

CITY COUNCIL POLICY AND PROCEDURES MANUAL



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This manual includes policies and procedures that guide the City Council in carrying out their duties as the chief legislative body of the City of Irvine. These policies and procedures have been adopted through various actions including the Irvine Municipal Charter, City Council Ordinance, City Council Resolution, City Council minute order, and through adoption of this manual.

The City of Irvine and its City Council are guided by a number of legislative directives including, but not limited to the Irvine Municipal Code, the California Government Code, the “Brown Act” regarding public meetings, the California Fair Political Practices Commission Code of Regulations, Roberts Rules of Order, City of Irvine Rules of Ethical and Open Governance, City-wide administrative policies and procedures, and state and federal judicial rulings.

This manual is directed primarily towards operational areas that regularly impact the City Council. As such, it is recognized that this manual is not inclusive of all ordinances, resolutions and other legislative acts that have bearing on City Council operations.

The City Council Policy and Procedures Manual is updated on a regular basis and may be amended at any time by City Council direction.

January 9, 2024 Update

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City Council Policy / Procedure

City Council Agendas and Meetings (Updated January 9, 2024)

Reference: Municipal Code: Div. 2
Municipal Code Div. 15
Minute Order: 1-9-24
Minute Order: 6-28-22
Resolution 23-24

In addition to procedures set forth in the Ralph M. Brown Act (Government Code § 54950 et seq.) and Divisions 2 and 15 of Title 1 of the Irvine Municipal Code, the following policies and procedures have been adopted by, and shall be followed by, the City Council and City commissions and committees with regard to agenda preparation and the conduct of public meetings.

1. Agendas

- a. ***Agenda Posting and Descriptions:*** The City Manager shall cause an agenda to be posted in accordance with the Irvine Municipal Code and the Ralph M. Brown Act (Government Code § 54950 et seq.). The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting together with the time and location of the meeting. The description shall be sufficient to apprise interested persons of the subject matter of the discussion or the business to be conducted.
- b. ***Councilmember-Initiated Agenda Items:*** Councilmembers wishing to place items on City Council Agendas shall adhere to the following.

- i. Items Not Requiring a Staff Report:

Requests shall be presented in memorandum to the City Manager, with a copy to the Mayor and City Council, no less than one week prior to the next scheduled City Council meeting.

- ii. Items Requiring a Staff Report:

Requests shall be presented in a memorandum to the City Manager, with a copy to the Mayor and City Council, no less than two weeks prior to the next scheduled City Council Meeting.

c. **Order of Business:** The order of business at City Council meetings has been established pursuant to City Council Resolution No. 23-24, as follows:

- i. Call to Order
- ii. Roll Call
- iii. Study Sessions/Workshops/Scoping Sessions
- iv. Closed Sessions
- v. Pledge of Allegiance
- vi. Invocation
- vii. Presentations
- viii. Public Comments –Non-Agendized Items *
- ix. City Manager’s Report
- x. Announcements, Committee Reports, Council Reports
- xi. Additions and Deletions**
- xii. Consent Calendar***
- xiii. Public Hearings***
- xiv. Council Business***
- xv. Adjournment

**Public comments will be heard no sooner than 5:00 p.m.

*Additions to the agenda are limited by California Government Code Section 54954.2 (of the Brown Act).

*** Public comments will be heard on the Consent Calendar, on each Public Hearing item, and on each item of Council Business. In each case, public comments will be heard after the staff report/presentation (if any) and prior to City Council deliberations and action.

d. **Public Comments**

- i. **Public Comments –Non-Agenda Items:** Each meeting agenda shall include a single item providing for members of the public to address the City Council on items of interest to the public and within the subject matter jurisdiction of the City Council, but that are not otherwise on the agenda. If 20 or fewer comment requests are submitted, each speaker shall be limited to three minutes. If between 21 and 30 comment requests are submitted, each speaker shall be limited to two minutes. If more than 30 comment requests are submitted, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of comment requests submitted to the City Clerk before the first speaker is called. Comment requests submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the

time for all public speakers may be imposed, at the discretion of the Mayor or by a majority vote of the City Council.

The City Council shall not discuss items which are raised by the public as a part of the public comment period and not included within the posted agenda.

- ii. ***Public Comments – Consent Calendar, Public Hearings items, and Council Business items:*** Members of the public shall be permitted to speak on the Consent Calendar, each Public Hearing item, and each item of Council Business. In each case, public comments will be heard between the staff report/presentation (if any) and City Council deliberations and actions on each item. For each item, if 10 or fewer comment requests are submitted, each speaker shall be limited to three minutes. If between 11 and 15, inclusive, comment requests are submitted, each speaker shall be limited to two minutes. If more than 15 comment requests are submitted, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of comment requests submitted to the City Clerk before the first speaker is called for each item. Comment requests submitted after the first speaker is called shall receive 90 seconds. These time limits may be shortened or extended, or a cumulative limit on the time for all public speakers may be imposed, at the discretion of the Mayor or by a majority vote of the City Council.
- iii. ***Unused Time:*** For all categories of public comments, public speakers may not transfer unused time to another public speaker.
- iv. ***Groupings of Commenters:*** For all categories of public comments, whenever a group of persons wishes to address the City Council on the same subject matter, it shall be proper for the presiding officer to request that the group appoint a spokesperson to address the City Council. If the group does not appoint a spokesperson, or if members of the group other than the spokesperson, seek to address the City Council, the presiding officer may limit the numbers of such speakers so as to avoid unnecessary repetition before the City Council.
- v. ***Remote Participation:*** Members of the public shall be permitted to view public meetings and provide public comments on agenda items and non-agenda items via Zoom or other City-approved virtual platform(s). During public comments provided by Zoom or other city-approved virtual platform(s), the exclusive focus of the visual displayed to remote attendees shall be the City Council dais, except where multimedia materials have been provided for display.
- vi. ***Multi-Media:*** For all categories of public comments, when using multimedia presentations, the following rules shall apply: (1) the presentation shall be provided in a time and format specified by the City Clerk and described

on posted agendas, (2) multi-media presentations shall not include testimony from another person providing public comments, (3) a single multi-media presentation shall not be divided among multiple multi-media presenters, (4) unless otherwise directed by the Mayor or a majority vote of the City Council, all multi-media public comments shall be taken last in order.

- e. ***Announcements, Committee Reports, and Council Reports:*** Announcements, Committee Reports, and Council Reports shall be limited to a maximum of 15 minutes, 3 minutes per member of the City Council. In addition, the Mayor shall receive any necessary additional time to deliver announcements of community events and opportunities.
- f. ***Consent Agenda:*** Items of a routine nature will be considered under the Consent Calendar and will be acted upon as one item. Any member of the City Council shall have the right to remove any item from the Consent Calendar for separate discussion.
- g. ***Reordering:*** Recognizing the occasional need to rearrange the order of business, it shall be done at the discretion of the Mayor or by a majority vote of the City Council.
- h. ***City Council Questions, Comments, and Deliberation:*** City Council questions, comments, and deliberations shall be conducted in rounds, with each councilmember receiving an opportunity to speak in each round. Speaking time shall be limited to five minutes per councilmember per round. That time limit may be shortened or extended at the discretion of the Mayor or by a majority vote of the City Council.

2. Decorum

Public Safety will assign at least one (1) officer to remain present through all City Council meetings. His/her responsibilities will include: security; maintaining the peace at all times; enforcement of the no smoking regulation; escorting Councilmembers to their vehicles if need be; and general enforcement of any order given by the Chief of Police or City Manager. The officer shall at all times be noticeably visible to the public and City Council.

3. Seating Arrangements

The seating arrangement for the City Council shall be determined by the Mayor, unless overturned by a majority vote of the City Council. (Adopted by City Council action on 4-08-75.)

4. Motions

Whenever possible, motions of a substantive nature shall be drafted, copied and distributed on the dais at least one (1) hour prior to a City Council meeting at which the motion is to be considered. Councilmembers must be notified by phone or in person that new material awaits them. This distribution and notification notice does not automatically indicate that

appropriate time has been given for individual Councilmember's or staff's consideration, but serves to help address last minute information.

5. Voting

By City Council action roll call votes shall be taken by the use of electronic voting lights, unless otherwise mandated by law or directed by the Mayor.

6. Supplemental Information

Councilmembers who wish to present supplemental information at a City Council meeting, i.e., overheads, visuals, handouts, etc., should provide that information to the City Manager no less than 4 hours prior to the scheduled City Council meeting to ensure adequate time to arrange for the presentation.

7. Applicability to Commissions and Committees

These policies and procedures shall apply to all City commissions and committees (to the extent they are otherwise subject to the Brown Act). When applying these policies to City commissions and committees, the word "commissioner" or "committee member" shall be substituted for the word "councilmember" and the word "presiding officer" shall be substituted for the word "mayor." In the event of any inconsistency between these policies and any adopted rule or regulation of a City commission or committee (e.g., bylaws), this policy shall control.



City Council Policy / Procedure

City Council Meetings; Invocation

Reference: Minute Order 01-22-13

Invocation

The Irvine City Council has intermittently included an invocation on the City Council meeting agendas. In 2002, the California Court of Appeal ruled that certain invocations—those that constitute sectarian prayer—violate the Establishment Clause of the United States Constitution; and the California Supreme Court and the United States Supreme Court denied requests to hear the case. (Rubin v. City of Burbank (2002) 101 Cal. App. 4th 1194.) The purpose of this Policy is to ensure that invocations comply with the law so that we retain the right to open public meetings with words of inspiration and wisdom.

The City Council believes that the purpose of an invocation is to recognize the role that freedom of religion has played in the history of our country and the contribution that religious groups make to the quality of life in our community—and to neither promote nor disparage any denomination or particular religious belief. The City Council is confident that anyone who agrees to give an invocation consistent with this Policy will offer words that respect the laws and institutions that protect the freedoms that we enjoy.

The City Council has determined that invocations that comply with the following guidelines are consistent with the Rubin decision.

1. The tone, tenor and content of the invocation would not, to a reasonable person, be considered as advancing or disparaging a specific religion.
2. The invocation does not refer to terms associated with a specific religion, sect or deity such as “Jesus Christ,” “Allah” or “Our Father in Heaven.”
3. The invocation does not refer to a particular religious holiday, significant dates, holy day or religious event.
4. The person giving the invocation does not read or quote from any sectarian book, doctrine or material.

The City Clerk shall send a letter to each person who has agreed to give an invocation expressing the City Council’s appreciation for volunteering and confirming his/her intention to offer an invocation that is fully consistent with this Policy.



City Council Policy / Procedure

City Council Compensation and Expense Policy (Updated January 1, 2009)

Reference: Municipal Code Sec. 1-2-108
Resolution No. 06-22
Ordinance No. 08-04

Compensation

Compensation for City Council members shall be set, and from time to time shall be changed, in accordance with the compensation schedule for the Mayor and City Council members established in Government Code § 36516. Compensation for Councilmembers is \$880 per month as of January 1, 2009.

Expense Policy

1. Each City Councilmember shall be paid monthly, during his or her term of office, a lump sum automobile allowance in the amount of \$715 per month.
2. All other job-related expenses incurred by a City Councilmember or City legislative body member may be reimbursed subject to the following policy.
3. Authorized Expenses. City funds, equipment, supplies (including letterhead), titles and staff time must be used for authorized City business. The following types of expenses generally constitute authorized expenses, provided the other requirements of this policy are met:
 - a. Communicating with representatives of regional, state, and national government on City adopted policy positions;
 - b. Attending educational seminars designed to improve officials' skill and information levels;
 - c. Participating in regional, state, and national organizations whose activities affect the City's interests;
 - d. Recognizing service to the City (for example, thanking a long time official or employee with a retirement gift or celebration of nominal value and cost);
 - e. Attending City events;

- f. Implementing a City-approved strategy for attracting or retaining businesses to the City of Irvine, this will typically involve at least one staff member.

Expenses which exceed the budgeted annual limits established for each Councilmember and member of a City legislative body require the approval of the City Council.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- a. The personal portion of any trip;
- b. Political or charitable contributions or events;
- c. Family expenses, including partner's expenses when accompanying the Councilmember or member of a City legislative body on City-related business, as well as children or pet related expenses;
- d. Entertainment expenses, including theater, movies (either in-room or at a theater), sporting events (including gym, massage and /or golf related expenses), or other cultural events;
- e. Non-mileage personal automobile expenses, including repair, traffic citations, insurance and gasoline;
- f. Personal losses incurred while on City business.

