



# AGENDA

## IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

**MAY 23, 2018  
5:30 PM**

**Irvine Civic Center  
Conference and Training Center  
One Civic Center Plaza  
Irvine, CA 92606**

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**Speaker's Card/Request to Speak:** If you would like to address the Irvine Children, Youth and Families Advisory Committee (ICYFAC) 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 Meeting 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 ICYFAC are recognized. Your name will be called at the time the matter is heard.

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### CALL TO ORDER

A regular meeting of the Irvine Children, Youth and Families Advisory Committee will be called to order on May 23, 2018 at 5:30 PM, Irvine Civic Center, One Civic Center Plaza, Irvine, California, in the Conference and Training Center.

### ROLL CALL

Committee Member:	Cristina Blevins	Irvine Unified School District Rep
Committee Member:	Wendy Bokota	Irvine Prevention Coalition Rep
Committee Member:	Gerardo Canul	Member-At-Large
Committee Member:	Theresa Collins	Appointed by: Councilmember Shea
Committee Member:	Joanne Farrell	Tustin Unified School District Rep
Committee Member:	Diane Gale	Member-At-Large
Committee Member:	Seth Grossman	Irvine Child Care Committee Rep
Committee Member:	Zhihai Li	Appointed by: Councilmember Fox
Committee Member:	Dick Owens	Community Services Commission Rep
Committee Member:	Evan Park	High School Youth Action Team Rep
Committee Member:	Barbara Quinlan	Appointed by: Councilmember Lalloway
Committee Member:	Cathy Sun	High School Youth Action Team Rep
Secretary:	Marisa Lo	Appointed by: Councilmember Schott
Co-Chair:	Lauren Johnson-Norris	Community Services Commission Rep
Co-Chair:	CC Perkinson	Appointed by: Mayor Wagner

**PLEDGE OF ALLEGIANCE**

**INTRODUCTIONS**

**PRESENTATIONS**

1. Youth Mental Health and Wellness – Laurie Gruschka, Senior Management Analyst
2. We Care, Speak Up! Mental Health Campaign – Ryan Painter, Community Services Supervisor

**ANNOUNCEMENTS**

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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.

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1. Final Meeting for High School Youth Action Team Representatives – Darin Loughrey, Community Services Manager
2. Committee Staff Liaison Update – Manager Loughrey

**COMMITTEE UPDATES**

1. Youth Action Team Project Updates

**ADDITIONS AND DELETIONS TO THE AGENDA**

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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.

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**PUBLIC COMMENTS**

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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.

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**COMMITTEE BUSINESS**

**1. MINUTES**

**ACTION:** Approve the minutes of the regular meeting of the Irvine Children, Youth and Families Advisory Committee held February 28, 2018.

**2. PROPOSED IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE BYLAW AMENDMENTS**

**ACTION:** Review and recommend the Community Services Commission approve the proposed amendments to the Irvine Children, Youth and Families Advisory Committee Bylaws.

**END OF BUSINESS**

**ADJOURNMENT**

Adjourn to a regular meeting of the Irvine Children, Youth and Families Advisory Committee, **Wednesday, August 29, 2018, 5:30 PM** at Irvine Civic Center, One Civic Center Plaza, Irvine, California, 92606, in the Conference and Training Center (CTC).

**NOTICE TO THE PUBLIC**

**At 11:00 p.m.**, the Irvine Children, Youth and Families Advisory Committee (Committee) will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 midnight 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 midnight.

**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 Committee liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular 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 the Committee liaison at (949) 724-6685.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the 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 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 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 the 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.

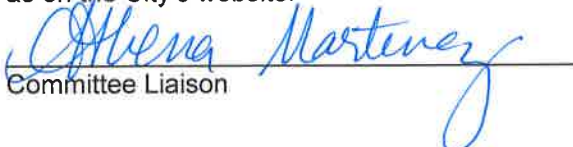
**COMMUNICATION DEVICES**

To minimize distractions, please turn off or silence all personal communication devices.

