2018, 9-10:30 a.m.
5. Tuesday, **October 9**, 2018, 9-10:30 a.m.
6. Tuesday, **November 13**, 2018, 9-10:30 a.m.

Subcommittee meetings to be scheduled as needed.

All Committee meetings will convene at venue below, unless otherwise stated:

Heritage Park Community Center
14301 Yale Avenue
Irvine, California 92604

No meetings scheduled for months listed below, unless a Special Meeting is convened:

February 2018
April 2018
June 2018
July 2018
August 2018
December 2018

**BYLAWS OF THE
IRVINE CHILD CARE COMMITTEE**

ARTICLE I

Name

The name of this public entity shall be the City of Irvine Child Care Committee.

ARTICLE II

Location

The principal office for the transaction of business of this Committee is fixed and located in the City of Irvine, County of Orange, California.

ARTICLE III

Mission and Purpose

The purpose of the Irvine Child Care Committee is to actively serve as a resource and advise the Community Services Commission for City Council on child care related issues. Its role is to develop recommendations and initiatives as they relate to the availability of quality and affordable childcare and education in Irvine. The Irvine Child Care Committee works in a cooperative relationship with the support of the Community Services Commission, the Child Care Coordination Office, the Community Services Department, and the Community Development Department to enhance the provision of child care and education, provide outreach, and to serve as a liaison to the community as a whole.

ARTICLE IV

Membership

Section 1. Members

The Committee shall be composed of fifteen (15) voting members consisting of Liaison and Appointee representatives and shall serve pursuant to Section 5310 of the California Organizations Code.

A. Liaison Members:

1. Three (3) members who represent educational organizations:
 - a.) Irvine Unified School District (1)
 - b.) University of California, Irvine (1)
 - c.) Irvine Valley College (1)
2. Two (2) members who represent government, civic or community. (2)

**BYLAWS OF THE
IRVINE CHILD CARE COMMITTEE**

- 3. Two (2) Center-based or Home-based Child Care Providers. (2)
- 4. Two (2) Parents/Guardians (2)
- B. Appointee Members:
 - 1. Five (5) City Council Appointees (5)
 - 2. Community Services Commission Task Force (Child, Youth, Family and Senior Services) (1)
- C. City of Irvine non-voting representatives:
Unless otherwise represented on the Committee, the City of Irvine shall provide staff
 - Child Care Coordination
 - Irvine Child Care Project
 - Community Development/Planning Commission

Section 2. Appointment of Members

A. Liaison Members

1. Educational Organization Members:

Educational Organization members shall be appointed by their respective organizations and shall serve a term of office in accordance with that appointment.

2. All Remaining Liaison Members (Government, Civic, or Community Members Center based or Home-based Child Care Provider Members; Parents/Guardians Members)

In accordance with City policy, the availability of such positions shall be made public. All remaining liaison members shall be appointed through the following procedure: All interested persons shall submit written applications from the date of posting until the last working day in September. Each application shall be reviewed; screening and interviewing shall be conducted thereafter with recommendations presented to the Committee. The Committee will then forward its nominations to the Community Services Commission for formal appointment. New Committee members shall normally be seated at the meeting in January. Term of office shall be for a period of two (2) years. Reappointment to another term is possible by complying with the procedure outlined herein.

B. Appointee Members:

- 1. City Council Members shall each appoint one (1) member to the Child Care Committee to a term in accordance with that term of office.
- 2. The Community Services Commission shall be represented on the Child Care Committee by a member of the Community Services Commission Task Force-Child, Youth, Family and Senior Services to a term in accordance with that term of office.

**BYLAWS OF THE
IRVINE CHILD CARE COMMITTEE**

Child, Youth, Family and Senior Services to a term in accordance with that term of office.

C. City of Irvine Non-Voting Representatives:

Such representatives shall be appointed by the Director of Community Services and Community Development or their designees.

Section 3. Removal of Members

It shall be the duty of each member to take an active part in the Committee's deliberation and to act in whatever capacity the member may be called. Absence from two (2) consecutive meetings may constitute the retirement of the member. After the second consecutive absence, the member will be contacted. In the event that a member is deemed retired, the member and the appointed body will be contacted. New members shall be appointed following the designated procedure for their appropriate position.

Section 4. Vacancies

In the event of any committee vacancy within this organization because of death, resignation, removal, or disqualification of any member, the Chairperson shall seek appropriate appointment of a new representative to fill the vacancy for the duration of the appointment.

Section 5. Meetings

The meetings of the Committee shall be held at least six (6) times each year, at which time the members of the Committee shall convene, in accordance with the provisions of these bylaws, to consider the affairs of the organization and transact such other business as may properly be brought before the meeting.