Any questions regarding the propriety of a particular expense should be resolved by the City Council before the expense is incurred.

4. General Standards/Cost Control. The intent of this policy is to emphasize economy and practicality with reasonable subsistence and accommodations while on City business. The policy is not intended to address every issue, exception or contingency that may arise in the course of City travel or attendance at meetings. Accordingly, the basic standard that should prevail is to use good judgment in the use and stewardship of City funds. Any deviations from the policy should be approved by the City Council. To conserve City resources and keep expenses within community standards for public officials, Councilmembers and members of City legislative bodies should adhere to the guidelines provided within this policy.
5. Allowable Types of Expenses.
 - a. Transportation. The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. In the event that a more expensive transportation form or route is used, the cost borne by the City will be limited to the cost of the most economical, direct, efficient and reasonable transportation form unless

otherwise approved by the City Council. Government and group rates must be used when available.

- i. For members of City legislative bodies, automobile mileage is reimbursable at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and toll roads, which are also reimbursable with receipts.
 - ii. Airfares that are reasonable and economical shall be eligible for purposes of reimbursement. Airport parking may be used during travel on official City business and is reimbursable with receipts.
 - iii. If car rental is required, rental rates that are reasonable and economical shall be eligible for purposes of reimbursement. When determining the type of rental car to be used, consideration should be given to the economic standards set forth in this policy and the appropriate use and stewardship of City funds.
 - iv. Taxis or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- b. Lodging. Lodging expenses will be reimbursed or paid when travel on official City business reasonably requires an overnight stay. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. Travelers must request government rates, when available. If the group rate is not available, reimbursement at the IRS rate in effect at the time of travel shall apply (IRS Publication 463).
- c. Meals. Meal expenses, including beverages, and associated gratuities will be reimbursed subject to the maximum per diem for the meal as set by the IRS rate in effect at the time of travel. (see Cal. Gov't. Code 53232.2(c) and Publication 1542 at www.irs.gov or www.policyworks.gov/perdiem)
- d. Telephone/Fax/Cellular. City Councilmembers and members of City legislative bodies will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business. For cellular calls, when the Councilmember/member of City legislative body has a particular number of minutes included in his/her plan, the Councilmember/member of City legislative body can identify the percentage of calls made on public basis.

- e. Other expenses not already discussed in this policy, but reasonably incurred in the course of official City business, may be reimbursed with the approval of the City Manager or his/her designee and/or the City Council. Appropriate documentation should be provided with the reimbursement request. Expenses for which Councilmembers and members of City legislative bodies receive reimbursement from another agency are not reimbursable.
6. Methods of Payment. The City will pay all legitimate expenses for City-related business, including transportation, lodging, registration fees, meals, and any other expenses incurred for official City business and in accordance with these guidelines. There are three methods of payment that may be used for business related expenses, individually or in combination:
 - a. Direct payments to vendors by check may be used to pay for specific costs related to the trip, usually for registration fees, lodging, and airfare.
 - b. The City does not issue individual credit cards to Councilmembers or members of City legislative bodies, however payments by a City credit card may be used to prepay travel expenses, including registration fees, lodging and airfare, or may be used to cover business expenses as they arise on the trip. City credit cards shall not be used for personal expenses, even if the Councilmember or member of the City legislative body subsequently reimburses the city.
 - c. Reimbursement to the Councilmember/City legislative body member with appropriate receipts for incurred expenses.
 7. Expense Report Content and Submission Deadline. All credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the City. Expense reports must document that the expense in question met with the requirements of this policy. Officials must submit their expense reports within sixty (60) calendar days of an expense being incurred, accompanied by receipts documenting each expense. Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

In the event the official does not attend the trip and non-refundable expenses have been incurred for registration, lodging and/or travel, the non-attending official shall submit written explanation of the reasons for non-attendance to the City Manager. The City Manager shall determine if the public funds advanced must be reimbursed to the City. Any decision by the City Manager may be appealed to the City Council.

All expenses are subject to verification that they comply with this policy.

8. Report to City Council, Board, or Commission. In accordance with pre-existing City Council policy, Councilmembers shall provide a brief report in either written or verbal form, on meetings attended at City expense, at the next meeting of the City Council. Members of Boards or Commissions shall provide a brief report in either written or verbal form, on Brown Act meetings attended at City expense.
9. Compliance With Laws; Violations. City officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other applicable laws. Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:
 - a. Loss of reimbursement privileges;
 - b. A demand for restitution from the City;
 - c. The agency's reporting the expenses as income to the elected official to state and federal authorities;
 - d. Civil penalties of up to \$1,000 per day and three times the value of the resources used;
 - e. Prosecution for the misuse of public resources.



City Council Policy / Procedure

City Council Travel

Reference: Resolution No. 01-139
Minute Order 2-14-06
Resolution No. 17-74

The City shall pay all allowable expenses of the City's elected and appointed officials for domestic and international travel on City business, including transportation, lodging, registration fees, meals, and other incidental expenses, if they are for official City business, fit within the City's policy guidelines, and comply with applicable regulations of the California Fair Political Practices Commission (FPPC). City business is defined as conferences, training sessions, meetings, economic development, and other official City business, including Sister and Friendship City programs, which is a direct result of employment with, or representation of, the City of Irvine. Please refer to City Council Policy/Procedure "Compensation and Expense Policy" for further clarification on allowable travel expenses.

The following criteria are utilized to determine whether City Council and/or appointed official travel related to official City business: (a) the conference or meeting is being held by an organization or agency of which the City is a member; (b) the purpose of the travel is City representation in support of a City Council approved program, or at the direction of the City Council; and (c) adequate funds are available within the approved individual City Council Business Expense budget or approved by the City Council separately.

In circumstances where travel expenses are paid by a source other than a state, local, or federal government agency, the requirements and restrictions of FPPC Regulation 18950.1 shall also apply. That regulation prohibits payment for food, lodging or travel to a member of the City Council (and appointed officials) "unless the transportation, lodging, and food is directly related to the official's public duties, is for a purpose that would otherwise be paid for with the agency's funds, is authorized in the same manner as transportation, lodging, and food using the agency's own funds, and otherwise meets the requirements of subdivision (a) of [FPPC Regulation 18950.1]." Subdivision (a) of Regulation 18950.1, in turn, allows payment for travel from sources other than a state, local, or federal government agency only if all of the following requirements are satisfied:

1. The payment is made directly to or coordinated with the City, and not made to the City official using the travel.
2. The payment is used for "official agency business" as defined in FPPC Regulation 18950.1(c).
3. The City determines the City official who will make use of the payment.

4. The payment provides no personal benefit to the City official who makes use of the payment.
5. The duration of the travel is limited to that necessary to accomplish the purpose for which the travel was provided as determined by the City using the same standards imposed for travel paid with City funds.
6. The City reports the payment as provided in FPPC Regulation 18950.1(f).

City Council members and appointed officials shall provide a brief report, in either written or verbal form, on meetings attended at City expense at the next regularly scheduled meeting of the City Council or City commission (as the case may be).

All travel requests that do not otherwise adhere to this Travel Policy shall be requested through a memorandum addressed to the City Manager for City Council consideration. The following information, at a minimum, shall be included in the request:

1. The purpose or specific benefit of the trip that would be achieved by sending a City official and/or supporting City staff.
2. The anticipated dates of the travel and destination(s).
3. Detailed financing information, including any cost that may be incurred by the City.
4. An explanation of Council Executive Assistant support, if requested.



City Council Policy / Procedure

Council Services Office

Reference: Municipal Code Sec. 1-5-102
Resolution No. 02-69

The Council Services Office provides support to the Mayor, members of the City Council, and Council Executive Assistants. The following summarizes procedures followed as part of this support.

Meetings

Meetings are scheduled for Councilmembers based upon their preferred schedules. Requests for City staff attendance at meetings should be made through the Council Services office. City Council calendars are not public records; however, they are made available to the City Manager and Council Services staff to facilitate scheduling.

Phone Calls

Phone messages are forwarded to Councilmembers as soon as possible after the call is received. Arrangements will be made with each Councilmember to establish the best procedure to expeditiously forward phone messages.

Each Councilmember has private voicemail on his/her City telephone line. Voicemail will not be accessed by Council Services staff; retrieval of voicemail messages is the responsibility of each individual Councilmember.

Files

The Council Services Office maintains chronological (chron) files of all correspondence generated by individual Councilmembers. Chron files are maintained for four (4) years as required by public records law. It is the responsibility of each individual Councilmember to maintain his/her own working files as they deem necessary.

Mail (Postal Service)

All mail relating to City business that is addressed to the Mayor, City Council or to individual Councilmembers, will be copied and distributed to the Mayor, to all Councilmembers, and to the City Manager and appropriate departmental staff. Copies of all City business-related mail are maintained in the City Clerk's Office for four (4) years as required by public records law.

Mail not related to City business is opened and distributed only to the addressee and no copies are made. Mail marked “personal” or “confidential” is given, unopened, to the addressee only.

Electronic Mail (Email)

Citizens may contact the City Council through three different email addresses.

1. Each Councilmember has a private email address on his/her City computer. Council Services staff does not access these personal email boxes; it is the responsibility of each individual Councilmember to retrieve their own email from their personal email boxes.
2. A generic City Council email box exists on the City’s web site, irvinecitycouncil@cityofirvine.org. Council Services staff accesses this email box and distributes in conformance with procedures listed under general mail (postal).
3. A generic City Council email box exists in the Council Services office, irvinecc@cityofirvine.org. Typically, this email box is used for citizens who wish to send invitations to the City Council electronically, but also at times receives general correspondence. Council Services staff accesses this email box and distributes in conformance with procedures listed under general mail (postal).

Email communication constitutes “preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business” within the meaning of Government Code § 6254(a), unless the email communication is printed and retained in official City files. It is the City’s policy to automatically delete email after 30 days (City Council Resolution No. 02-69). Email that is saved in another computer file or is printed and filed as a hard copy becomes subject to all applicable public records requirements.

Invitations

Councilmembers are invited to a number of events each week. Council Services staff summarizes these invitations and, along with the original invitations, the list is forwarded to each Councilmember at the end of each work week. Councilmembers are asked to return their invitation list as soon as possible, noting which events they would like to attend, so staff can RSVP. Last minute invitations will be immediately forwarded to Councilmembers for a response.

City payment for tables, tickets and admission charges to events that Councilmembers attend is covered under the City Council policy on “Eligibility for Purchase of Tables and Admission Tickets to Community Events.”

Response Letters

City staff will prepare response letters for correspondence received by the City Council relating to City business. Letters received by the City Council or by individual Councilmembers will be routed to the appropriate operating department for a draft response. Response letters are prepared for signature within approximately two weeks.

If all Councilmembers receive the same letter, or if the letter is addressed to the “City Council” generically, the response will be prepared for the Mayor’s signature only. Individual response letters beyond the Mayor’s response letter are the responsibility of each individual Councilmember, should they desire to personally respond.

Requests for Information

Requests for information and assistance from City departments and staff should be made through the Council Manager’s Office. The Council Services Office will coordinate with the City Manager and will process and track these requests to insure that the most appropriate and timely response is provided.

Weekly Packets

Council agendas and mail packets will be put on the desk of the Mayor and each member of the City Council on the last day of the work week. These packets include, but are not limited to, weekly calendars, invitation lists, a weekly update from the City Manager, correspondence, and miscellaneous mail.



City Council Policy / Procedure

Council Executive Assistant Program (Updated May 25, 2021)

Reference: Resolution No. 19-57
Resolution No. 21-30

In 1984 the Council Aide program, now called the Council Executive Assistant (CEA) program, was established to assist the Mayor and members of the City Council with their duties of office. Council Executive Assistants perform a wide variety of highly responsible administrative, community relations, and field support duties under the direct supervision and administrative oversight of his or her respective appointing member of the City Council.

The policies and procedures were updated in 2021 as approved in Resolution 21-30. Resolution 21-30 approved updated job specifications and classifications for a Council Executive Assistant.