**MEETING SCHEDULE**

Regular meetings of the Committee are held quarterly on the last Wednesday of every third month at 5:30 p.m. unless otherwise noted. The Committee agenda is posted in the Police Department for public viewing. Meeting agendas and approved minutes are kept current on the City website at [www.cityofirvine.org](http://www.cityofirvine.org).

I hereby certify that the agenda for the Irvine Children, Youth and Families Advisory Committee 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 May 17, 2018 by 5:30 PM, as well as on the City's website.

  
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Committee Liaison

# **MINUTES**

**ITEM 1**



# MINUTES

## IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

**FEBRUARY 28, 2018**

**Irvine Civic Center  
Conference and Training Center  
One Civic Center Plaza  
Irvine, CA 92606**

### CALL TO ORDER

A regular meeting of the Irvine Children, Youth and Families Advisory Committee was called to order on February 28, 2018 at 5:44 PM, Irvine Civic Center, One Civic Center Plaza, Irvine, California, in the Conference and Training Center; Co-Chair Johnson-Norris presiding.

### ROLL CALL

#### Present

Committee Member:	Cristina Blevins	Irvine Unified School District Rep
Committee Member:	Wendy Bokota	Irvine Prevention Coalition Rep
Committee Member:	Joanne Farrell	Tustin Unified School District Rep
Committee Member:	Diane Gale	Member-At-Large
Committee Member:	Zhihai Li	Appointed by: Councilmember Fox
Committee Member:	Dick Owens	Community Services Commission Rep
Committee Member:	Evan Park	High School Youth Action Team Rep
Committee Member:	Barbara Quinlan	Appointed by: Councilmember Lalloway
Committee Member:	Cathy Sun	High School Youth Action Team Rep
Co-Chair:	Lauren Johnson-Norris	Community Services Commission Rep
Co-Chair:	CC Perkinson	Appointed by: Mayor Wagner

#### Absent

Committee Member:	Gerardo Canul	Member-At-Large
Committee Member:	Theresa Collins	Appointed by: Councilmember Shea
Committee Member:	Seth Grossman	Irvine Child Care Committee Rep
Secretary:	Marisa Lo	Appointed by: Councilmember Schott

## **PLEDGE OF ALLEGIANCE**

Co-Chair Johnson-Norris led the Pledge of Allegiance.

## **INTRODUCTIONS**

Community Services Manager Sheila Driscoll introduced:

- Deputy Director of Community Services Lisa Rudloff
- Community Services Superintendent Rachel McClure

## **ANNOUNCEMENTS**

There were no announcements.

## **COMMITTEE UPDATES**

### 1. Irvine Prevention Coalition Meeting

Committee Member Bakota announced the Irvine Prevention Coalition will be holding a training forum on March 15, 2018. The training, entitled *Empower Our Students by Empowering Ourselves*, will be led by Sunghie Park Okino, Ed.D., Coordinator of Prevention and Intervention for Irvine Unified School District, and Doug Everhart, Director of the Center of Student Health and Wellness Promotion at University of California, Irvine. The event will include an interactive discussion about what can be done to create supportive, positive environments to help students deal with stress and anxiety.

### 2. Youth Action Team Project Updates

Committee Members Park and Sun provided updates on the High School Youth Action Team programs held this past quarter, including:

- Lunch time forums at the high schools on topics including internet addiction, nutrition, financial literacy, gender equity, stress management and finding a summer job
- The Annual Acoustic Music Concert
- Yoga and Tea event
- Winter Volunteer Camp (with students completing 400 hours of service)
- 90 volunteer projects
- 4 college campus tours
- Battle of the Bands event

Upcoming activities include:

- The 24th annual Teen Summit
- Lunchtime forums related to Mental Health Awareness month in May
- Teen Voter Registration Outreach Campaign
- Spring Break Volunteer Camp
- Participation in the American Cancer Society's Relay for Life event in June
- Selection of new High School Youth Action Team members

3. Community Services Commission

Committee Member Owens announced that the Community Services Commission (Commission) is reviewing Community Development Block Grant and Home Investment Partnerships Grant applications for the 2018-19 program year. The Commission will recommend agencies for funding to the City Council.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**PUBLIC COMMENTS**

There were no public comments.

