



AGENDA

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

February 6, 2018
6:00 PM

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

Speaker's Form/Request to Speak: If you would like to address the Board on a scheduled agenda item, please complete the Request to Speak Form. Forms are located on the table at the entrance to the meeting room. Please identify on the form your name, address (optional) 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 Board are recognized. Your name will be called at the time the matter is heard by the Board. City policy is to limit public testimony to three minutes per speaker (unless extended by Chair) which includes the presentation of electronic or audio visual information.

CALL TO ORDER

A regular meeting of the Irvine Residents with Disabilities Advisory Board will be called to order on Tuesday, February 6, 2018, at 6:00 PM in the Conference and Training Center of the Irvine Civic Center, located at One Civic Center Plaza, Irvine, California.

ROLL CALL

BOARD MEMBER:	JUSTIN CHOI
BOARD MEMBER:	CAROL CONSTANTIN
BOARD MEMBER:	ANDREA DRAYER
BOARD MEMBER:	GREGORY FELIX
BOARD MEMBER:	DAVID GIBBONS
BOARD MEMBER:	FRAN GUSTIN
BOARD MEMBER:	PAUL HARVEY
BOARD MEMBER:	KIMBERLY JEWELL
BOARD MEMBER:	DAYNA MONEY
BOARD MEMBER:	DENNIS NIGGL
BOARD MEMBER:	RICHARD ROBERT
BOARD MEMBER:	BARBARA STERN
VICE CHAIR:	MEENA CHOCKALINGAM
CHAIR:	JUNE McLAUGHLIN

INTRODUCTIONS

PRESENTATIONS

Irvine Community Land Trust – Mark Asturias, Executive Director

ANNOUNCEMENTS/COMMITTEE REPORTS/BOARD REPORTS

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

Announcements/Reports

1. Staff Announcements/Reports
 - Disability Services Program Update
2. Board Member Announcements/Reports

Committee Announcements/Reports

3. Community Awards Program Nominations

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 Board meeting.

PUBLIC COMMENTS

Any member of the public may address the Board on items within the Board's subject matter jurisdiction but which are not listed on the 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.

BOARD BUSINESS

1. IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD MINUTES

ACTION: Approve minutes of the Irvine Residents with Disabilities Advisory Board regular meeting held November 7, 2017.

2. PROPOSED IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD BYLAW AMENDMENTS

RECOMMENDED ACTION: Review and provide input on proposed amendments to the Irvine Residents with Disabilities Advisory Board bylaws.

END OF BOARD BUSINESS

BOARD DISCUSSION

Disability Services Needs Assessment and Work Plan Update

ADJOURNMENT

Adjourn to an Irvine Residents with Disabilities Advisory Board regular meeting, Tuesday, March 6, 2018, 6:00 PM Irvine Civic Center, in the Conference and Training Center, located at One Civic Center Plaza, Irvine, California.

NOTICE TO THE PUBLIC

At 7:30 p.m., the Irvine Residents with Disabilities Advisory Board (Board) will determine which of the remaining agenda items can be considered and acted upon prior to 8 p.m. and will continue all other items on which additional time is required until a future Board meeting. All meetings are scheduled to terminate at 8 p.m.

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 Board liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Board 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 the Board 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 Board 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 Board. 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 Board 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 the Board 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 be sure all personal communication devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Irvine Residents with Disabilities Advisory Board are held on the first Tuesday of each month at 6:00 p.m. unless otherwise noted. The Irvine Residents with Disabilities Advisory Board Agenda is posted in the Police Department. 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 Residents with Disabilities Advisory Board meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California on February 1, 2018 by 5:00 p.m. as well as on the City's web page.

Athena Martinez
Board Liaison

MINUTES

ITEM 1



MINUTES

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

November 7, 2017

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

CALL TO ORDER

A regular meeting of the Irvine Residents with Disabilities Advisory Board was called to order on Tuesday, November 7, 2017, at 6:04 PM in the Conference and Training Center of the Irvine Civic Center, located at One Civic Center Plaza, Irvine, California; Vice Chair Chockalingam presiding.