The Resolution and job description are attached, reflecting the Policies and Procedures of the Council Executive Assistant Program.

CITY COUNCIL RESOLUTION NO. 21-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
IRVINE, CALIFORNIA, PROVIDING ADMINISTRATIVE
POLICIES AND PROCEDURES FOR COUNCIL EXECUTIVE
ASSISTANTS

WHEREAS, the City Council of the City of Irvine established a Council Aide program, now called the Council Executive Assistant program, in September 1984; and

WHEREAS, the Council Executive Assistant program was created to assist the Mayor and members of the City Council with their official duties of office; and

WHEREAS, it is timely to update the policies and procedures to reflect the more contemporary and streamlined City Council operations and the growing and changing duties, obligations, and expectations of public office.

NOW, THEREFORE, the City Council of the City of Irvine DOES HEREBY RESOLVE as follows:

Section 1. The City Council of the City of Irvine hereby rescinds Resolution No. 19-57 and all previous actions relating to Council Executive Assistant policies and procedures, and adopts the following consolidated administrative policies and procedures for Council Executive Assistants.

Section 2. The job description for Council Executive Assistant is attached as Exhibit A and is hereby approved.

Section 3. The following guidelines shall apply to the Council Executive Assistant program.

- a. Council Executive Assistants are at-will City employees and subject to the personnel rules and regulations that apply to at-will City employees.
- b. Council Executive Assistants shall be selected by the City Council member with whom they shall work. Following that selection, the City Manager or her/his designee shall authorize the employment of the selected Council Executive Assistant subject to satisfying all City employee onboarding requirements and background checks.
- c. Once hired, each Council Executive Assistant will perform a wide variety of administrative, community relations, and field support duties under the direct supervision and administrative oversight of his or her respective appointing City Council member.

- d. The appointing City Council member for each Council Executive Assistant shall monitor and verify work schedules within annual budget allocations.
- e. Communication, inquiries, and requests from Council Executive Assistants are to be directed through the City Manager's Office and through department contacts as designated by the City Manager's Office.
- f. Council Executive Assistants have no authority to request, direct, assign, authorize, interfere with, or in any way compromise the work of any other City employee.
- g. Memos and correspondence authored, prepared, or executed by the Council Executive Assistants are to carry the initials of the Council Executive Assistant for reference purposes.

Section 4. Each Council Executive Assistant serves at the will and pleasure of his or her appointing City Council member. However, as the hiring authority of the City, the City Manager, or her/his designee, is authorized to engage, inform, or advise any Council Executive Assistant regarding administrative, employment, and management matters.

The City Manager is also authorized to correct, reprimand, restrict, or terminate the employment of any Council Executive Assistant, provided that the City Manager first confers with the City Council member with whom the Council Executive Assistant works.

Section 5. Council Executive Assistants are classified at Level 1, 2, 3, 4, Senior, Principal, Supervising Principal, and Chief of Staff and receive an hourly rate as established in the City's part-time and full-time salary resolutions.

Section 6. Funding for the Council Executive Assistant program will be considered during the biennial budget process and, if approved, included in individual City Council office operating budgets.

Section 7. Approved funds for the Council Executive Assistant program shall be used for Council Executive Assistant salaries and benefits, and for associated expenses, office equipment, and supplies. The transfer and/or expenditure of Council Executive Assistant funds for other City Council budget operating needs shall be in accordance with City's budget adjustment guidelines included in the adopted biennial budget and in the City Council office operating budgets policy.

Section 8. The City Manager's Office shall oversee administrative requirements of the Council Executive Assistant program including the hiring process, program budgeting in consultation with individual City Council members, and employee orientation as City employees, in coordination with the Human Resource and Innovation Department.

Section 9. The City Manager, or his/her designee, shall provide procedural guidance to Council Executive Assistants regarding correspondence, invitations, meeting requests, and other City Council administrative support operations including records retention requirements, to facilitate their effective and efficient use of City programs and systems in support of their respective appointing member of the City Council.

PASSED AND ADOPTED by the City Council of the City of Irvine at a special meeting held on the 25th day of May 2021.


MAYOR OF THE CITY OF IRVINE

ATTEST:


CITY CLERK OF THE CITY OF IRVINE

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF IRVINE)

I, CARL PETERSEN, City Clerk of the City of Irvine, HEREBY DO CERTIFY that the foregoing resolution was duly adopted at a special meeting of the City Council of the City of Irvine, held on the 25th day of May, 2021.

AYES:	5	COUNCILMEMBERS:	Agran, Carroll, Kim, Kuo, and Khan
NOES:	0	COUNCILMEMBERS:	None
ABSENT:	0	COUNCILMEMBERS:	None
ABSTAIN:	0	COUNCILMEMBERS:	None


CITY CLERK OF THE CITY OF IRVINE

EXHIBIT A

CITY COUNCIL EXECUTIVE ASSISTANT JOB SPECIFICATION

BASIC ASSIGNMENT

To provide a wide variety of responsible, confidential, and complex administrative, constituent, and field support as directed by individual members of the City Council in their official capacity.

DISTINGUISHING CHARACTERISTICS

Council Executive Assistants receive direction from and serve at the pleasure of individual City Councilmembers. The duties of this position involve the application of professional, administrative, public relations, and communication skills related to the operations of municipal government. Council Executive Assistants may be hired at the following levels: 1, 2, 3, 4, Senior, Principal, Supervising Principal, and Chief of Staff. The advanced level classes, Senior and Principal, are distinguished by meeting a requisite combination of educational and professional experience, as well as the performance of the full range of duties and/or overseeing the work of other Council Executive Assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts research and analysis and provides written and verbal information on topics related to City policies, procedures, operational programs, agenda items, etc. as requested by the appointing member of the City Council.
- Performs a wide variety of administrative and community relations duties for the appointing member of the City Council.
- Receives and responds to correspondence and inquiries, in-person, by phone, and email. Drafts letters, speeches, and other correspondence for their appointing member of the City Council.
- Coordinates and schedules appointments, meetings, and civic and community events, pursuant to established procedures.
- Researches, compiles, analyzes, and summarizes data on a variety of community and/or policy issues, including information pending for City Council policy consideration.
- Responsible for constituent services including responding to requests for information, answering questions, explaining city policies and procedures, and making appropriate referrals to department services.

- Attends City business related meetings with and/or on behalf of individual City Council members as requested; assembles and distributes meeting follow-up information as requested.
- Supervises other Council Executive Assistants, as directed.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Modern office methods and standard office equipment usage.
- Computer software including word processing applications at an intermediate level.
- Record keeping principles and procedures
- City-wide policies and procedures.
- Community relations methods and techniques.
- Research techniques, methods, procedures, and report presentation.
- Microsoft Office Excel, PowerPoint, Word, and Outlook.

Ability to:

- Operate standard office equipment, including a personal computer and applicable software programs.
- Communicate clearly and concisely, both orally and in writing.
- Organize work activities to ensure responsibilities are carried out in a timely manner.
- Work independently and follow general directions.
- Maintain the confidentiality of privileged information
- Coordinate a variety of activities with other divisions, departments, and outside agencies.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.
- Analyze situations carefully and adopt effective courses of action.
- Interpret and apply administrative and departmental policies, laws, and rules

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and experience that provides equivalent knowledge, skills, and abilities is qualifying. Higher classification levels may include, more typically, the equivalent to a high school diploma and coursework or Bachelor's Degree from an accredited college or university; plus two to four years of professional experience including supervisory experience, research and analysis, writing skills, and participation in a variety of business and community oriented activities and projects.



City Council Policy / Procedure

Distribution of Written Legal Opinions from the City Attorney

Reference: Resolution No. 16-61

Purpose

To provide clear direction regarding the distribution of City Attorney written legal opinions, henceforth, requested by a member of the Irvine City Council. For purpose of this policy, the term “City Attorney” shall refer to the City’s appointed City Attorney, or any attorney or law firm acting as official counsel and/or special counsel for the City.

Background

The City Attorney is the chief legal advisor to the City Council, the City Manager, and all City departments, offices, and agencies acts under the administrative direction of the City Manager. (Charter Section 701.) The City Attorney represents the City in all legal proceedings and performs such other duties as may be prescribed by the City Council. (Charter Section 701.) The client of the City Attorney is the City as a whole and not individual elected officials, members of boards or commissions, the City Manager or city staff.

Legal questions periodically arise concerning policy items and/or city matters of interest to the City Council. It is appropriate that the City Attorney provide legal analysis to members of the City Council, at their request and for their benefit as they consider City matters.

Policy/Procedure

1. City Council Request for a Confidential City Attorney Written Legal Opinion:
 - a. Members of the City Council requesting a written legal opinion from the City Attorney may submit the question to the City Manager, or directly to the City Attorney. The City Attorney will endeavor to answer the question and provide the opinion to the requesting member of the City Council, with a copy to the City Manager.
 - b. Whenever the City Attorney issues a written legal opinion or informal memorandum containing privileged information, the City Attorney shall label it as “Privileged and Confidential.” Written opinions may take the form of memorandum, correspondence, email or text messages, but shall not include verbal advice. A City Official receiving confidential advice from the City Attorney may not waive the confidentiality created by the attorney-client privilege unless authorized to do so by a majority vote of the City Council. Since the holder of the privilege is the City, the privilege belongs to the City rather than to any individual officer or employee.

2. Distribution of Confidential Written Legal Opinions to all City Councilmembers:
 - a. The City Attorney shall provide the confidential written legal opinions to the requesting member of the City Council, with a copy to the City Manager.
 - b. The City Manager will distribute the confidential written legal opinion to the remaining members of the City Council in the normal course of business in an envelope marked “confidential” in the weekly packet. Such opinions remain subject to the attorney client privilege, unless official City Council action directs otherwise for a specific document.
3. Dissemination of Confidential Written Legal Opinions to the Public:
 - a. To maximize transparency, a member of the City Council may request City Council consideration to make a confidential City Attorney written opinion publicly available upon a majority vote by the City Council.



City Council Policy / Procedure

Posting Deposition Transcripts on the City Website

Reference: California State Auditor Recommendation
Minute Order 07-25-17

Purpose

Establish best practices for posting deposition transcripts on the City's website.

Background

The California State Auditor recommended that the City establish a policy related to the timing of its posting deposition transcripts on the City's website, in a manner consistent with California Code of Civil Procedure 2025.520 and the City Council has committed to doing so.

Policy/Procedure

If the City Council determines that it is appropriate and/or necessary to publish online deposition transcripts produced in response to a request made by or to the City, such publication shall occur only after the deponent has had adequate opportunity to review and sign his/her deposition, or failed to sign, within the timeframes established in California Code of Civil Procedure Section 2025.520.



City Council Policy / Procedure

Conflict of Interest

Reference: Resolution No. 01-139

As elected officers, the Mayor and members of the City Council are subject to conflict of interest laws of the State of California. The Fair Political Practices Commission (FPPC) and the State Legislature have established rules related to conflicts of interest, Cal. Code Regs., Section 18704.2. A memo from the City Attorney in the Appendix provides a general overview of the laws regarding potential financial conflicts of interest of public officials. The applicability of the conflict of interest laws depends on the unique facts of each particular case. Questions regarding specific situations should be directed to the City Attorney, or to the Fair Political Practices Commission (“FPPC”).

Maps are provided to City Councilmembers and Planning Commissioners for the purpose of determining whether a conflict of interest exists in any particular matter coming before the City Councilmember or the Planning Commission as a direct result of the individual’s property proximity to a proposed project.

Real property in which the public official has an economic interest will be deemed “directly involved” where the realty is either the subject of the government action or is located within 500 feet of the real property that is the subject of the governmental action. Real property is the “subject of government action” in any of the following contexts: zoning; rezoning; annexation; de-annexation; land use entitlement; license; permit; taxes; fees; and public improvements (e.g., streets, water, sewer, etc.). (FPPC § 18704.2.)