**COMMITTEE BUSINESS**

**1. MINUTES**

**ACTION:** Moved by Committee Member Gale, seconded by Committee Member Owens and carried unanimously by members present to approve the minutes of the regular meeting of the Irvine Children, Youth and Families Advisory Committee held November 8, 2017.

- Ayes: Blevins, Bokota, Farrell, Gale, Johnson-Norris, Li, Owens, Park, Perkinson, Quinlan, Sun
- Noes:
- Absent: Canul, Collins, Grossman, Lo

**2. PROPOSED IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE BYLAW AMENDMENTS**

**ACTION:** Review and provide input on proposed amendments to the Irvine Children, Youth and Families Advisory Committee bylaws.

Input and discussion included: approval of bylaw amendments to be made by Commission; frequency of meetings and use of ad hoc committees to further explore areas of interest to bring back to the Committee; and annual reporting of Committee goals and accomplishments to the Commission. Interest was expressed in developing an ad hoc committee to discuss the issue of adolescent mental health and wellness; a few Committee members indicated they would further explore this topic and share recommendations with the Committee at its next regular meeting.

**END OF BUSINESS**



**ADJOURNMENT** at 6:45 p.m. on Wednesday, February 28, 2018.

\_\_\_\_\_  
Co-Chair

\_\_\_\_\_  
Laurie Gruschka  
Recording Secretary

\_\_\_\_\_  
Date

**ITEM 2**



## REQUEST FOR IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ACTION

**MEETING DATE:** MAY 23, 2018

**TITLE:** PROPOSED IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE BYLAW AMENDMENTS

Community Services Manager

Deputy Director of Community Services

### RECOMMENDED ACTION

Review and recommend the Community Services Commission approve the proposed amendments to the Irvine Children, Youth and Families Advisory Committee bylaws.

### EXECUTIVE SUMMARY

The Community Services Department provides support to the Irvine Children, Youth and Families Advisory Committee (Committee) 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 Community Services Commission (Commission). The purpose of the review is to reflect current and best practices; achieve operational efficiencies; and incorporate annual reporting by each advisory body to the Commission on its goals and initiatives.

To date, the Committee bylaw amendment process has included the following:

1. On February 28, 2018, the Committee reviewed proposed amendments to the bylaws and provided input.
2. On May 2, 2018, the Commission received a presentation regarding the proposed bylaw amendments and the annual goals, initiatives, and purpose of the Board.

3. Legal counsel reviewed the proposed bylaw amendments and the proposed bylaws were updated to reflect City Attorney recommendations (Attachment 1).

Following a review of the updated bylaw amendments by the Committee, the bylaws will require review and approval by the Commission.

## **ANALYSIS**

The City Attorney reviewed the Committee bylaws and suggested changes in sections 3.1, 3.3, 4.0, 5.0, 6.0, 7.2, 8.1, 8.3, 8.4, and 9.0. Additional administrative corrections were made to provide greater clarity, consistency and understanding. Amendments in Attachment 1 illustrate the removal of words with a ~~strikethrough~~ and additions are highlighted in yellow. The current Board bylaws are presented as Attachment 2 for reference.

## **ALTERNATIVES CONSIDERED**

The Committee could recommend additional language or changes to the proposed bylaws.

## **FINANCIAL IMPACT**

Committee financial impacts are minimal and included in the approved FY 2017-18 Budget.