ROLL CALL

PRESENT:

BOARD MEMBER:	JUSTIN CHOI
BOARD MEMBER:	CAROL CONSTANTIN
BOARD MEMBER:	ANDREA DRAYER
BOARD MEMBER:	DAVID GIBBONS
BOARD MEMBER:	FRAN GUSTIN
BOARD MEMBER:	PAUL HARVEY
BOARD MEMBER:	KIMBERLY JEWELL (<i>Arrived at 6:06</i>)
BOARD MEMBER:	DENNIS NIGGL
BOARD MEMBER:	RICHARD ROBERT
BOARD MEMBER:	BARBARA STERN (<i>Arrived at 6:08</i>)
VICE CHAIR:	MEENA CHOCKALINGAM
CHAIR:	JUNE McLAUGHLIN (<i>Arrived at 6:07</i>)

ABSENT:

BOARD MEMBER:	GREGORY FELIX
BOARD MEMBER:	DAYNA MONEY

INTRODUCTIONS

Community Services Program Coordinator Ryan McGraw made the following introductions: Council Executive Assistant Dalia Powers; Community Services Manager Sheila Driscoll; and Community Services Senior Management Analyst Laurie Gruschka.

ANNOUNCEMENTS/COMMITTEE REPORTS/BOARD REPORTS

Announcements/Reports

1. Staff Announcements/Reports

There were none.

2. Board Member Announcements/Reports

Board Member Gustin announced the affordable housing lottery was open and inquired about how the City publicized this opportunity.

Board Member Harvey announced he attended a meeting on housing hosted by the Regional Center and learned of new laws coming into effect addressing affordable housing.

Board Member Constantine announced she attended the "Connect with a Cop" event on October 27, 2017, followed by a meeting for parents to obtain information about encounters between law enforcement and individuals with disabilities.

Committee Announcements/Reports

3. Community Awards Program Nominations

There were none.

ADDITIONS AND DELETIONS TO THE AGENDA

A correction was made to Business Item 2, Attachment 1, changing the proposed January 2, 2018 meeting date to January 16, 2018 at the Lakeview Senior Center.

PUBLIC COMMENTS

There were none.

BOARD BUSINESS

1. IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD MINUTES

ACTION: Moved by Board Member Drayer, seconded by Board Member Gibbons and carried unanimously by members present to approve the minutes of the Irvine Residents with Disabilities Advisory Board regular meeting held October 3, 2017.

Ayes: 12 Chockalingam, Choi, Constantin, Drayer, Gibbons, Gustin, Harvey, Jewell, McLaughlin, Niggl, Robert, Stern

Noes:

Absent: 2 Felix, Money

2. IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD 2018 MEETING SCHEDULE

Community Services Supervisor Susie Blanco presented the staff report.

Discussion included: adjusting the January 2018 meeting date.

ACTION: Moved by Board Member Harvey, seconded by Board Member Stern and carried unanimously by members present to approve the proposed Irvine Residents with Disabilities Advisory Board 2018 meeting schedule, moving the January 2 meeting to January 16, 2018.

Ayes: 12 Chockalingam, Choi, Constantin, Drayer, Gibbons, Gustin, Harvey, Jewell, McLaughlin, Niggl, Robert, Stern

Noes: 0

Absent: 2 Felix, Money

3. DISABILITY SERVICES NEEDS ASSESSMENT UPDATE

Vice Chair Chockalingam introduced City consultant Leah Ersoylu, who presented the staff report and responded to Board inquiries.

Consultant provided an overview of the Disability Services areas that are working well and additional opportunities for growth identified in the provider and parent focus groups.

The identified top ten needs were: Recreation; Education/Life Skills; Inclusion; Facilities; Employment and Volunteer Opportunities; Families; Policies; Communication; Transportation; and Housing.

Discussion included: review of the survey data timeline; data collection methods; population characteristics and survey findings.

ACTION: Received presentation and input provided.