The “City of Irvine Gift to a Public Agency Compliance Form” is adopted as the appropriate form to be completed in order to assure compliance with the written record requirement of Section 18944.2 of Title 2 of the California Code of Regulations. (City Council Resolution No. 01-139)



City Council Policy / Procedure

Political Activities of Public Employees

Reference: Resolution No. 84-30

In order to maintain the integrity of the City's governmental function, it is necessary and proper that the City, in its official capacity, maintain a neutral position during political campaigns, especially involving elections to the office of Mayor and City Council. The City Council has adopted rules and regulations relative to political activities of public employees on public premises and while on duty or in uniform.

The following rules and regulations are in effect to ensure that such a neutral position is maintained by restricting political activities by City officers and employees while on City premises, on duty and/or in uniform.

1. There shall be no active political campaigning or solicitations for contributions on City premises including the City Hall, the Public Safety Department, public parks, the Corporation Yard, the Animal Care Facility, or annexes thereof. Active political campaigning refers to verbal political advertising or campaigning and the carrying or posting of signs, pins, buttons, posters or banners within City offices.
2. No political signs, pins, buttons, posters or banners or other political advertisements (i.e., bumper stickers) shall be posted on or affixed to properties owned by the City, including City offices and automobiles.
3. Officers and employees of the City shall not directly or indirectly knowingly solicit political contributions from other officers or employees or from employment lists of the City.
4. City employees shall not engage in any political activities of a candidate during working hours. This prohibition includes wearing of campaign buttons, making telephone calls, or promoting a candidate in any manner.
5. City employees involved in political campaigns shall not participate in a campaign in any form or manner while wearing a City uniform or any insignia identifying them as employees or officers of the City of Irvine.

6. No person shall, on election day or any time that a voter may be casting a ballot, and within 100 feet of a polling place or an election official's office (City Clerk), be permitted to; circulate an initiative or similar type of petition; solicit a vote or speak to a voter on the subject of marking a ballot; place a sign relating to a voter's qualifications; or do any electioneering. Since the City Clerk is the election official, all activities listed in this paragraph apply to City Hall. Additionally, several City facilities are utilized as polling places and should be noted accordingly.

In addition, there are numerous regulations that apply to use of City facilities by candidates and organizations sponsoring candidate forums, posting of political signs, literature and flyers, etc., to be found in the Municipal Code and the Elections Code.



City Council Policy / Procedure

Proclamation, Commendations and Certificates of Recognition

Reference: Minute Order 4-12-05

Proclamations and Commendations

1. Proclamations proclaim a specific date or designate a certain time period in honor of a particular subject. Commendations commend an individual, organization, business, group or event. Proclamations and Commendations require formal City Council action and, once approved, are signed by the Mayor and become part of the official City record.
2. Subject matter for Proclamations and Commendations must fall into one of the following categories.
 - a. Organization or event must be of value or benefit to the community.
 - b. Non-profit organization.
 - c. Connection to the business of the City.
 - d. Locally-based business.
 - e. Business serving the City of Irvine or the majority of Orange County.
3. Businesses, organizations, groups or individuals being honored must not have any unpaid debts with the City.
4. The following guidelines shall apply to athletic-related sports teams and similar activities.
 - a. High school and older will be recognized City Council Commendations.
 - b. Middle school and younger will be recognized by Community Services Commission Commendations.
 - c. Teams or individuals should have reached the highest level of achievement in their respective sport or activity. This could be at the local, county, regional, area, state, national or international level, depending on the activity.
 - d. At the request of the City Council or Community Services Commission, teams or individuals that have reached a high level of achievement at the national or international level, but have not met the criteria above, may be recognized.

5. Commendations may be given to residents of Irvine who perform heroic acts and to non-residents who perform acts of heroism to save the life or property of a City resident.
6. Requests for Proclamations and Commendations should be presented to the City Clerk in writing a minimum of 14 days prior to the City Council meeting date.
7. The City Manager will consider requests not covered under these guidelines as to the significance of the request to the entire community, and proceed accordingly.
8. Final determination on the issuance of Proclamations and Commendations shall be the responsibility of the City Council.

Certificates of Recognition

Certificates of Recognition provide a vehicle for City Councilmembers to more easily recognize individuals and groups, beyond the more formal requirements of Proclamations and Commendations. Certificates are issued by individual Councilmembers at their own discretion and do not require formal City Council approval. Certificates of Recognition do not reflect official action taken by the City Council as a whole and, as such, are not part of the official City record. All Certificates of Recognition shall be processed through the Council Services Office. (Adopted by City Council action on 04-12-05)



City Council Policy / Procedure

Eligibility for Purchase of Tables and Admission Tickets to Community Events (Updated July 1, 2019)

Reference: Minute Order 06-14-05
Minute Order 10-24-17
Minute Order 06-11-19

Purpose:

To provide criteria for determining eligibility of use of City funds for purchase of tables and admission tickets to community events in conformance with the regulations promulgated by the California Fair Political Practices Commission (FPPC).

Policy:

The City will pay for the attendance of City Councilmembers, City Commissioners, and staff at functions and events held by local non-profit organizations that provide benefit to the Irvine community. The maximum cost of attendance at such events shall not exceed \$300 per individual. Examples include, but are not limited to, annual dinners, recognition events, award programs, and community fundraisers. City attendance may be facilitated through the purchase of a City table(s) or through the purchase of individual tickets, as the event warrants, as long as the cost per attendee does not exceed \$300 and the cost for the table does not exceed \$3,000. This amount shall be increased every five years, beginning on July 2, 2022, commensurate with the Bureau of Labor Statistics Consumer Price Index (CPI) data as follows: Los Angeles-Riverside-Orange County, CA; All Items; Not Seasonally Adjusted; five-year change, comparing May data for the then current year to May data from five years earlier.

This policy covers the cost of attendance at these events only and should not be construed as City sponsorship, either financial or non-financial, of the organization or the event. Should the City Council wish to officially sponsor or financially support an organization or event, beyond the \$300 per attendee provision of this policy, separate City Council action shall be required.

Procedure:

Funds for attendance at community events shall be budgeted in individual City Council business expense accounts and departmental business expense accounts. Requests to attend such events shall require City Manager or Departmental Director approval, as appropriate, to insure compliance with the provisions of this policy.

City Council approval for financial sponsorship beyond \$300 per attendee or \$3,000 per table shall be accomplished through specific identification of the organization/event and the dollar

amount of sponsorship in the City’s annual budget, or through separate and distinct action by the City Council to approve said sponsorship.



City Council Policy / Procedure

Community Partnership Fund Grant Program (Updated July 26, 2022)

Reference: Resolution 22-69
Updating Resolution 19-54
Updating Resolution 08-42

Purpose	The Community Partnership Fund Grant Program enables the City Council to consider a variety of qualifying nonprofit organizations' requests for financial assistance in the context of the City's priorities.
Program	The Community Partnership Fund Grant (CPF) Program should contribute information to the quality of life of Irvine residents and/or businesses as provided by nonprofit organizations that serve a charitable, health, safety, philanthropic, cultural, educational, or other quality of life-enhancing purpose. The City Council established the CPF program in 2008, providing an equal allocation to each City Councilmember.
Funding Allocation	At its discretion, the City Council will determine the level of funding during the biennial budget process; typically \$50,000 per fiscal year for CPF Grants. Each Councilmember is allocated funding annually for the Community Partnership Fund Grant Program. Allocated Community Partnership Fund funds shall be used in accordance with adopted program criteria.
Grant Implementation	<p>Each Councilmember will receive an equal annual allocation, typically \$10,000. Throughout the year, individual City Councilmembers will consider requests for financial assistance based upon the project proposal, community need and benefit, organization's background, and eligibility. Individual City Councilmembers shall submit nominations for grant awards over \$500 to qualifying nonprofit organizations pursuant to the City Council policy to request items be added to the agenda, for City Council approval.</p> <p>In the final year of a Councilmember's term, that Councilmember may nominate awards through November based on a prorated budget of 40%, typically up to \$4,000 for that fiscal year. The 60% balance, typically up to \$6,000, may be nominated for award by the Councilmember assuming office for the remaining months through June of that fiscal year.</p>
Nonprofit Organization	Qualifying nonprofit organizations must be incorporated as a nonprofit, charitable organization that is tax-exempt under Section 501(c)(3) of the

Eligibility Internal Revenue Code. Organizations will be required to submit documentation verifying nonprofit, tax-exempt status.

Funding Agreement All funding recipients will be required to provide written verification of nonprofit status, description of proposed funding, and a post-expenditure report to the City describing how the funds were spent and project accomplishments. Grant recipients receiving an individual award of \$1,000 or more will be required to enter into a Funding Agreement with the City that establishes terms and conditions for the use of funds, and reporting and compliance requirements.

City Council approval for CPF allocations will be administered as follows:

Over \$1,000:

Nominations will be submitted via agendizing memo and considered at the next scheduled City Council meeting. All grant award recipients receiving \$1,000 or more will be required to enter into a Funding Agreement with the City that establishes terms and conditions for the use of funds, and reporting and compliance requirements.

Up to \$1,000:

Nominations will be submitted via memo and considered at the next scheduled City Council meeting.

Up to \$500:

Nominations will be submitted via memo to the City Manager, copied to the City Council, and included on the weekly pending Registrar of Warrants and Wire Transfers.

History

- Resolution No. 08-42 – Adopted May 13, 2008
- Resolution No. 19-54 – Adopted June 11, 2019



City Council Policy / Procedure

Acceptance of Donations

Reference: Resolution No. 03-123

Purpose

To implement a citywide procedure for accepting and tracking donations made to the City.

Policy

City Council holds the authority to accept donations of money, materials, furniture, and equipment made by citizens, community organizations, and others, thereby officially designating them as City property.

To expedite the acceptance and acknowledgement of donations, the City Council authorizes the Department Directors to accept donations that do not require ongoing financial commitment, long-term commitment to a program or service, or matching funds. Those items requiring any expense by the City, ongoing financial commitment, long-term commitment to a program or service, or matching funds will be forwarded to the City Council for approval.

To ensure that the City Council is appraised of donations received, Department Directors will notify the City Council of receipt of donations in excess of \$5,000 via memo. Significant donations will be brought forward during the presentation portion of the agenda for City Council recognition.

Individual departments are responsible for maintaining a record of all donations received and shall present to the City Clerk a summary of all donations received within 60 days of the end of each fiscal year. The City Clerk will then compile a report for City Council of all donations received during each fiscal year.

Procedure

Department Directors will bring forward to the City Council under presentations any significant donations for proper recognition.

Departments accepting donations under \$1,000 shall follow department procedure for tracking and acknowledging donations. Donations received in excess of \$1,000 shall be reported on a completed "Donations Acceptance Request" form to be processed as follows:

The original of the Donation Acceptance Request form signed off by the Department Director will serve as the receipt for the donor and will include a specified dollar amount assigned to each donation by the donor.

Copies of the completed form will be filed with the receiving Department, Administrative Services Finance Division and the City Clerk.

Department Directors will notify the City Council via the memo of donations received in excess of \$5,000 upon receipt. Presentations will be coordinated with the City Clerk.



City Council Policy / Procedure

Flag Protocol (Updated June 11, 2019)

Reference: Resolution No. 19-65

PURPOSE: This policy provides the procedural guidance for the display of flags on City flagpoles, including flagpoles at the City of Irvine Civic Center, as well as the display of flags in the Mayor's office and Councilmembers' offices.

The City of Irvine shall follow the flag protocol and rules and regulations as set forth by U.S. Code. The references for flag protocol questions shall be <http://www.access.gpo.gov/uscode/title4/chapter.html>

or

<http://www.ushistory.org/betsy/flagetiq.html>.

The City Clerk's Office shall be the office that directs City flags to be flown at half-staff.