**REPORT PREPARED BY** Sheila Driscoll, Community Services Manager

## **ATTACHMENTS**

1. Proposed Irvine Children, Youth and Families Advisory Committee Bylaw Amendments
2. Current Irvine Children, Youth and Families Advisory Committee Bylaws



# IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE (PROPOSED) BYLAWS

Reviewed By: Irvine Children, Youth and Families  
Advisory Committee – May 23, 2018

## 1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Children, Youth and Families Advisory Committee (hereinafter “Committee”).

## 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 purpose of the Committee is to serve as a public advisory body of the City of Irvine, reporting to the City’s Community Services Commission (herein after “Commission”). The Committee’s purpose is to be achieved in accordance with the goals and objectives of City Council and the Community Services Commission.

3.2 Mission – The Committee’s mission is to provide ongoing review and evaluation of the City’s children, youth and family-related initiatives.

3.3 Duties – The Committee’s duties include reviewing progress of children, youth and family-related services and programs and integrating community input on an ongoing basis.

The Committee shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of the Committee, including the power to invite City residents to serve on ad hoc committees as nonvoting participants. The Committee shall recommend to the Commission such actions as they deem appropriate, and the Commission can convey such recommendations to the City Council as it deems appropriate.

The Committee shall report annually to the Community Services Commission on its goals and accomplishments.

## 4.0 GENERAL STATEMENT OF POLICY

Provisions of the Irvine Municipal Code, Title I, Division 4-Commissions and Committees, are applicable to all commissions and committees appointed by, or otherwise operating under, the authority of the City of Irvine, City Council and/or its properly appointed delegate.

## 5.0 MEMBERSHIP

The Committee shall consist of no more than fifteen (15) voting members (“Committee Members”). All Committee Members must either be a resident of, or employed in, the City of Irvine, and shall serve pursuant to Section 5310 of the California Organizations Code.

Membership on the Committee is comprised of representatives meeting the following requirements:

- 5.1 Five (5) City Council-appointed Members – Each member of the City Council shall appoint one member to serve on the Committee for a term expiring upon the expiration of the Council member’s term.
- 5.2 Two (2) Members of the Community Services Commission – Community Services Commission elects two (2) members to serve two-year terms.
- 5.3 Two (2) Members-at-Large – Members-at-Large are selected through a public recruitment to serve two-year terms.
- 5.4 Two (2) Youth Members – Youth High School Members are selected through the City of Irvine High School Youth Action Team to serve one-year terms.
- 5.5 Five (5) Agency Representatives – The following groups will be asked to appoint one (1) person to represent the interests of their respective constituencies to serve at the pleasure of their organization:
  - 5.5.1 Irvine Unified School District
  - 5.5.2 Tustin Unified School District
  - 5.5.3 Irvine Prevention Coalition
  - 5.5.4 Irvine Child Care Committee
  - 5.5.5 Irvine Public Safety (Ex-Officio)
- 5.6 Resignation, Vacancies, and Removal
  - 5.6.1 Resignation - Any member or officer may resign at any time by giving written notice to the Chair or Vice Chair.
  - 5.6.2 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 Committee.
  - 5.6.3 Removal - Absence from three (3) consecutive meetings may constitute the removal of the member. In the event a Committee



Member fails to attend three consecutive meetings, the Committee may, by motion, move to remove the Committee Member from the Committee. A majority vote of the Committee Members present at the duly constituted meeting shall be required to carry such a motion.

5.6.4 Liabilities and Property Rights of the Committee - No member of the Committee 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 – Committee Members shall each be entitled to one vote.

6.2 Proxy Votes – No proxy votes are permitted.

## 7.0 OFFICERS

Officers of the Committee shall include a Chair and a Vice Chair, each of whom shall be a member of the Committee. The officers shall be elected by the Committee every other year.

7.1 Election – Regular election of officers shall be held at the Committee's Spring meeting of odd-numbered years. The term of office shall be two (2) years, commencing upon election.

7.2 Chair – The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and is responsible for approval of the agenda. The Chair shall represent the Committee to the Community Services 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 Committee.