END OF BOARD BUSINESS

BOARD DISCUSSION

There was no additional discussion.

ADJOURNMENT at 7:23 PM on Tuesday, November 7, 2017.

Meena Chockalingam
Vice Chair

Ryan McGraw
Community Services Program Coordinator
Recording Secretary

Date

ITEM 2



REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

MEETING DATE: FEBRUARY 6, 2018

TITLE: PROPOSED IRVINE RESIDENTS WITH DISABILITIES ADVISORY
BOARD BYLAW AMENDMENTS

Community Services Manager

Deputy Director of Community Services

RECOMMENDED ACTION

Review and provide input on proposed amendments to the Irvine Residents with Disabilities Advisory Board bylaws.

EXECUTIVE SUMMARY

The Irvine Residents with Disabilities Advisory Board (Board) serves in an advisory capacity to the Community Services Commission. The purpose of the Board is to provide input on disability related issues. The primary objectives of the Board are to provide advocacy and support for programs related serving individuals with disabilities; assess community needs and provide appropriate recommendations to City departments; and work collaboratively with organizations within Irvine and the surrounding areas that have an impact on Irvine residents with disabilities.

The Board is comprised of up to 14 voting members. All members must live or work in Irvine. The majority (51 percent) of the Board must be persons with disabilities or directly related to a person with a disability. The Board meets between nine to 11 times a year, as noted on the annual schedule approved by the Board, to discuss the needs of individuals with disabilities and to provide accessibility related input to City departments on proposed construction and facility projects.

The Community Services Department provides support to the Board and other advisory bodies by providing staff liaisons and additional staff members who assist with meetings and board activities. The department is facilitating a bylaw review for advisory bodies that report to the Commission. The purpose of the review is to establish a uniform framework among all five advisory bodies to ensure

consistency; to reflect current and best practices; to achieve operational efficiencies; and to incorporate annual reporting by each advisory body to the Commission on its mission and activities.

The bylaws amendment process includes the following:

1. Advisory bodies review and discuss proposed bylaw amendments.
2. Advisory Body Chair and staff liaison present proposed bylaw amendments and annual goals/initiatives/purpose to the Commission for review and comment. The advisory bodies' presentations will be staggered throughout the year.
3. Legal review of proposed bylaw amendments.
4. Advisory bodies adopt bylaws.
5. Adopted bylaws of all advisory bodies are presented to the Commission.

The proposed Board bylaw amendments are recommended for Board consideration, with approval at a future meeting as identified in Attachments 1 and 2.

ANALYSIS

City staff reviewed the Board bylaws and is proposing amendments to include consistency with formatting and the following:

SECTION 3 PURPOSE, MISSION AND DUTIES

- Added the Board shall report to the Community Services Commission on the Board's mission and activities annually.

SECTION 4 GENERAL STATEMENT OF POLICY

- Added this section to include that Irvine Municipal Code Division 4 is applicable to all commissions and committees operating under the authority of the City of Irvine.

SECTION 5 MEMBERSHIP

- Added guidelines to fill vacancies and the provision that a member may be removed after absence from five consecutive meetings.

SECTION 6 VOTING

- Added a voting section to indicate one vote per member and proxy votes are not permitted.

SECTION 7 OFFICERS

- Removed the positions of Co-chairs and Secretary and procedure for removing a Committee officer.

SECTION 8 MEETINGS

- Removed redundant language already covered by the Ralph M. Brown Act and the ability for a member of the public to initiate an agenda item.

SECTION 9 BYLAWS

- Require a three-fourth (3/4) vote of the voting membership for future amendments to Board bylaws.

Following Board input, staff will develop a revised draft of the bylaws for legal review and Board adoption at a future meeting.

ALTERNATIVES CONSIDERED

The Board could recommend no changes to its existing bylaws.

FINANCIAL IMPACT

Board's financial impacts are minimal and included in the approved FY 2017-18 Budget. The Community Services Department supports the Board by providing a staff liaison. Additional staff assists with the implementation of advisory body initiatives and activities, development of meeting minutes, agenda packets and postings.