CIVIC CENTER FLAGS are defined as follows:

1. Piazza – U.S. Flag and California State Flag shall be flown on the permanent lighted flagpoles. In addition, a POW/MIA flag shall be permanently flown from a fixed standard on the wall adjacent to the Piazza entry to Civic Center.
2. City Council Chambers – U.S. Flag and California State Flag affixed to staffs in floor standards behind the dais, per protocol.
3. Meeting Rooms and Conference Rooms – rooms with public access, and able to seat 15 or more, shall each have a U.S. Flag and a California State Flag affixed to staffs in floor standards, per protocol.
4. Large Ceremonial Flag – see specific information below
5. Bunting – bunting is available for display in the Piazza area and is typically flown for one week around the following holidays:
 - a. President's Day
 - b. Memorial Day
 - c. Independence Day
 - d. Veteran's Day

LARGE CEREMONIAL FLAG – Displayed on days with remembrance significance as follows:

1. The large ceremonial flag shall be hoisted and flown on September 11, and shall be flown through Constitution Day, September 17.
2. In addition, it shall be flown for the following Federal Holidays:
 - a. Luther King’s Birthday (third Monday in January),
 - b. Lincoln’s Birthday (February 12),
 - c. Washington’s Birthday (third Monday in February),
 - d. Armed Forces Day (third Saturday in May)
 - e. Memorial Day (last Monday in May),
 - f. Flag Day (June 14),
 - g. Independence Day (July 4),
 - h. Veteran’s Day (November 11).
3. Except for Memorial Day, when it shall fly all day, the large ceremonial flag shall be taken down or not flown during times that flags are to fly at half-staff.
4. Fixed display lighting is available and will be utilized for all nighttime displays.

For display of the large Ceremonial Flag or the Piazza Bunting at times other than listed above, the request shall be forwarded to the Director of Community Services (or designee) for approval and implementation.

COMMEMORATIVE FLAG PROCEDURES:

1. The Mayor and each Councilmember shall be permitted to display up to three (3) flags in the Mayor’s office or Councilmember’s office, as applicable, which may consist of three of the following flags: (1) the flag of the United States of America, (2) the flag of the State of California, and (3) the flag of the City of Irvine, or (4) a commemorative flag at the personal selection of the Councilmember.
2. Only one commemorative flag may be displayed at one time.
3. Commemorative flags shall be displayed for a period of time that is reasonable or customary for the subject that is to be commemorated.
4. The City, and the Mayor and the City Councilmembers, shall not display a commemorative flag based on a request from a third party, nor shall the City, the Mayor, or the Councilmembers use flagpoles or offices to sponsor the expression of a third party.



City Council Policy / Procedure

Recognition of Significant Contributions by Persons Living or Deceased

Reference: Resolution No. 02-146

The following are guidelines to be utilized in providing recognition to living or deceased persons in the form of the naming of City facilities, including but not limited to all parks, streets, recreational amenities or structures (such as athletic fields and courts, recreation/community centers, public buildings, arts facilities, groves, gardens, etc.). (City Council Resolution No. 02-146)

Nominees:

1. Nominees shall be or have been an Irvine resident or employee in the City. A resident is defined as an individual who has lived, been employed, or attended school within the City of Irvine.
2. Nominees shall be or have been a community leader and have made a significant financial contribution toward the acquisition and/or development of the facility. "Facilities" include recreational or public structures, i.e., gardens, groves, fields, buildings, etc.
3. Consideration shall be given to those individuals not overly recognized in the past. Facilities shall be named in honor of individuals for which other facilities have not been previously named.
4. Consideration shall be given to nominees who have made outstanding contributions to the community as determined by the City Council. These contributions may be of service, land, funds, securities or valuable assets. "Community" includes educational, business, religious, service groups or employees, and not-for-profit organizations.

Process:

1. The Community Services Department shall receive all proposals to recognize individuals on City-owned lands.
2. Completed proposals will be agendized for the Community Services Commission, who shall assume the responsibility for making recommendations to the City Council for recognition.
3. The Community Services Commission may decide to solicit input from City committees of other Commissions prior to making their final recommendation.

4. Any costs involved in the naming of facilities, recreational amenities or structures other than those normally covered by the City (such as statues, signage, plaques etc.) will be borne by the applicant.
5. After City Council approval is received, and following receipt of any required monies, the City will initiate the implementation process.
6. A proposal form to be utilized to nominate a living person for formal recognition through the naming of a street, facility or amenity is available upon request.

The following establishes the process that enables individuals to recognize their friends and loved ones through donation of materials, furniture and equipment. This recognition takes the form of planting and dedication of trees in City parks, rosebushes, and opportunities to donate benches, fountains or related park equipment.

Process:

1. Any donation of funds, services, equipment or plantings shall be submitted to and approved by the Community Services Department, which will coordinate with the appropriate staff as to any determinations for the type or placement of the park improvement. The Community Services Commission and City Council shall be notified of all park improvement donations.
2. All costs for the purchase and installation of the improvement (and a plaque and/or dedication ceremony, if applicable) will be borne by the donor. Any surplus funds will be carried in an interest bearing special fund account for maintenance. Donations may be accepted at any time.
3. Donors may participate by funding the following: a rosebush; a 15-gallon, 5-6-foot tree or a 24-inch box, 12-13-foot tree purchased and planted by Public Works; larger or specimen trees per special arrangement with the Public Works Landscape Section in accordance with the approved park planting palette. Pricing will be determined by Public Works.
4. Donors may participate by funding park furniture and equipment such as benches, drinking fountains, tables etc. Equipment selections must be made in conjunction with Community Services Department staff and meet City standards. The Director of Community Services must approve any deviations from standard.
5. Donors of park improvements may provide recognition through a 3"x 5" or 4"x 6" bronze plaque purchased by the City and installed directly on a centrally located donor plaque; text is limited to "In Honor of ___" and dates or years.
6. Donors of major park improvement gifts (i.e., structure, play yard, courts) may elect to provide a dedicatory plaque not exceeding 10"x 12" with name, date and appropriate text not exceeding 25 words.

7. Small-plaque inscriptions will be approved by the Community Services Department. The Community Services Commission will approve large-plaque inscriptions upon recommendation by Community Services Department staff. No private advertising or permanent promotional signage is permitted.

The following establishes a process for individuals to recognize their friends and loved ones through monetary contributions to general operational costs, special equipment, scholarships and a variety of programs within the Community Services Department.

Process:

1. Donations of any amount shall be received by the Community Services Department, which will coordinate with the appropriate staff to forward funds to the designated section's interest-bearing special fund account. No administrative fees will be deducted from contributions received. Donors may specify in writing that funds be earmarked for general operational costs, special equipment or the scholarship program.
2. All donations of funds shall be mailed or hand delivered to the City of Irvine, Attention: Director of Community Services, One Civic Center Plaza, P.O. Box 19575, Irvine, CA 92623-9575. Donors shall designate which Community Services program will be the recipient of funds received, the name of the individual or group being honored, and a name and address of an individual to be notified of the contribution. Only checks and money orders will be accepted. All contributions are tax deductible.
3. The Community Services Department will acknowledge the donation and the amount in writing to the donor. The individual being honored will be notified of the contribution. The actual dollar amount given by the donor will not be revealed unless specified in writing by the donor.



City Council Policy / Procedure

Use of City Seal / Letterhead

Reference: Ordinance No. 82-12

It shall be unlawful for any person to make or use the seal of the City or any cut, facsimile or reproduction thereof, or make or use any seal or any design which is an imitation of said seal, or the design thereof, or which could be mistaken therefore or the design thereof, for any purpose other than for the official business of the City, its Council, officers or departments. (City Council Ordinance No. 82-12)

The use of City stationery with the incorporated City seal shall fall under the provisions of this policy.



City Council Policy / Procedure

Guidelines for the Submittal of Information by Members of the Public for Dissemination or Presentation at Public Meetings

Reference: Minute Order 03-11-08

Policies and procedures for the conduct of City Council meetings are delineated in the Irvine Municipal Code – Title 1, Division 2 pertaining to the City Council, and Title 1, Division 4 pertaining to City Commissions and Committees. These legislative bodies are subject to the Brown Act and rules of order and decorum as set forth in the Municipal Code and other official policies:

- City Council *
- Redevelopment Agency (RDA) *
- Industrial Development Authority (IDA) *
- Irvine Public Facilities Infrastructure Authority (IPFIA) *
- Orange County Great Park Corporation Board *
- Planning Commission
- Community Services Commission
- Finance Commission
- City Committees subject to the Brown Act

* Public meetings of these legislative bodies are held in the City Council Chamber and televised live.

Members of the public may speak on any item of interest under the general Public Comment portion of the agenda, so long as the item is within the subject matter jurisdiction of the legislative body. Further, the public must be allowed to speak on a specific item of business before or during the legislative body's consideration of it. Members of the public may desire to submit information in hard copy form, or present information in electronic form or audio-visual media to supplement their testimony before the legislative body.

This policy is to ensure that staff can facilitate these requests in a timely and efficient manner; to check for viruses, broadcast quality and compatibility of electronic media with the City's existing system; and to avoid unnecessary delays during public meetings. In addition, materials submitted by members of the public may contain information or images that may be deemed inappropriate. The opportunity for staff to review the materials prior to the meeting will allow the Mayor or respective board chair to provide a verbal warning to the public prior to the presentation.

Policy:

All supplemental agenda related materials, including but not limited to PowerPoint presentations, videos, photographs, e-mails, writings and hard copy documents presented by members of the public prior to or at a public meeting shall become part of the public record and will be kept on file in the City Clerk's Office according to retention schedules.

The deadlines noted below do not preclude members of the public from submitting agenda related information in hard copy or electronic form prior to a meeting date. The City Clerk or respective board secretary will ensure that the City Council or board members receive a copy of the information prior to consideration of the item.

In accordance with SB 343 (McLeod), all agenda related materials, documents and writings as described above which are related to any item on an open session agenda and which are distributed to a majority of the legislative body within 72 hours of a regular meeting will be made available for public inspection at the time the subject writing or document is distributed to a majority of the subject body at a designated location identified on the subject agenda.

City policy is to limit public testimony to three minutes per speaker (unless extended by the Mayor or Chair) which includes the presentation of electronic or audio visual information.

Members of the public are encouraged to arrive at the public meeting early and check in with the City Clerk or respective board secretary to finalize the details of their presentation and to complete a speaker's card.

No unauthorized laptop computers or other media devices will be connected to the City Council Chamber media system.

Media Types and Guidelines

1. 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 legislative body. Please provide 15 copies of the information to be submitted and file with the City Clerk or respective board secretary at the time of arrival to the meeting. This information will be disseminated to the legislative body at the time testimony is given.

2. Large Displays/Maps/Renderings:

Any member of the public who desires to display freestanding large displays or renderings in conjunction with their public testimony is asked to notify the City Clerk or respective board secretary no later than 12:00 noon on the day of the scheduled meeting so that an easel can be made available if necessary.

3. Electronic Documents/Audio-visuals:

Televised Public Meetings: Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the Public Information Office (PIO) no later than 12:00 noon on the day of the scheduled meeting. To facilitate your request, contact the PIO Office at 949.724.6248 or the City Clerk's Office at 949.724.6205.

Information must be provided on CD, DVD, or VHS; or, emailed by 12:00 noon on the day of the scheduled meeting to pio@ci.irvine.ca.us. Members of the public will be asked to provide their name, identify the meeting and the agenda item to be addressed, and a day time phone number.

The PIO office will notify the person submitting the information as soon as possible prior to the meeting if the information cannot be accessed or if the version provided is incompatible with the City's system. If incompatibility cannot be resolved, an individual's laptop may be allowed to connect into the City's system. Every effort will be made by City staff to facilitate the presentation.

City staff will preload and queue the electronic information in the City's media system and display it when the public member is called upon to speak.

Non-Televised Public Meetings: Any member of the public who desires to display information electronically in conjunction with their public testimony is asked to submit the information to the respective board secretary or City Department that serves as the liaison to a particular commission or committee no later than 12:00 noon on the day of the scheduled meeting.



City Council Policy / Procedure

Mayor/Councilmember Office Operating Budgets (Updated June 13, 2023)

Reference: Municipal Code Sec. 1-2-108
Resolution No. 06-22
Ordinance No. 08-04
Resolution No. 19-54
Resolution No. 21-30

The Mayor and each Councilmember shall be allocated a budget as part of the two-year budget cycle, and shall be responsible for managing their budget. The budgets shall include funding for costs associated with office operations and constituent communication. This provides equitable accounting and flexibility for the Mayor and Councilmembers to utilize funds to support their unique needs and priorities, and to carry out the duties of their office.

