



AGENDA

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

Vacant
Chair

**February 24, 2021
5:30 PM**

Wendy Bokota
Vice Chair

**Irvine Civic Center
L102 Conference Room
One Civic Center Plaza
Irvine, CA 92606**

Committee Members:
Phyllis Agran
Luz Arellano
Brooke Cazier
Shelby Clatterbuck
Dina Eletreby
Lily Freeman
Diane Gale
Naz Hamid
Christine Ito
Ense Kwan
Ajay Mohan
Jing Sun
Jada Ulep

IMPORTANT PUBLIC HEALTH AND SAFETY MESSAGE REGARDING PARTICIPATION IN IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

AS A RESULT OF THE COVID-19 VIRUS, AND RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, AND THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE ORANGE COUNTY HEALTH CARE AGENCY, AS WELL AS THE CITY OF IRVINE EMERGENCY DECLARATION, THE PUBLIC WILL NOT BE PERMITTED TO PHYSICALLY ATTEND THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING TO WHICH THIS AGENDA APPLIES.

YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING," ONE CIVIC CENTER PLAZA, IRVINE, CA 92606 OR BY EMAIL TO MARCY BACKHUS AT MBACKHUS@CITYOFIRVINE.ORG. EMAILS RECEIVED FOR AGENDA ITEMS WILL BE READ INTO THE RECORD AT THE TIME DETERMINED BY THE CHAIRPERSON.

PLEASE NOTE: THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. IT WOULD BE APPRECIATED IF COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING AT LEAST 24 HOURS BEFORE THE MEETING, SPECIFIC DETAILS ABOUT HOW TO OBSERVE AND PARTICIPATE, WHICH MAY INCLUDE EITHER TELE-CONFERRING, VIDEO-CONFERRING, OR ANOTHER EQUIVALENT OPTION, WILL BE INCLUDED ON THE CITY'S WEBSITE.



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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

- New Committee Member Introductions – Community Services Administrator Adam Buchanan

PRESENTATIONS

1. IUSD CAMPUS CLIMATE, TRENDS, AND SUPPORT – IUSD COUNSELING TEAM

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.

- Member-At-Large Recruitment
- Spring Forum(s) and Training(s) Proposal
- Chair and Vice Chair Elections

COMMITTEE UPDATES

- High School Youth Action Team report

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 BUSINESS

2. APPROVAL OF IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MINUTES FOR MEETING HELD NOVEMBER 18, 2020

RECOMMENDED ACTION:

Approve the minutes of the regular meeting of the Irvine Children, Youth and Families Advisory Committee held November 18, 2020.

3. IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEMBER-AT-LARGE RECRUITMENT

RECOMMENDED ACTION:

Appoint Irvine Children, Youth and Families Advisory Committee members to serve on a selection committee to fill expiring Member-at-Large positions.

ADJOURNMENT

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) 724-6642.

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 949-724-6647 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.

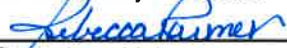
COMMUNICATION DEVICES

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.

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 February 18, 2021 by 5:30 p.m. as well as on the City's website.