REPORT PREPARED BY Sheila Driscoll, Community Services Manager

ATTACHMENTS

1. Irvine Residents with Disabilities Advisory Board Bylaws
2. Proposed Irvine Residents with Disabilities Advisory Board Bylaw Amendments

**BYLAWS OF
IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD**

ARTICLE I

Name

The name of this public entity shall be the Irvine Residents with Disabilities Advisory Board (hereinafter IRDAB), an advisory body of the City of Irvine.

ARTICLE II

Principal Office

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

ARTICLE III

Purpose and Mission

Section 1. Purpose

The purpose of IRDAB is to serve as a public advisory body of the City of Irvine, reporting to the City's Community Services Commission. The purpose of IRDAB is to be achieved in accordance with the goals and objectives of City Council and Community Services Commission.

Section 2. Mission

The mission of IRDAB is to identify and recommend programs and services that would meet the social, physical and emotional needs of residents who have disabilities, regardless of age. IRDAB will also provide advocacy and support for programs related to its mission; assess community needs and provide appropriate recommendations to City departments; and work collaboratively with organizations within Irvine and the surrounding area's that have an impact on Irvine residents with disabilities.

ARTICLE IV
Membership

Section 1. Members

There shall be but one class of members in this organization, and it shall be designated as IRDAB member with membership not to exceed fourteen (14) voting members, serving pursuant to Section 5310 of the California Government Code. Any action taken by the Board shall be deemed to be action taken by all members of IRDAB.

Section 2. Composition of Board

All members must live or work in Irvine. The majority (51 percent) of IRDAB members must be persons with disabilities or directly related to a person with a disability.

Section 3. Selection of Members

Members shall be selected through a public recruitment conducted by City staff. Qualified applicants will be invited to participate in an oral interview with a panel identified by IRDAB.

All nominees shall be confirmed by the Community Services Commission. Members shall serve unlimited terms, subject to the constraints of these Bylaws. IRDAB shall have the opportunity to review and comment to the Community Services Commission prior to appointment of new members.

The IRDAB Recruitment process will be continuous and alternative applicants will be placed on a list for future vacancies.

Section 4. Powers and Duties of the Board

IRDAB shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of IRDAB, including the power to invite City residents to serve on ad hoc committees as non-voting participants. IRDAB shall recommend to the City Council through the Community Services Commission such actions as they deem appropriate.

Section 5. Liabilities and Property Rights of the Board

No member of IRDAB shall be personally liable for any indebtedness or liability, and any and all creditors shall look only to the City of Irvine's assets for payment.

ARTICLE V
Officers

Section 1. Officers

The officers of this organization shall be either: Co-chairs and a Secretary; or a Chair, and a Vice Chair. All officers shall be elected by and hold office at the pleasure of IRDAB.

A. Co-chairs

Subject to the control of IRDAB, and in lieu of an elected Chair and Vice Chair, Co-chairs shall share general supervision, direction, and control of the business and affairs of this organization. They shall preside at all IRDAB meetings on a rotating basis.

B. Chair

Subject to the control of IRDAB, the Chair shall have the general supervision, direction and control of the business and affairs of this organization. The Chair shall preside at the IRDAB meetings and represent IRDAB at its direction.

C. Vice Chair

In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting shall have all of the powers of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed, from time to time, by IRDAB.

Section 2. Election

Regular election of officers shall be held at IRDAB's September meeting of even-numbered years. IRDAB shall elect its officers from its membership, by majority vote of members present. The term of office shall be two (2) years, commencing upon election.

Section 3. Removal or Resignation of Officers

Any officer may resign from office at any time by giving written notice to the Chair or Co-chair. Any such resignation shall take effect at the time of the receipt of such notification, unless otherwise specified in the resignation letter and agreed to by IRDAB. Resignation as an officer does not constitute resignation from IRDAB.