1. Office Operating Budgets

- a. The Mayor/Councilmember Office Operating Budgets may be used for normal costs of office operations, constituent communications, including personnel, supplies, community events, and meetings. The purchase of tables or individual tickets for community events are eligible for purchase in accordance with the Eligibility for Purchase of Tables and Admission Tickets to Community Events Policy.
- b. Office Operating Budgets shall be used only for City related activities, and shall not be used for non-city related or election-related purposes.
- c. Expenditures must comply with applicable City Charter, Irvine Municipal Code, the Political Reform Act and its implementing regulations, and any related laws, procedures, or regulations.

2. City Council Departments Procedures for Purchases, Payments, and Personnel Transactions Workflow

- a. Purchases, expenditures, and personnel transactions must follow City rules and regulations. All purchases, expenditures, and personnel transactions must be routed through the City Manager's Office for approval to ensure conformance with purchasing, expenditure, and personnel procedures. The City Manager's Office's review is limited to ensuring compliance with City regulations.
- b. All Mayor/Councilmember department personnel transactions including hiring, promotions, pay changes, and terminations (for any reason) shall be processed through

the City Manager's Office, to ensure compliance with the City Charter, the Irvine Municipal Code, and any associated regulations.

- c. Mayor/Councilmember Office Operating Budgets cannot be exceeded in a fiscal year. Per the City's Budget Guidelines, allowable post-budget adjustments are those within each office operating budget that do not change the overall budgeted expenditures and must be administratively approved by the City Manager's Office. Any additional adjustments that would increase or decrease the overall adopted budget must be approved by the City Council.
- d. Unspent funds of the Mayor/Councilmember Office Operating Budgets at the end of each fiscal year will be carried forward to the following fiscal year.

3. City Council Shared Costs

- a. If shared supplies are purchased or costs are incurred on behalf of or for use by the City Council, the City Manager's Office will charge an equitable allocation to each Mayor/Councilmember Office Operating Budget. A detailed list of staff-purchased supplies is provided to the City Council and maintained by the City Manager's Office.

4. Monitoring

- a. The City Manager's Office, in conjunction with the Department of Administrative Services, will monitor Mayor /Councilmember Office Operating Budgets and provide a monthly report.

Office Operating Budget Allocation:

At its discretion, the City Council will determine the level of office operating budget funding during the biennial budget process for the following accounts and programs:

1. Council Executive Assistant (CEA) Program (Resolution No. 21-30)

Each Councilmember is allocated a budget for their CEAs salaries and benefits annually. CEAs assist the Mayor and Councilmembers with official duties of the office.

2. Business and Travel Expenses (Resolution No. 06-22)

Each Councilmember is allocated funding for business and travel expenses annually. Additional funding commensurate with the Mayor's duties of office will be approved in the biennial budget.

3. Community Partnership Fund Grant Program (Resolution No. 19-54)

Each Councilmember is allocated funding annually for the Community Partnership Fund Grant Program. Allocated Community Partnership Fund funds shall be used in accordance with adopted program criteria.

4. General Operations Budget (per adoption of biennial budget)

Each Councilmember receives funding for expenses associated with general supplies, postage, duplicating, wireless communication, and other efforts in support of the execution of their daily duties.

In the final year of a Mayor/Councilmember's term, that Mayor/Councilmember may expense funding in their operating budget through November based on a prorated office operating budget of 40 percent, for that fiscal year. The 60 percent balance may be expensed by the Councilmember assuming office for the remaining months of that fiscal year.



City Council Policy / Procedure

Legislative Affairs Program (Updated December 12, 2023)

Reference: Minute Order 12-12-23

Purpose

To establish a Legislative Affairs Program that addresses the dynamic trends of the federal and state legislative processes and advances the City's priorities on emerging issues.

Background

The City of Irvine is on a growth trajectory that necessitates a comprehensive approach to its state and federal advocacy efforts. The Legislative Affairs Program (Program) established by this Policy provides a means to advance and protect the City's interests on issues at the federal and state levels. The Program may consist of an adopted Legislative Platform, dedicated City staff, an ad hoc Legislative Affairs Subcommittee of the City Council, and collaboration with legislative advocacy firms, grant-writing firms, and local stakeholders.

Procedure

1. Division of Legislative Affairs

- a. The Division of Legislative Affairs will manage the Program and monitor federal and state legislation that may impact the City of Irvine.
- b. The Program will maintain a continuous, prompt, and transparent system for bringing new legislative information and grant opportunities to its attention.
- c. The Division of Legislative Affairs and members of the ad hoc Legislative Affairs Subcommittee will serve as the City's representatives to business and education stakeholders, other local governments, and state and federal agencies.

2. Ad Hoc City Council Legislative Affairs Subcommittee

- a. The ad hoc Legislative Affairs Subcommittee shall act in an advisory manner and should be comprised of the Mayor and Councilmember(s) totaling less than a quorum of the governing body. An ad hoc Legislative Affairs Subcommittee will be formed for calendar year 2024. Thereafter, on an annual basis the City Council will determine in January of each calendar year whether a subsequent ad hoc committee will be formed for that year.

- b. The subcommittee will guide the preparation of the City's Legislative Platform (Platform), for ultimate presentation to the full City Council for its review, revision, and approval.

3. Legislative Platform

- a. The Platform will be produced and updated annually for adoption by the City Council near the start of the legislative session in coordination with Councilmembers, Department Directors, and the City's legislative advocates.
- b. The Platform is a public document that may identify guiding principles and priorities for the year, approve methods of targeted issue advocacy, and foster robust stakeholder engagement and relationships.
- c. The Platform shall be designed to focus and enhance the ability of the City and its state and federal advocates to respond effectively to legislative proposals with a unified voice.
- d. The Platform shall be designed to streamline Irvine's grant-seeking efforts, bringing the potential for additional funding to City programs and projects.
- e. The Platform will serve as the basis for advocacy positions on regional, state, and federal legislative issues.
- f. The Platform will be published on the City's Legislative Affairs webpage, thereby increasing transparency, and allowing elected officials and residents to see what bill position the City may take and what priority projects the City aims to pursue.

The Program may also formalize efforts to build coalitions of support and engage with community partners and representatives. This includes intentional outreach to various stakeholder communities, advocacy days in Sacramento and Washington D.C., and support for initiatives.



City Council Policy / Procedure

Commission and Committee Bylaws (Updated November 14, 2023)

Reference: Minute Order 11-14-23

On November 14, 2023, the City Council approved two bylaws templates (one for commissions and one for committees). Henceforth, all commissions and committees shall utilize the appropriate template as the framework for their bylaws. The segments that are subject to revision based on the unique characteristics of an individual commission or committee are highlighted in yellow. All other segments of the template shall remain unchanged to ensure applicable policies and procedures are followed by all.

For commissions and committees with at-large members, adoption of a bylaws template shall not have the effect of extending the membership term of a current at-large member. A current at-large member's term shall expire on the date of expiration that was established at the time of appointment. All future at-large membership terms shall expire in accordance with the adopted bylaws, lasting the unexpired portion of their terms.

The templates are attached, reflecting the policies and procedures that govern the bylaws of all City commissions and committees.

**BY-LAWS
OF THE
_____ COMMITTEE
OF THE
CITY OF IRVINE**

680/048170-0302
19384697.2 a11/02/23

ATTACHMENT 1

PREAMBLE

The Bylaws of the [REDACTED] Committee of the City of Irvine (“Bylaws”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. [REDACTED] and pursuant to Irvine Municipal Code (“IMC”) Sections 1-4-301 and [REDACTED].

1. [NAME OF COMMITTEE] COMMITTEE CREATION, TITLE, AND AUTHORITY

1.1 Creation: The [REDACTED] Committee (“Committee”) was created under and continues to exist under Divisions 4 and ___ of Title 1 of the IMC.

1.1.1 IMC Title 1, Division 4 generally governs or otherwise regulates the Committee’s powers, duties, limitations, and general purpose is attached to these Bylaws as APPENDIX A.

1.1.2 [DESCRIBE FORMATION DOCUMENTS; IMC, RESOLUTION, ETC.] specifically describes the creation, composition, appointment, duties, and meeting procedures for the Committee, and is attached as APPENDIX B.

1.1.3 IMC Title 1, Division 15 establishes generally applicable rules regarding public meetings, the conduct of public business, notice and agenda requirements, conduct at meetings, procedures for minutes and recordings, and other matters.

1.1.4 Title 1, Divisions 4, 15, and [REDACTED] are subject to change, consistent with City Council policies and State law, and each such Division shall take precedence over these bylaws and over any procedures adopted by the Committee.

1.2 Title: The Committee officially shall be known as the “[REDACTED].” The term “[REDACTED],” where used in these Bylaws, also shall refer to and mean the “[REDACTED].”

1.3 Duties: The Committee was formed pursuant to IMC section 1-4-301 to perform one or more specific assigned tasks, as follows:

1.3.1 [INSERT ASSIGNED TASKS FROM THE MUNICIPAL CODE AND/OR FROM THE RESOLUTION FORMING THE COMMITTEE AND/OR FROM OTHER DIRECTION PROVIDED BY THE CITY COUNCIL]

1.3.2 [INSERT ASSIGNED TASKS FROM THE MUNICIPAL CODE AND/OR FROM THE RESOLUTION FORMING THE COMMITTEE]

AND/OR FROM OTHER DIRECTION PROVIDED BY THE CITY COUNCIL.]

1.3.3 [INSERT ASSIGNED TASKS FROM THE MUNICIPAL CODE AND/OR FROM THE RESOLUTION FORMING THE COMMITTEE AND/OR FROM OTHER DIRECTION PROVIDED BY THE CITY COUNCIL.]

1.3.4 [INSERT ASSIGNED TASKS FROM THE MUNICIPAL CODE AND/OR FROM THE RESOLUTION FORMING THE COMMITTEE AND/OR FROM OTHER DIRECTION PROVIDED BY THE CITY COUNCIL.]

1.3.5 Perform such other duties or studies as may be directed by the City Council.

- 1.4 Individual Member Duties: It shall be the duty of each Committee Member to take an active part in the Committee's deliberations and to act in whatever capacity the Committee Member may be called. Absence from three consecutive meetings without the formal consent of the Committee shall be deemed to constitute the retirement of the Committee Member, and the position shall automatically be vacant and therefore subject to the vacancy procedures as set forth in Section 2.1.4 below.

2. MEMBERS, OFFICERS AND STAFF

2.1 Committee Members:

2.1.1 Appointment: The Committee shall be comprised of [REDACTED] members, all of which shall reside or work in the City. Committee members shall be appointed as follows: [INSERT PROTOCOL FOR APPOINTMENT OF COMMITTEE MEMBERS].

2.1.2 Staff Liaison: The City Manager or his/her designee shall appoint a staff member as liaison to the Committee.

2.1.3 Term and Removal: Each Committee member appointed by an individual City Council member serves at the will of such City Council member for a term expiring upon the expiration of such City Council member's term; provided, however, that a Committee member's term shall terminate on the date either that the Committee member resigns from office or that the appointing City Council member replaces the Committee member prior to the expiration of the Committee member's term. [INSERT IF THERE ARE AT LARGE MEMBERS] At large Committee members serve at the will of a majority of the City Council for a term that expires on February 1st of the next odd numbered year following such at-large Committee member's appointment.

- 2.1.4 Vacancy: Should any vacancy occur among the members of the Committee, the City Manager or his/her designee shall immediately notify the City Council member who appointed the Committee member [INSERT IF THERE ARE AT-LARGE MEMBERS] (or the Council as a whole, if a vacancy occurs for an at-large Committee member). Such City Council member [INSERT IF THERE ARE AT-LARGE MEMBERS] (or the Council as a whole, if a vacancy occurs for an at-large Committee member) shall fill the vacancy by appointment for the unexpired portion of the term.
- 2.1.5 Representation of Committee: No Committee member may speak on behalf of the Committee before any other board, commission, council, agency, or entity without prior authorization approved by a majority of the members of the Committee. Committee members shall represent themselves as members of the Committee speaking on their own behalf when presenting their views on Committee business that comes before any other commission, committee, board, or council of the City.
- 2.1.6 Disclosures: Committee members shall make such disclosures as are required by the Political Reform Act (Government Code Section 81000 *et seq.*) and other applicable state laws, and/or by resolutions or ordinances adopted by the City Council. Without limiting the foregoing, each Committee member shall file a Fair Political Practices Commission Statement of Economic Interest (Form 700) within thirty days after assuming office, annually thereafter for so long as they remain a Committee member, and promptly upon leaving office.
- 2.2 Officers: Officers of the Committee shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the Committee at the first regular meeting in January of each calendar year.
- 2.2.1 Chair: The Chair shall preside at all meetings and hearings of the Committee. The Chair may represent the Committee before the City Council or appoint other members to do so.
- 2.2.2 Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's absence or disability and shall perform such other duties as may from time to time be assigned by the Chair.
- 2.2.3 Officer Vacancy: Should the Chair or Vice Chair cease to be a member of the Committee, the remaining Committee members shall elect a Chair or Vice Chair at the second regular meeting thereafter, by a majority vote of members present. The Chair or Vice Chair so elected shall serve in that office until the next regularly scheduled election of officers.