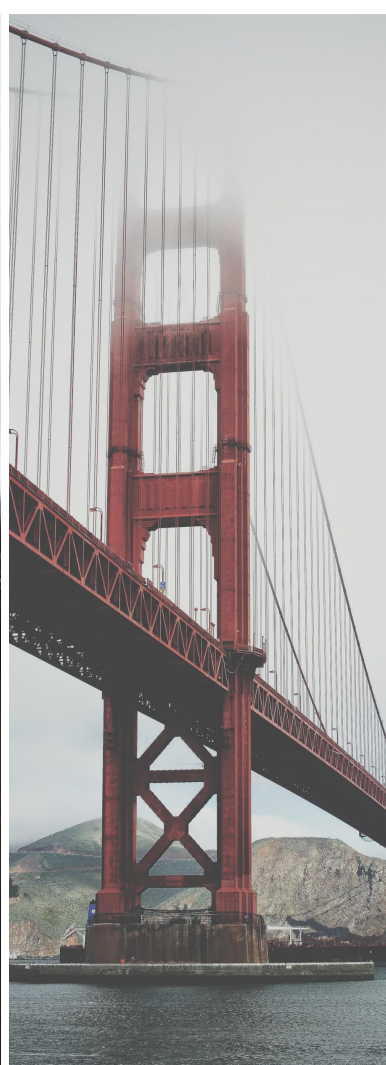
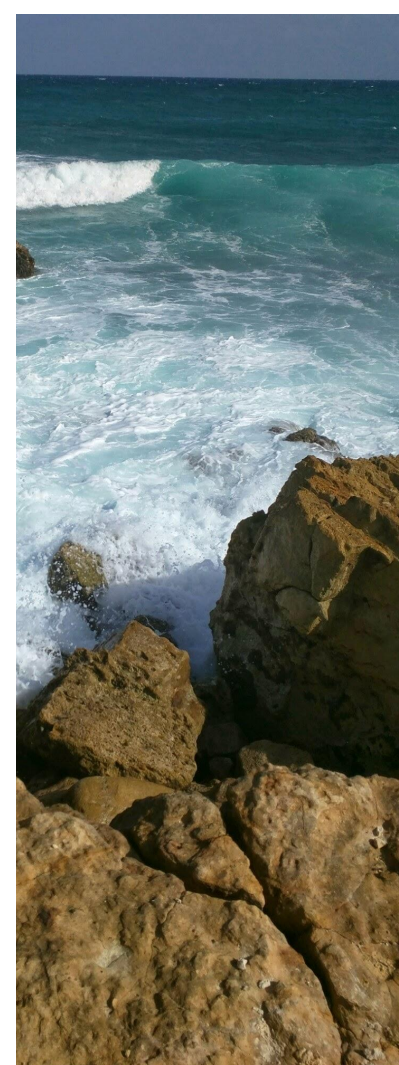


Committee Liaison

PRESENTATION

ITEM 1

IUSD CAMPUS CLIMATE, TRENDS, AND SUPPORT – IUSD COUNSELING TEAM



SUPPORTING IUSD STUDENTS

Connie Jacobs, Coordinator College & Career
Readiness Counseling

Amy Klamberg, Counselor, Irvine Virtual
Academy (Irvine High)

Liz Taylor, Counselor, Woodbridge High School

Michelle Trapp, Counselor, Jeffrey Trail Middle
School

Tami Watkins, Counselor, South Lake Middle
School

TODAY'S OBJECTIVES

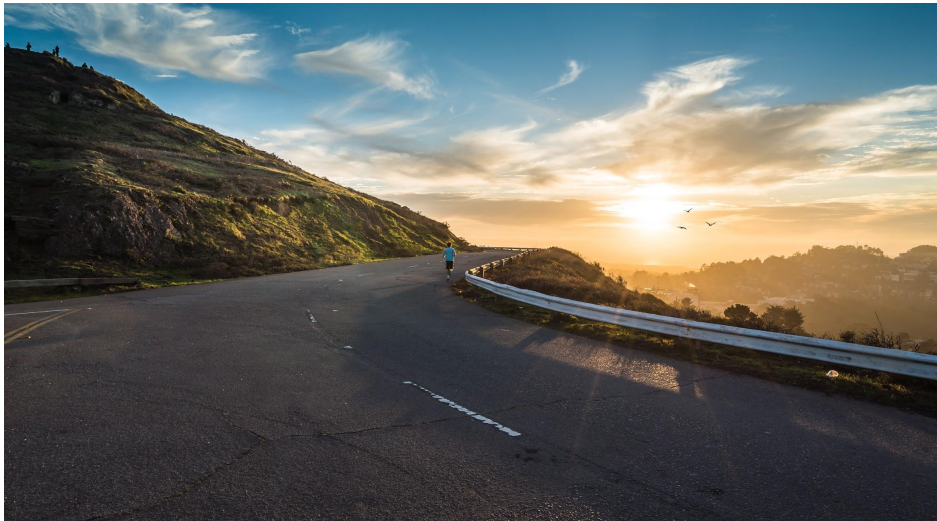
Review how IUSD is structured this year

Examine the School Counselor's role in supporting all IUSD Middle and High Schools