IRVINE RESIDENTES WITH DISABILITIES ADVISORY BOARD BYLAWS
As approved by the Community Services Commission
September 3, 2014

Any officer may be removed from office by a quorum of IRDAB, using procedures specified in Article VII. Removal from office shall not constitute removal from the IRDAB.

Section 4. Vacancies in the Offices of the Organization

A vacancy in any office of this organization shall be filled for the remainder of the unexpired term at the earliest opportunity, at a regular meeting. The office shall be filled, from IRDAB's own membership, by election of majority vote of members present.

ARTICLE VI
Meetings

Section 1. Notice of Meetings

All meetings shall be noticed as required by law.

Section 2. Quorum and Adjournment

The presence of at least 51 percent of IRDAB members shall constitute a quorum for the transaction of business at any meeting of IRDAB. In the event that less than a quorum of members shall be present at any meeting, the members of IRDAB who are present may adjourn the meeting, but may not transact any business, and the time and place of holding the next meeting will be publicly noticed.

Section 3. Regular Meetings

The Board shall establish the date and time to hold regular meetings at a frequency determined by the Committee to be necessary for the conduct of the Board's purpose and mission. All regular meeting notices shall be posted in a location freely accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.

Section 4. Special Meetings

A special meeting may be called at any time by the Chair or Co-chair or by a majority of the members of IRDAB, by delivering personally or by mail written notice to each member and notice as required by law for general circulation, and by posting notice in a location freely accessible to the public 24 hours before the time of the meeting. The notice must specify both the time and the place of the meeting and the business to be transacted.

Section 5. Attendance

Attendance at regular meetings is a duty and obligation of each member. Any member who will be absent from any regular or special meeting must notify the IRDAB Secretary or the assigned City staff person by phone, email or letter received in advance of the meeting. Such advance notification shall constitute a "notified absence."

ARTICLE VII

Removal and Resignation of Members

Section 1. Resignation

A member may resign at any time by giving written notice to the Chair, Co-chair or the IRDAB Secretary. Any such resignation shall take effect at the time of the receipt of such notification, unless otherwise specified in the resignation letter and agreed to by IRDAB.

Section 2. Involuntary Removal

Any member may be terminated from IRDAB for lack of attendance or for cause by a vote of the majority of all IRDAB members.

A. Removal for Lack of Attendance

IRDAB May, at its discretion, terminate a member's appointment for any of the following:

- a. Two consecutive unnotified absences; or
- b. Four consecutive absences; or
- c. Five absences (not consecutive) in one calendar year.

Any removal action taken because of absences must be taken at the next appropriate meeting date, and cannot be done at a later date.

B. Removal of Member for Cause

Members serve at the pleasure of the Community Services Commission, but IRDAB may remove a member for cause. Such cause shall include, but is not limited to, violation of attendance requirements.

Section 3. Action on Removal

Action on termination must be through a meeting agenda item which specifies the member whose termination is sought and the reasons for such proposed action. In addition, the IRDAB Secretary must send a letter to such member, informing him/her of the proposed action. At the meeting, the member shall have an opportunity to be heard regarding the reasons why such termination should not occur. Termination of a member must be by a majority of IRDAB, not by a majority of the quorum.

ARTICLE VIII
Amendment of Bylaws

These bylaws may be amended or repealed and new bylaws adopted by a vote of the majority of members of IRDAB at any meeting of IRDAB.

Date: 10-7-14

Signed: 
Chair

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD (PROPOSED) BYLAWS



Date: February 6, 2018

Last Amended: September 3, 2014

Approved By: Irvine Residents with
Disabilities Advisory Board

1.0 NAME

The name of this public entity shall be the Irvine Residents with Disabilities Advisory Board (hereinafter "Board"), an advisory body of the City of Irvine

2.0 LOCATION

The principal office for the transaction of business is hereby fixed and located at 1 Civic Center Plaza in Irvine, California.

3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose - The Board's purpose is to serve as a public advisory body of the City of Irvine, reporting to the City's Community Services Commission (hereinafter "Commission").

