



IRVINE AQUATICS ADVISORY BOARD BYLAWS

Community Services Resolution Number: 18-06
Community Services Commission Approved: 06/06/2018


Director of Community Services

1.0 NAME

The name of this advisory body of the City of Irvine shall be the Irvine Aquatics Advisory Board (hereinafter "Board").

2.0 LOCATION

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

3.0 PURPOSE, MISSION, AND DUTIES

3.1 Purpose - The Board's purpose is to serve as an advisory body of the City of Irvine, reporting to the Community Services Commission (hereinafter "Commission"). The Board shall represent the entire community in their deliberations and actions.

3.2 Mission - The Board's mission is to ensure an equitable allocation of pool space and maximum participation for all Irvine youth regardless of choice in program or ability.

3.3 Duties - The Board's duties include, but shall not be limited to, providing input into the needs of the community pertaining to Irvine's youth aquatics programs, facilities and services.

The Board shall be responsible for reviewing architectural drawings for proposed parks (public and private) with aquatic amenities to ensure the aquatic amenities are appropriately designed to meet the needs of the Irvine community pertaining to Irvine's youth aquatic programs, facilities and services. The Board shall also be responsible for reviewing and recommending, on a quarterly basis, an allocation schedule for the City's aquatic facilities that ensures a fair and efficient distribution is provided to all aquatic programs, regardless of choice in sport. The Board shall further advise City staff and the staff of Irvine Unified School District, City Commissioners and other officials of their findings and recommendations for necessary actions to meet the City of Irvine's needs, and to address deficiencies in the aquatics functions within the boundary of the City of Irvine.

The Board shall also report annually to the 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 authority of the City of Irvine, City Council and/or its properly appointed delegate.

5.0 MEMBERSHIP

The Board is comprised of voting and non-voting members. There are no term limits for Board Members as they serve at the will of their organizations.

5.1 Organization Members - Irvine-based youth aquatics organizations (hereinafter "Member Organizations") shall be entitled to one representative on the Board, designated by the Member Organization's president, or its equivalent. Member Organizations must meet the following requirements:

5.1.1 The Category II Organization requirements outlined in the Public Facilities Reservation and Fee Policy.

5.1.2 The Member Organization's primary mission must include youth aquatics team sport activities.

5.1.3 Member Organizations must be present at no less than three-fourths (3/4) of regularly scheduled Board meetings in one calendar year. Failure to adhere to this attendance requirement will result in the Member Organization losing voting privileges for six (6) months. An organization losing voting privileges shall not lose pool allocation rights.

5.2. Liaison Members - The City of Irvine and the Irvine Unified School District shall designate staff as a Liaison Member to the Board. The City and District are non-voting members.

5.3 Resignation, Vacancies, and Removal

5.3.1 Resignation - Any Board Member or officer may resign at any time by giving written notice to the Chair or Vice Chair.

5.3.2 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.

- 5.3.3. Removal - In the event a Board Member fails to attend three (3) consecutive meetings, the Board may, by motion, move to remove the Board Member from the Board. A majority vote of the Board Members present at a duly constituted meeting shall be required to carry such a motion.

6.0 VOTING

- 6.1 One Vote Per Member - Board Members shall be entitled to one vote. Representatives are not permitted to cast votes representing more than one Organization.
- 6.2 Proxy Votes - When representatives cannot attend, the Organization may send a proxy from its own Organization to cast its vote.

7.0 OFFICERS

Officers of the Board shall include a Chair and a Vice Chair, each of whom shall be a voting member of the Board. The Board shall elect the officers every other year.

- 7.1 Election - Regular election of officers shall be held at the January meeting of even-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 Board. The Chair shall preside over all meetings and 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 open to the public and shall conform to the provisions of the "Ralph M. Brown Act".

- 8.1 Agenda - Agenda items may be submitted thirty (30) days in advance by any Board Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison. When agenda items requiring a vote are distributed less than thirty (30) days prior to a meeting, Board Members shall have the right to consult their Organization's Board of Directors, or the functional equivalent, prior to a final vote.

- 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 present 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 fourth Wednesday in January, April, and October, and on the third Wednesday in July. 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 Board, by delivering personally, by mail, or by email written notice to each member 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 Commission by a majority of the members present at a duly constituted meeting of the Commission.

COMMUNITY SERVICES COMMISSION RESOLUTION NO. 18-06

A RESOLUTION OF THE COMMUNITY SERVICES COMMISSION OF THE CITY OF IRVINE, CALIFORNIA, AMENDING THE BYLAWS OF THE IRVINE AQUATICS ADVISORY BOARD

WHEREAS, the City Council authorized the Community Services Commission to serve as the governing body of the Irvine Aquatics Advisory Board; and

WHEREAS, the Irvine Aquatics Advisory Board has approved revisions to its Bylaws to assure relevance to its mission; and

WHEREAS, the Bylaws amended are consistent with the City Council direction as to the mission of the Committee; and

NOW, THEREFORE, the Community Services Commission of the City of Irvine, DOES HEREBY RESOLVE as follows:

SECTION 1. That the above recitals are true and correct and are incorporated herein.

SECTION 2. Based on the above findings, the Community Services Commission of the City of Irvine DOES HEREBY RECOMMEND the adoption of the amended Bylaws of the Irvine Aquatics Advisory Board, attached hereto as Exhibit A.

SECTION 3. The Secretary to the Community Services Commission shall certify to the passage of this Resolution and enter it into the book of original Resolutions.

PASSED AND ADOPTED by the Community Services Commission of the City of Irvine at a regular meeting held on the 6th day of June 2018 by the following roll-call vote:

AYES:	5	COMMISSIONERS:	Trussell, Schultz, Johnson-Norris, Konte, and Owens
NOES:	0	COMMISSIONERS:	None
ABSENT:	0	COMMISSIONERS:	None
ABSTAIN:	0	COMMISSIONERS:	None



CHAIR OF THE COMMUNITY SERVICES
COMMISSION FOR THE CITY OF IRVINE



SECRETARY OF THE COMMUNITY SERVICES
COMMISSION FOR THE CITY OF IRVINE