Identify mental health trends noticed in students related to the pandemic

Explore silver linings being shared by students

Review current resources for IUSD students and families



IUSD Highlights



**IUSD Secondary School
Counselors support all students
at the following schools:**

K-8 Schools:

Beacon Park
Cadence Park
Plaza Vista
Vista Verde

Middle Schools:

Jeffrey Trail
Lakeside
Rancho San Joaquin
Sierra Vista
South Lake
Venado

High Schools:

Creekside
Irvine High School
Northwood High School
Portola High School
University High School
Woodbridge High School

Irvine Virtual Academy

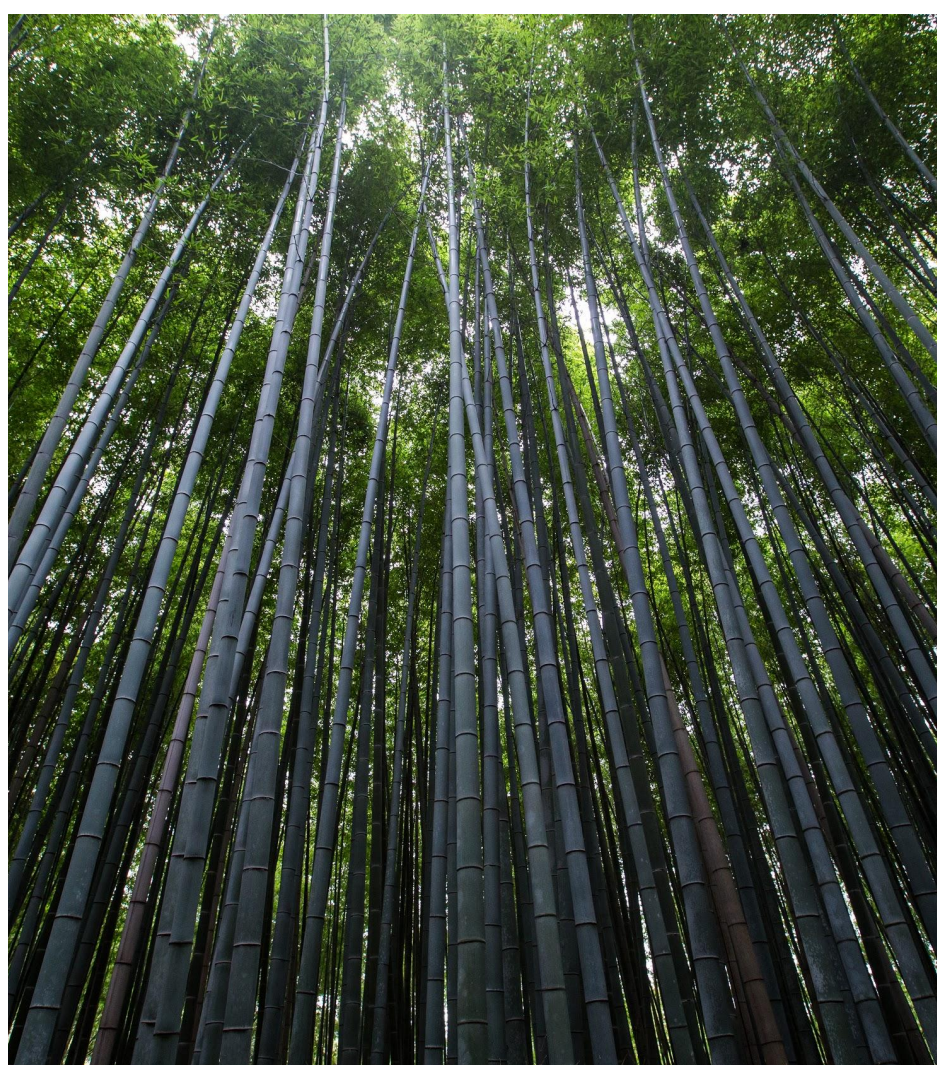
School Counselor Support

3 Domains: Academic, Social/Emotional and College and Career Support

School counselors are highly educated (Masters Degrees), professionally certified (PPS Credentialed) individuals who help students success in school and plan their career.

An integral part of the education system, school counselors help students form healthy goals, mindsets, and behaviors. With the aid of a school counselor, students learn to develop effective collaboration and cooperation skills, to practice perseverance, to develop time management and study skills, and to learn self-motivation and self-direction habits.

Student to School Counselor ratios are between 450:1 - 550:1





Mental Health & Academic Trends

MENTAL HEALTH TRENDS

Lack of Connection

Hopelessness

Grief and Loss

Isolation

Stress - friends and family

Anxiety

Depression

Substance Use

Technology Addiction

Lack of Motivation

Loss of Support

Disengagement

Lack of Consistent Structure

Fear of the Unknown

Increased Need for Outpatient Treatment





ACADEMIC AND POST-SECONDARY TRENDS

Technology and Online Learning
Struggling with Grades
Attendance and Engagement
Motivation
Learning Gaps
Work Completion
Time Management/Procrastination
Organization
Changes in College Admissions
Uncertainty About the Future



Silver Linings

Resiliency

Students Thriving in Online Environment

Creativity - Students finding other ways to do community service, participate in programs, research, etc.

Increased Parental Collaboration

Decrease in Stigma about Seeking Mental Health Support