## 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 Committee 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 Committee Members shall constitute a quorum. A majority vote of the Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings – The Committee shall meet four (4) times each year per an annual schedule approved by the Committee at the last meeting of the previous year. All regular meeting agendas shall be posted in a location 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 Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before 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

Amendments to these bylaws are subject to approval and adoption by the Community Services Commission by a majority vote of the members present at a duly constituted meeting of the Commission.



**BYLAWS**  
**IRVINE CHILDREN, YOUTH, AND FAMILIES**  
**ADVISORY COMMITTEE**

**ARTICLE I**  
**Name**

The name of this public entity shall be the Irvine Children, Youth, and Families Advisory Committee (hereinafter ICYFAC), 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 ICYFAC is to serve as a public advisory body of the City of Irvine, reporting to the City's Community Services Commission. ICYFAC's mission and purpose are to be achieved in accordance with the goals and objectives of City Council and Community Services Commission.

**Section 2. Mission**

ICYFAC's mission is to provide ongoing review and evaluation of the City of Irvine's Strategic Plan for Children, Youth, and Families. ICYFAC creates a governance process for reviewing strategic plan progress, conducting indicator studies, monitoring funded activities and integrating community input on an ongoing basis.

**ARTICLE IV**  
**Membership**

**Section 1. Members**

There shall be but one class of members in this organization, and it shall be designated as the Advisory Committee (hereinafter Committee) with membership not to exceed fifteen (15) voting members, serving pursuant to Section 5310 of the California Government Code. Any action taken by the Committee shall be deemed to be action taken by all members of ICYFAC.

## Section 2. Composition of Committee

All Committee members must be a resident or employed in the City of Irvine.

## Section 3. Selection of Members

The Mayor and each member of the City Council shall nominate one member to serve on the Committee. Two members of the Community Services Commission Children, Youth, and Families Task Force shall serve on the Committee and shall nominate two at-large community members and two youth members for Committee service. In addition, the following groups will be asked to nominate one person to represent the interests of their respective constituencies:

- Irvine Unified School District
- Tustin Unified School District
- Irvine Prevention Coalition
- Irvine Child Care Committee
- Irvine Public Safety (Ex-Officio)

All nominees shall be confirmed by the Community Services Commission. Members shall serve a two-year term, subject to the pleasure of the Community Services Commission and the constraints of these Bylaws. Members may be re-appointed for an unlimited number of terms. The Committee shall have the opportunity to review and comment to the Community Services Commission prior to appointment or reappointment of a member.

## Section 4. Powers and Duties of the Committee

The Committee shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of ICYFAC, including the power to invite City residents to serve on ad hoc committees as non-voting participants.

## Section 5. Liabilities and Property Rights of the Committee

No member of the Committee 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 the Committee.

#### A. Co-Chairs

Subject to the control of the Committee, 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 the meetings of the Committee on a rotating basis.

#### B. Chair

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

#### Section 2. Election

Regular election of officers shall be held at the Committee's annual meeting, in the spring of odd-numbered years. The Committee shall elect its officers from its own number, by majority vote of members present. The term of office shall be two 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 the Committee. Resignation as an officer does not constitute resignation from the Committee.

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

#### 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 the Committee's own number, 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% of Committee members shall constitute a quorum for the transaction of business at any meeting of the Committee. In the event that less than a quorum of members shall be present at any meeting, the Committee Secretary or the members of the Committee 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 Committee 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 Committee's mission and purpose. 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 the Committee, 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.

**Section 5. Attendance**

Attendance at the regular meetings is a duty and obligation of each member. Any member who will be absent from any regular meeting or special meeting must notify the Committee 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 Committee 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 the Committee.

**Section 2. Involuntary Removal**

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

**A. Removal for Lack of Attendance**

The Committee 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

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 the Committee 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 Committee 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 the Committee, 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 the Committee at any meeting of such Committee.

Date: 7/15/09

Signed: Courne Schmedegans  
Chair