2.3 Staff:

2.3.1 Staff Liaison: The City Manager or his/her designee shall assign a staff liaison to the Committee who shall be an *ex-officio* member of the Committee and as such shall provide technical service to the Committee and shall attend all meetings.

2.3.2 City Manager and City Attorney: The City Manager and City Attorney shall be optional and as-needed advisors or consultants to the Committee and as such may be called upon as follows:

2.3.2.1. City Manager: Upon request of the Chair for specific matters.

2.3.2.2. City Attorney: Upon request of the Chair for specific matters and as a consultant to the professional staff.

2.3.3 Staff Direction: The Committee, or any one of its individual members, shall not direct the performance of significant staff work without the prior authorization of the City Manager.

3. MEETINGS AND AGENDAS

3.1 Agendas: All meetings of the Committee shall be noticed via posting of the agenda in accordance with the notice and agenda requirements set forth in the IMC, Title 1, Division 15. Except as provided in IMC Section 1-15-107 and/or as otherwise provided in Government Code § 54954.2, no action shall be taken on matters not appearing on the posted agenda.

3.2 Initiating an Agenda Item:

3.2.1 Committee Member-Initiated Items: Committee Members wishing to place items on the agenda shall adhere to the following:

3.2.1.1. Agendized items shall be within the scope of the duties specifically assigned to the Committee under IMC Section [redacted] and/or Section 1.3 of these Bylaws.

3.2.1.2. Agenda requests for items not requiring a staff report shall be presented in a memorandum to the staff liaison, with a copy to the Chair and members of the Committee, no later than noon, seven days prior to the next scheduled Committee meeting. No staff report will be provided for such items.

3.2.1.3. Agenda requests for items requiring a staff report shall be presented in a memorandum to the Staff Liaison, with a copy to the Chair and members of the Committee, no later than noon, fourteen days prior to the next scheduled Committee meeting.

3.2.2 Staff-Initiated Agenda Items: Staff may initiate such agenda items as are mandated by direction of the City Council, the IMC, City policy, and/or the processing of regular business of the City of Irvine with regard to matters assigned to the Committee under IMC Section [REDACTED] and/or Section 1.3 of these Bylaws.

3.3 Meetings:

3.3.1 Regular Meetings: Regular meetings of the Committee shall be held in the XXXX, [REDACTED], Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at __ p.m., on the [WEEK OF THE MONTH] [DAY OF THE WEEK] of each month. Unless a majority of the members present votes otherwise, the meetings of the Committee shall adjourn at or before __ p.m. If the business of the Committee has not been completed by __ p.m., the Committee may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Committee adjourns shall be continued to a subsequent regular meeting of the Committee.

3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.

3.3.3 Special Meetings: Special meetings of the Committee may be called by the Chair or upon the written request of at least a majority of the Committee members. Special meetings shall be held at a time and place, and in the manner, required by IMC Title 1, Division 15.

3.3.4 Annual Meeting: The Annual Meeting of the Committee shall be the first regular meeting in January of each year. Such meeting shall commence with the election of a Chair and Vice Chair for the ensuing year and such other business as shall be scheduled by the Committee.

3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next business day or on a day to which the previous meeting was adjourned.

- 3.3.6 Cancellation of Meetings: Whenever reasons exist, (for example, lack of a quorum, no business for Committee consideration, or other good and valid reason), a meeting may be canceled.
- 3.3.7 Additional Rules and Procedures; Order of Precedence: The meetings and procedures of the Committee shall be subject to and governed by the ordinances, resolutions, and applicable policies and procedures adopted by the City Council establishing rules and regulations for Committees. If and to the extent there is a conflict between these Bylaws and the rules and regulations applicable to Committee meetings established by the City Council, the rules and regulations for Committee meetings established by the City Council shall govern.

3.4 Meeting Procedures:

- 3.4.1 Duties of Presiding Officer: The Chair, or in the Chair's absence the Vice Chair, shall be the presiding officer, and shall assume the place and duties of such office immediately following selection. The Chair shall preserve strict order and decorum at all meetings of the Committee, state questions coming before the Committee, announce its decision on all subjects and decide all questions of order, subject, however, to an appeal to the Committee as a whole, in which event a majority vote of the Committee members present shall govern and conclusively determine such question of order. The Chair shall vote on all questions, and on roll call the Chair's name shall be called last. The seating arrangement for the Committee shall be determined by the Chair.
- 3.4.2 Regular Meeting Order of Business: All regular meetings shall be conducted in the order set forth in the following paragraphs. The Chair, or a majority of the Committee, may direct an agenda item to be taken out of order.
- 3.4.2.1 Call to Order: The meeting of the Committee shall be called to order by the Chair, in the Chair's absence, the Vice Chair.
- 3.4.2.2 Roll Call: The Recording Secretary shall record the attendance.
- 3.4.2.3 Pledge of Allegiance: The Chair or the Chair's designee shall lead the Pledge of Allegiance to the Flag of the United States of America.
- 3.4.2.4 Presentations: Presentations by Staff or others to the Committee.

- 3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Committee on any item not listed on the agenda. Public comment time limitations and procedures are identical to the time limitations and procedures applicable to public comments before the City Council.
 - 3.4.2.6. Announcements, Committee Reports: The chair shall ask if the Staff Liaison or members of the Committee have announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Committee.
 - 3.4.2.7. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15.
 - 3.4.2.8. Consent Calendar: Any item which does not require specific findings of fact as required by law, may be placed on the Consent Calendar. The approval of minutes shall be included within this category. Any Committee Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.
 - 3.4.2.9. Committee Business: Items of Committee Business shall be considered in the following sequence: (i) the matter shall be called, (ii) staff shall provide a report, (iii) public comments on the item shall be received, subject to the same time limitations and procedures as are applicable to public comments before the City Council, (iv) the Committee shall deliberate on the item, and (v) the Committee shall consider appropriate motions on the item. A majority vote for approval of the item shall constitute approval of the item.
 - 3.4.2.10. Adjournment. The meeting shall be adjourned.
- 3.4.3 Decorum:
- 3.4.3.1. By Committee Members: While the Committee is in session, Committee Members must preserve order and decorum, and a Committee Member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Committee, disturb any member while speaking or refuse to obey the orders of the

Committee or the presiding officer, except as otherwise provided in these Bylaws.

- 3.4.3.2. By Other Persons: Each person who addresses the Committee shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Committee, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Committee meeting shall, at the discretion of the presiding officer or a majority of the Committee, be barred from further addressing the Committee at the meeting. If such conduct thereafter continues so as to disrupt the orderly conduct of the public's business, the Chair shall order the person removed from the Committee's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Committee or any other authorized City representative. The members of Committee may, pursuant to Government Code section 54957.9, order the meeting room cleared and continue with the session when the orderly conduct of the meeting becomes unfeasible and order cannot be restored.

3.5 Standing Rules:

- 3.5.1 Quorum: At any meeting of the Committee, a quorum shall consist of more than half of the filled seats of the Committee. No action shall be taken in the absence of a quorum, except that those members present shall be entitled by motion to adjourn the meeting to another date.

3.5.2 Voting:

- 3.5.2.1. One Vote Per Member: The Chair, Vice Chair, and each Committee member shall be entitled to one vote.

- 3.5.2.2. Proxy Vote: No proxy votes are permitted.

- 3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Committee. Upon the request of any Committee member, a roll call vote shall be taken and recorded on any vote. Whenever a roll call vote is in order, the Recording Secretary shall call the names of the members in alphabetical order, except that the name of the

presiding officer shall be called last; provided, however, that when a voting light system is available, the simultaneous use of the voting light system shall serve as the roll call vote.

- 3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the Committee shall be permitted to abstain from voting unless such disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous vote of the remainder of the Committee present. Unapproved disqualifications and abstentions shall be recorded by the Recording Secretary in the minutes as an affirmative vote.
- 3.5.2.5. Majority Vote: A majority vote of the members present shall be necessary for the recommendation of any proposed action, resolution, or other voting matter except where otherwise set forth in these Bylaws or controlling law.
- 3.5.2.6. Tie Votes: Tie votes shall be recorded as a failure of action to pass. A tie vote on a motion defeats the motion.
- 3.5.2.7. Absence from Meeting: Any member absent from a meeting shall not be allowed to vote on any matter discussed at that meeting (and continued to a subsequent meeting) until said member has watched/listened to the official recording of the meeting, reviewed the minutes, if prepared, and all correspondence pertaining to the subject, and discussed the matter with staff.
- 3.5.2.8. Silence Constitutes an Affirmative Vote: Unless a member of the Committee has been permitted to and abstains from voting, pursuant to section 3.2.5.4 above, such member's silence shall be recorded as an affirmative vote.

3.5.3 Signature:

- 3.5.3.1. Minutes: The minutes of each Committee meeting shall be signed by the officer presiding over the meeting at which the minutes are approved.
- 3.5.3.2. Other Documents: In all other matters, the Chair shall have the power to execute, verify or attest to documents on behalf of this Committee.

- 3.5.4 Procedural Questions: The presiding officer shall rule on all procedural questions.
- 3.5.5 Suspension of Rules: The Committee may suspend any of these rules by a unanimous vote of the members present to the extent that such suspension does not conflict with controlling state law.
- 3.5.6 Rules of Debate:
- 3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members of the Committee, and shall not be deprived of any of the rights and privileges of a member of the Committee by reason of acting as the presiding officer.
- 3.5.6.2. Getting the Floor; Improper References to be Avoided: Every member of the Committee desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.
- 3.5.6.3. Interruptions: A member of the Committee, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Committee called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.
- 3.5.6.4. Motion to Reconsider: A motion to reconsider any action taken by the Committee may be made only on the day such action was taken. Such motion must be made by one of the prevailing side but may be seconded by any member of the Committee and may be made at any time and have precedence over all other motions. It shall be debatable. Nothing herein shall be construed to prevent any member of the Committee from making or remaking the same or other motion at a subsequent meeting of the Committee.
- 3.5.6.5. When Remarks of Committee Members Entered in Minutes: A member of the Committee shall have the right, upon request to the presiding officer, to have an abstract of his or her statement on any subject under consideration by the Committee entered in the minutes. Such an abstract shall contain the statement of each other Committee member who addresses the subject at that time.

3.5.6.6. When Synopsis of Debate Entered in Minutes: The Recording Secretary may be directed by the presiding officer, with consent of the Committee, to enter in the minutes a synopsis of the discussion on any subject under consideration by the Committee.

3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall govern the conduct their scope of the Committee's powers and duties under these Bylaws.

APPENDIX A

IRVINE MUNICIPAL CODE, TITLE 1, DIVISION 4

[THIS WILL INCLUDE CHAPTERS 1 AND 3]

APPENDIX B

FORMATION DOCUMENTS FOR COMMITTEE _]

**BY-LAWS
OF THE
_____ COMMISSION
OF THE
CITY OF IRVINE**

680/048170-0302
19384941.1 a11/02/23

ATTACHMENT 2

PREAMBLE

The Bylaws of the [REDACTED] Commission of the City of Irvine (“Bylaws”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. [REDACTED] and pursuant to Irvine Municipal Code (“IMC”) Sections 1-4-301 and [REDACTED].

1. [NAME OF COMMISSION] COMMISSION CREATION, TITLE, AND AUTHORITY

1.1 Creation: The [REDACTED] Commission (“Commission”) was created under and continues to exist under Division 4 of Title 1 and Division __ of Title __ of the IMC.