STUDENT SUPPORT AND RESOURCES



Who can students receive support from?

Teachers
School Counselors
School Psychologists
School Administrators
Mental Health Specialists
Project Success (HS)
Irvine Family Resource Center
Care Solace
Family
Mentors
IPD
City of Irvine YAT
Say Something Reporting App

What Support Looks Like:

Tier 1, 2 and 3 Support
Individual Student Meetings
At-Promise Meetings
Classroom Guidance Lessons
Large Group Presentations
Presentations for Parents
Wellbeing Events
Individual Counseling
Family Counseling
Home Visits
Hope Squad (HS)
Say Something App
Second Step (MS)
Speak Up, We Care Newsletter
SEL (Social Emotional Learning)





FINAL THOUGHTS

Identified areas of concern are not only related to students; adults are also struggling.

Identified areas of concern are experienced by different students at different levels, and can ebb and flow based on many factors.

We need to continue educating students, parents and the community about the importance, and normalcy of reaching out for help, as well as who they can reach out to for support.

“Sometimes asking for help is the bravest move you can make. You don’t have to go it alone.”



Thank you!

COMMITTEE BUSINESS

ITEM 2

MINUTES



MINUTES

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

November 18, 2020

Middle School Programs Office
14321 Yale Avenue
Irvine, CA 92604

CALL TO ORDER

A regular meeting of the Irvine Children Youth and Families Advisory Committee was called to order at 5:34 p.m. at the Irvine Middle School Programs Office via WebEx, 14321 Yale Avenue, Irvine by Chair Johnson-Norris.

ROLL CALL

Present: 13

Committee Member	Aarti Chopra
Committee Member	Shelby Clatterbuck
Committee Member	Theresa Collins
Committee Member	Dina Eletreby
Committee Member	Lily Freeman
Committee Member	Diane Gale
Committee Member	Christine Ito
Committee Member	Ense Kwan
Committee Member	Zhihai Li
Committee Member	Branda Lin
Committee Member	Jada Ulep
Vice Chair	Wendy Bokota
Chair	Lauren Johnson-Norris

Absent: 2

Committee Member	Luz Arellano
Committee Member	Brooke Cazier

PLEDGE OF ALLEGIANCE

Chair Johnson-Norris led the Pledge of Allegiance.