3.2 Mission - The Board's mission is to identify and recommend programs and services that would meet the social, physical and emotional needs of residents who have disabilities, regardless of age.

3.3 Duties - The Board's duties include, but shall not be limited to, providing advocacy and support for programs related to its mission; assessing community needs and providing appropriate recommendations to City departments; working collaboratively with organizations within Irvine and the surrounding areas that have an impact on Irvine residents with disabilities.

The Board shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of the Board, including the power to invite City residents to serve on ad hoc committees and non-voting participants. The Board shall recommend to the City Council through the Commission such actions as they deem appropriate.

The Board shall report annually to the Commission on its goals and accomplishments.

4.0 GENERAL STATEMENT OF POLICY

Provisions of the Irvine Municipal Code Division 4-Commissions and Committees, are applicable to all commissions and Committees appointed by

or otherwise operating under authority of the City of Irvine, City Council or its delegate.

5.0 **MEMBERSHIP**

The Board shall consist of no more than fourteen (14) voting members. All members must live or work in Irvine. The majority (51 percent) of the Board must be persons with disabilities or directly related to a person with a disability.

5.1 **Member Appointments and Terms**

Members shall be selected through a public recruitment conducted by City staff. All interested persons shall submit written applications and qualified applicants will be invited to participate in an oral interview with a panel identified by the Board. Recommendations shall be presented to the Board for consideration. Board nominations will be forwarded to the Commission for formal appointment. Members shall serve unlimited terms, subject to the constraints of these Bylaws.

The Board's recruitment process will be continuous and alternative applicants will be placed on the list for future vacancies.

5.2 **Resignation, Vacancies, and Removal**

5.2.1 **Resignation** - Any member may resign at any time by giving written notice to the Chair or Vice Chair.

5.2.2 **Vacancies** - In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Board.

5.2.3. **Removal** - Absence from five (5) meetings per calendar year may constitute the removal of the member.

5.2.4 **Liabilities and Property Rights of the Board** - No member of the Board shall be personally responsible for any indebtedness or liability, and any and all creditors shall look only to the City of Irvine's assets for payment.

6.0 **VOTING**

6.1 **One Vote Per Member** - Board members shall be entitled to one vote.

6.2 **Proxy Votes** - No proxy votes are permitted.

7.0 OFFICERS

Officers of the Board shall be Chair and Vice Chair, each of whom shall be a member of the Board. The officers shall be elected by the membership of the Board biannually.

- 7.1 Election - Regular election of officers shall be held biannually, at the Board's Fall meeting of even-numbered years. The term of office shall be two (2) years, commencing upon election.
- 7.2 Chair - The Chair shall have the general supervision, direction, and control of the business and affairs of this Board. The Chair shall preside over all meetings and is responsible for approval of the agenda. The Chair shall represent the Board to the Commission, the City Council and City staff.
- 7.3 Vice Chair - In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Board.

8.0 MEETINGS

All meetings shall be opened to the public and shall conform to the provisions of the "Ralph M. Brown Act".

- 8.1 Agenda - Agenda items may be submitted 30 days in advance by any Board member upon notification to the Chair or City liaison to be included on the agenda. The agenda shall be established with items as coordinated by the Chair and City liaison.
- 8.2 Procedures - Robert's Rules of Order shall govern the general conduct of meetings.
- 8.3 Quorum - A majority of the Board members shall constitute a quorum. A majority vote of Board members at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Board shall meet on the first Tuesday of the month as noted on the annual schedule approved by the Board. All regular meeting notices shall be posted in a location freely accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings - A special meeting may be called at any time by the Chair or by a majority of the members of the Board, by delivering personally or by mail written notice to each member and notice as required by law for general circulation, and by posting notice in a

location freely accessible to the public 24 hours before the time of the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.

9.0 BYLAWS

The Board bylaws are established to regulate itself, as allowed or provided for by the City of Irvine.

9.1 Amendment of Bylaws - These Bylaws may be amended by a three-fourth (3/4) vote of the voting membership.