Special meetings of the members of the Committee, for any purpose, shall be called at any time by the Chairperson, or if she/he is unable or absent or refuses to act, by either the Vice-Chairperson, or by any three (3) members of the Committee. Written notice of the time and place of such special meetings shall be posted and sent to each member no less than 24 hours before such a meeting in accordance with the Brown Act (Section 54956).

Section 6. Limitation of Actions by Agenda

No action shall be taken by the Committee, on any items not appearing on the posted agenda.

**BYLAWS OF THE
IRVINE CHILD CARE COMMITTEE**

Section 7. Public Comment

The Chair shall ask if any person wishes to speak to the Child Care Committee on items within the Committee's jurisdiction; however, no action may be taken on matters that are not part of the posted agenda. Items not part of the posted agenda will be heard during the Public Comment Section. Public comments regarding posted agenda items will be heard at the time the matter is heard by the Committee. Public comments are limited to ten minutes per person.

Section 8. Initiating an Agenda Item

8.1 Committee Request - Any Child Care Committee member may initiate an item for Committee consideration by making such request to the Child Care Program Coordinator by no later than the legal deadline for noticing and placing the matter on the agenda.

8.2 Public Request - Any member of the public may initiate a request to have the Child Care Committee consider an item within the Committee's jurisdiction by making such request in writing at least fourteen days preceding the Committee meetings.

8.3 Staff Requests - City staff may initiate a request to have the Child Care Committee consider an item within the Committee's jurisdiction by making a request to the Child Care Program Coordinator at least fourteen days prior to the meeting at which consideration is to take place.

Section 9. Quorum

A majority of the Committee shall constitute a quorum for the transaction of business at any meeting. In the event that less than a quorum of members are present at any meeting, the members who are present may adjourn the meeting but may not transact any business, and the notice of the time and place of holding an adjourned meeting be made public and given to absent members of the time and place established.

Section 10. Powers and Duties

The Committee shall have, as permitted by City Council order, all primary powers and authorities necessary and convenient to carry out the business and affairs of this organization. They shall report salient findings directly to the Community Services Commission at least once a year.

Any public communication, written or verbal, representing the position of the Committee shall require prior approval of two officers of the Committee.

**BYLAWS OF THE
IRVINE CHILD CARE COMMITTEE**

ARTICLE V
Officers

Section 1. Titles

The officers of this organization shall be Chairperson and Vice-Chairpersons—and Recording Secretary. The officers shall be nominated and elected by consent of the voting members of the Committee.

Section 2. Election

After the installation of the members of the Committee at the January meeting, the Committee shall elect a Chairperson Vice-Chairperson, and Recording Secretary to serve for a period of one year (12 months).

Section 3. Removal and Resignation

Any officer may be removed, either with or without cause, by a majority of all members of the Committee at any regular or special meeting of the Committee. Any officer may resign at any time by giving written notice to the Chair or the Vice-Chair of the Committee. Any such resignation shall take effect at the time of the receipt of such notice, or at any later time specified therein and, unless otherwise specified in such resignation, the acceptance of the same shall not be necessary to make the resignation effective.

Section 4. Vacancies in the Offices of the Organization

A vacancy in any office of this organization because of death, resignation, removal, disqualification, or other cause shall be filled in the manner prescribed in these bylaws for regular appointments to such office at either a regular or special meeting of the members of the Committee called for that purpose.

Section 5. Duties of the Chairperson

The Chairperson shall have the general supervision, direction, and control of the business and affairs of this organization. She/he shall preside at all meetings of members of the Committee. She/he shall have the power to appoint subcommittee chairpersons and committees as necessary, and shall receive from them reports of their business.

Section 6. Duties of the Vice-Chairpersons

**BYLAWS OF THE
IRVINE CHILD CARE COMMITTEE**

- A. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and in so acting shall have all the powers of the Chairperson. The Vice-Chairperson shall be in charge of communications and shall have such other powers and perform such duties as may be prescribed, by the Committee and its Chairperson.

Section 7. Duties of the Recording Secretary

The Recording Secretary will take minutes of the Committee meetings and submit them to the Irvine Child Care Committee staff within 10 days of the meeting. In the absence of the Recording Secretary, the Chairperson may appoint a committee member to take meeting notes.

ARTICLE VI
Amendment of Bylaws

The bylaws may be amended or repealed and new bylaws adopted by a vote of two-thirds (2/3) of all members of the Committee. The bylaws shall take effect upon adoption by resolution by the Community Services Commission.

ARTICLE VII
Standing Rules

The Committee shall have the authority to enact standing rules as needed.