INTRODUCTIONS

Community Services Administrator Adam Buchanan introduced Corey Lakin, Community Services Manager of Parks and Special Events. Also introduced were new committee members: Shelby Clatterbuck, IUSD Early Learning Specialist, Aarti Chopra, Irvine Child Care Committee representative, Jada Ulep, and Lily Freeman, IUSD Youth Action Team representatives.

PRESENTATIONS

1. COVID-19 Impact on Teens

Dr. Jerry Weichman from the Weichman Clinic is a clinical psychologist and adolescent specialist as well as an author, speaker, and parenting expert. His clinical practice at Hoag Hospital's Neurosciences Institute in Newport Beach, California, provides a window on contemporary teen and pre-teen behavior. He also founded The Weichman Clinic and its Teen Brain Program — a comprehensive mental wellness program exclusively focused on children and adolescents.

Pre-pandemic youth struggled with feeling inferior, insecure, social pressure, self-imposed pressure, academic pressure, parental expectations, sleep issues, and stress-related disorders. During the pandemic, you have all the same problems with new ones added, and the current isolation heightens them. They are now feeling overwhelmed, worried about falling behind in school and sports and giving up emotionally. Students, parents, and teachers are all in need of support.

Dr. Weichman emphasized a crucial step to helping with all of this is exercise; this is something that everyone can do to alleviate many of the stressors mentioned above, taking a walk outside and changing your scenery and sunshine. Therapists are working at this time through tele-therapy and in-office visits when needed. Dr. Weichman has been working with Supervisor Painter in training and working with city staff who work with youth, and plan to continue this relationship in the future.

ANNOUNCEMENTS

Supervisor Painter gave an update on the Middle School Programs iSUCCEED Initiative. The iSUCCEED program is looking to put together TED talk type videos of approximately 20 to 30 minutes. Giving teachers, students, and parents the vital information they need in a recognizable format.

COMMITTEE MEMBER UPDATES

Youth Action Team Project Updates:

Committee Members Freeman and Ulep provided an update on High School Youth Action Team programs held from June 2020 through November 2020, including:

Off-Campus Activities

- This summer, Youth Action Team (YAT) held a volunteer camp entirely online. It was very successful, with 133 students participating; and completing 2500 hours of community service.
- This school year, YAT created an interactive website to connect with students. With more students attending school online, this was a way to reach all students. Their participation increased to 300 students.

They have created online:

- Wellness Wednesday's virtual topics included self-love, gratitude, mindfulness, and more;
- Thursday's Online Talks topics have included resilience, interviewing skills, "how to find the right college for you,"; and
- An online forum where students can interact with past YAT members.

Community Service

- This school year, projects included cards for first responders, learning packets for daycares, book reviews, and care packages totaling 1500 hours of community service; and
- YAT is now a Presidential Volunteer Service Award approved program.

Committee Members Freeman and Ulep also announced several upcoming events, including Online Fun Fridays with scavenger hunts, cooking, escape room, and talent shows planned for the forthcoming months.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

PUBLIC COMMENTS

There were no public comments.

COMMITTEE BUSINESS

2. APPROVAL OF IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MINUTES FOR MEETING HELD FEBRUARY 26, 2020.

ACTION: Moved by Chair Johnson-Norris and seconded by Vice Chair Bokota to approve the minutes of the regular meeting of the Irvine Children, Youth and Families Advisory Committee held February 26, 2020.

The motion carried as follows:

Ayes: 13 Committee Members: Bokota, Chopra, Clatterbuck, Collins, Eletreby, Freeman, Gale, Ito, Johnson-Norris, Kwan, Li, Lin, Ulep

Absent: 2 Committee Members: Arellano, Cazier

3. IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE PROPOSED MEETING SCHEDULE FOR CALENDAR YEAR 2021.

ACTION: Moved by Chair Johnson-Norris and seconded by Committee Member Collins to approve the Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2021.

The motion carried as follows:

Ayes: 13 Committee Members: Bokota, Chopra, Clatterbuck, Collins, Eletreby, Freeman, Gale, Ito, Johnson-Norris, Kwan, Li, Lin, Ulep

Absent: 2 Committee Members: Arellano, Cazier

ADJOURNMENT

Moved by Chair Johnson-Norris, seconded by Committee Member Collins, and unanimously carried by those members present, to adjourn the meeting at 6:50 p.m.

WENDY BOKOTA
VICE CHAIR

Date Approved: _____

MARCY BACKHUS
RECORDING SECRETARY

COMMITTEE BUSINESS

ITEM 3

**IRVINE CHILDREN, YOUTH AND FAMILIES
ADVISORY COMMITTEE
MEMBER-AT-LARGE RECRUITMENT**



REQUEST FOR IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ACTION

MEETING DATE: FEBRUARY 24, 2021

TITLE: IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEMBER-AT-LARGE RECRUITMENT

Adam Buchanan

Adam Buchanan (Feb 9, 2021 15:49 PST)

Community Services Administrator

RECOMMENDED ACTION

Appoint Irvine Children, Youth and Families Advisory Committee members to serve on a selection committee to fill expiring Member-at-Large positions.

EXECUTIVE SUMMARY

The purpose of the Irvine Children, Youth and Families Advisory Committee (Committee) is to serve as a public advisory body of the City of Irvine, reporting to the Community Services Commission. The Committee's purpose is to be achieved in accordance with the goals and objectives of the City Council and Community Services Commission. The mission of the Committee is to provide ongoing review and evaluation of the City's children, youth and family related initiatives.

In accordance with the Committee Bylaws, Article 5 - Membership, Section 5.3 -Two (2) Members-at-Large – Members-at-Large are selected through a public recruitment to serve two-year terms, subject to approval by the Community Services Commission and the constraints of Committee Bylaws. The Committee shall have the opportunity to review and comment to the Community Services Commission prior to appointment or reappointment of members (Attachment).

The Committee's Member-at-Large positions will expire April 2021. The terms of the new members will be for two years, from May 2021 through April 2023.

COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

The Committee was established in 2008 as part of City Council's acceptance of the Strategic Plan for Children, Youth and Families report. In accordance with the Committee Bylaws, Article 5, Membership, 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 shall serve on the Committee, and two at-large community members are selected through a public recruitment. In addition, two youth members are selected through the City of Irvine Youth Action Team for Committee service. The following groups are asked to nominate one person to represent the interest of their respective constituencies:

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

The Committee shall have the opportunity to review and comment to the Community Services Commission prior to appointment or reappointment of a member.

Staff requests the Committee appoint several members to serve on a selection committee. The Member-at-Large recruitment opened February 1, 2021 and will close March 1, 2021, with terms beginning May 2021 and ending April 2023.

Members of the selection committee will review applications received by the Community Services Department. Staff will schedule interviews for applicants with members of the selection committee. Recommendations will be forwarded to the Community Services Commission for approval of appointments.

ALTERNATIVES CONSIDERED

The Irvine Children, Youth and Families Advisory Committee may choose to:

1. Delay the recruitment of Members-at-Large and request the item be carried over to the May meeting.
2. Delay the appointment of the Committee members to participate in selection of new Members-at-Large and request the item be carried over to the May meeting.

FINANCIAL IMPACT

There are no new fiscal or staff impacts associated with the recommended Committee appointments.

REPORT PREPARED BY Adam Buchanan, Community Services Administrator

ATTACHMENT

Irvine Children, Youth and Families Advisory Committee Bylaws



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

Community Services Resolution Number: 18-07
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 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 One 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 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 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 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 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 Committee 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 shall represent the Committee 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 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 thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. 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 Commission by a majority vote of the members present at a duly constituted meeting of the Commission.