1.1.1 IMC Title 1, Division 4 generally governs or otherwise regulates the Commission’s powers, duties, limitations, and general purpose is attached to these Bylaws as APPENDIX A.

1.1.2 IMC Title [REDACTED], Division [REDACTED] specifically describes the creation, composition, appointment, duties, and meeting procedures for the Commission, and is attached as APPENDIX B.

1.1.3 IMC Title 1, Division 15 establishes generally applicable rules regarding public meetings, the conduct of public business, notice and agenda requirements, conduct at meetings, procedures for minutes and recordings, and other matters.

1.1.4 Title 1, Divisions 4 and 15, and Title [REDACTED], Division [REDACTED] are subject to change, consistent with City Council policies and State law, and each such Division shall take precedence over these bylaws and over any procedures adopted by the Commission.

1.2 Title: The Commission officially shall be known as the “[REDACTED].” The term “[REDACTED],” where used in these Bylaws, also shall refer to and mean the “[REDACTED].”

1.3 Duties: The Commission was formed pursuant to IMC section 1-4-201 and IMC section [INSERT TITLE AND SECTION FOR FORMATION OF SPECIFIC COMMISSION]. The Commission is a continuing body operating in the following general areas of concern: [REDACTED]. The powers and duties of the Commission are as follows:

1.3.1 [INSERT ASSIGNED POWERS AND DUTIES FROM THE MUNICIPAL CODE AND/OR FROM THE RESOLUTION FORMING THE COMMISSION AND/OR FROM OTHER DIRECTION PROVIDED BY THE CITY COUNCIL]

1.3.2 [INSERT ASSIGNED POWERS AND DUTIES FROM THE MUNICIPAL CODE AND/OR FROM THE RESOLUTION FORMING THE COMMISSION AND/OR FROM OTHER DIRECTION PROVIDED BY THE CITY COUNCIL.]

1.3.3 [INSERT ASSIGNED POWERS AND DUTIES FROM THE MUNICIPAL CODE AND/OR FROM THE RESOLUTION FORMING THE COMMISSION AND/OR FROM OTHER DIRECTION PROVIDED BY THE CITY COUNCIL.]

1.3.4 [INSERT ASSIGNED POWERS AND DUTIES FROM THE MUNICIPAL CODE AND/OR FROM THE RESOLUTION FORMING THE COMMISSION AND/OR FROM OTHER DIRECTION PROVIDED BY THE CITY COUNCIL.]

1.3.5 Perform such other duties or studies as may be directed by the City Council.

1.4 Individual Member Duties: It shall be the duty of each Commission Member to take an active part in the Commission's deliberations and to act in whatever capacity the Commission Member may be called. Absence from three consecutive meetings without the formal consent of the Commission shall be deemed to constitute the retirement of the Commission Member, and the position shall automatically be vacant and therefore subject to the vacancy procedures as set forth in Section 2.1.4 below.

2. MEMBERS, OFFICERS AND STAFF

2.1 Commission Members:

2.1.1 Appointment: The Commission shall be comprised of [REDACTED] members, all of which shall reside in the City. Commission members shall be appointed as follows: [INSERT PROTOCOL FOR APPOINTMENT OF COMMISSION MEMBERS; BASELINE RULES ARE IN 1-4-202; BUT MAY BE OTHERWISE SPECIFIED BY ORDINANCE OR RESOLUTION.]

2.1.2 Staff Liaison: The City Manager or his/her designee shall appoint a staff member as liaison to the Commission.

2.1.3 Term and Removal: Each Commission member appointed by an individual City Council member serves at the will of such City Council member for a term expiring upon the expiration of such City Council member's term; provided, however, that a Commission member's term shall terminate on the date either that the Commission member resigns from office or that the appointing City Council member replaces the Commission member prior to the

expiration of the Commission member's term. [INSERT IF THERE ARE AT LARGE MEMBERS] At large Commission members serve at the will of a majority of the City Council for a term that expires on February 1st of the next odd numbered year following such at-large Commission member's appointment.

- 2.1.4 Vacancy: Should any vacancy occur among the members of the Commission, the City Manager or his/her designee shall immediately notify the City Council member who appointed the Commission member [INSERT IF THERE ARE AT-LARGE MEMBERS] (or the Council as a whole, if a vacancy occurs for an at-large Commission member). Such City Council member [INSERT IF THERE ARE AT-LARGE MEMBERS] (or the Council as a whole, if a vacancy occurs for an at-large Commission member) shall fill the vacancy by appointment for the unexpired portion of the term.
- 2.1.5 Compensation and Expenses: Each member of the Commission shall receive compensation (if at all) in a sum set by the City Council, and may be allowed reasonable travel and other expenses actually incurred while traveling or engaged in business authorized by or in connection with Commission duties.
- 2.1.6 Representation of Commission: No Commission member may speak on behalf of the Commission before any other board, commission, council, agency, or entity without prior authorization approved by a majority of the members of the Commission. Commission members shall represent themselves as members of the Commission speaking on their own behalf when presenting their views on Commission business that comes before any other commission, Commission, board, or council of the City.
- 2.1.7 Disclosures: Commission members shall make such disclosures as are required by the Political Reform Act (Government Code Section 81000 *et seq.*) and other applicable state laws, and/or by resolutions or ordinances adopted by the City Council. Without limiting the foregoing, each Commission member shall file a Fair Political Practices Commission Statement of Economic Interest (Form 700) within thirty days after assuming office, annually thereafter for so long as they remain a Commission member, and promptly upon leaving office.
- 2.2 Officers: Officers of the Commission shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the Commission at the first regular meeting in January of each calendar year.

- 2.2.1 Chair: The Chair shall preside at all meetings and hearings of the Commission. The Chair may represent the Commission before the City Council or appoint other members to do so.
- 2.2.2 Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's absence or disability and shall perform such other duties as may from time to time be assigned by the Chair.
- 2.2.3 Officer Vacancy: Should the Chair or Vice Chair cease to be a member of the Commission, the remaining Commission members shall elect a Chair or Vice Chair at the second regular meeting thereafter, by a majority vote of members present. The Chair or Vice Chair so elected shall serve in that office until the next regularly scheduled election of officers.

2.3 Staff:

- 2.3.1 Staff Liaison: The City Manager or his/her designee shall assign a staff liaison to the Commission who shall be an *ex-officio* member of the Commission and as such shall provide technical service to the Commission and shall attend all meetings.
- 2.3.2 City Manager and City Attorney: The City Manager and City Attorney shall be optional and as-needed advisors or consultants to the Commission and as such may be called upon as follows:
 - 2.3.2.1. City Manager: Upon request of the Chair for specific matters.
 - 2.3.2.2. City Attorney: Upon request of the Chair for specific matters and as a consultant to the professional staff.
- 2.3.3 Staff Direction: The Commission, or any one of its individual members, shall not direct the performance of significant staff work without the prior authorization of the City Manager.

3. MEETINGS AND AGENDAS

- 3.1 Agendas: All meetings of the Commission shall be noticed via posting of the agenda in accordance with the notice and agenda requirements set forth in the IMC, Title 1, Division 15. Except as provided in IMC Section 1-15-107 and/or as otherwise provided in Government Code § 54954.2, no action shall be taken on matters not appearing on the posted agenda.
- 3.2 Initiating an Agenda Item:

3.2.1 Commission Member-Initiated Items: Commission Members wishing to place items on the agenda shall adhere to the following:

3.2.1.1. Agendized items shall be within the scope of the duties specifically assigned to the Commission under IMC Section [REDACTED] and/or Section 1.3 of these Bylaws.

3.2.1.2. Agenda requests for items not requiring a staff report shall be presented in a memorandum to the staff liaison, with a copy to the Chair and members of the Commission, no later than noon, seven days prior to the next scheduled Commission meeting. No staff report will be provided for such items.

3.2.1.3. Agenda requests for items requiring a staff report shall be presented in a memorandum to the Staff Liaison, with a copy to the Chair and members of the Commission, no later than noon, fourteen days prior to the next scheduled Commission meeting.

3.2.2 Staff-Initiated Agenda Items: Staff may initiate such agenda items as are mandated by direction of the City Council, the IMC, City policy, and/or the processing of regular business of the City of Irvine with regard to matters assigned to the Commission under IMC Section [REDACTED] and/or Section 1.3 of these Bylaws.

3.3 Meetings:

3.3.1 Regular Meetings: Regular meetings of the Commission shall be held in the [REDACTED], Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at ___ p.m., on the [WEEK OF THE MONTH] [DAY OF THE WEEK] of each month. Unless a majority of the members present votes otherwise, the meetings of the Commission shall adjourn at or before ___ p.m. If the business of the Commission has not been completed by ___ p.m., the Commission may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Commission adjourns shall be continued to a subsequent regular meeting of the Commission.

3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.

3.3.3 Special Meetings: Special meetings of the Commission may be called by the Chair or upon the written request of at least a majority of the Commission members. Special meetings shall be held at a

time and place, and in the manner, required by IMC Title 1, Division 15.

- 3.3.4 Annual Meeting: The Annual Meeting of the Commission shall be the first regular meeting in January of each year. Such meeting shall commence with the election of a Chair and Vice Chair for the ensuing year and such other business as shall be scheduled by the Commission.
- 3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next business day or on a day to which the previous meeting was adjourned.
- 3.3.6 Cancellation of Meetings: Whenever reasons exist, (for example, lack of a quorum, no business for Commission consideration, or other good and valid reason), a meeting may be canceled.
- 3.3.7 Additional Rules and Procedures; Order of Precedence: The meetings and procedures of the Commission shall be subject to and governed by the ordinances, resolutions, and applicable policies and procedures adopted by the City Council establishing rules and regulations for Commissions. If and to the extent there is a conflict between these Bylaws and the rules and regulations applicable to Commission meetings established by the City Council, the rules and regulations for Commission meetings established by the City Council shall govern.

3.4 Meeting Procedures:

- 3.4.1 Duties of Presiding Officer: The Chair, or in the Chair's absence the Vice Chair, shall be the presiding officer, and shall assume the place and duties of such office immediately following selection. The Chair shall preserve strict order and decorum at all meetings of the Commission, state questions coming before the Commission, announce its decision on all subjects and decide all questions of order, subject, however, to an appeal to the Commission as a whole, in which event a majority vote of the Commission members present shall govern and conclusively determine such question of order. The Chair shall vote on all questions, and on roll call the Chair's name shall be called last. The seating arrangement for the Commission shall be determined by the Chair.
- 3.4.2 Regular Meeting Order of Business: All regular meetings shall be conducted in the order set forth in the following paragraphs. The Chair, or a majority of the Commission, may direct an agenda item to be taken out of order.

- 3.4.2.1. Call to Order: The meeting of the Commission shall be called to order by the Chair, in the Chair's absence, the Vice Chair.
- 3.4.2.2. Roll Call: The Recording Secretary shall record the attendance.
- 3.4.2.3. Pledge of Allegiance: The Chair or the Chair's designee shall lead the Pledge of Allegiance to the Flag of the United States of America.
- 3.4.2.4. Presentations: Presentations by Staff or others to the Commission.
- 3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Commission on any item not listed on the agenda. Public comment time limitations and procedures are identical to the time limitations and procedures applicable to public comments before the City Council.
- 3.4.2.6. Announcements, Commission Reports: The chair shall ask if the Staff Liaison or members of the Commission have announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Commission.
- 3.4.2.7. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15.
- 3.4.2.8. Consent Calendar: Any item which does not require specific findings of fact as required by law, may be placed on the Consent Calendar. The approval of minutes shall be included within this category. Any Commission Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.
- 3.4.2.9. Commission Business: Items of Commission Business shall be considered in the following sequence: (i) the matter shall be called, (ii) staff shall provide a report, (iii) public comments on the item shall be received, subject to the same time limitations and procedures as are applicable to public comments before the City Council, (iv) the Commission shall deliberate on the item, and (v) the

Commission shall consider appropriate motions on the item. A majority vote for approval of the item shall constitute approval of the item.

3.4.2.10. Adjournment. The meeting shall be adjourned.

3.4.3 Decorum:

3.4.3.1. By Commission Members: While the Commission is in session, Commission Members must preserve order and decorum, and a Commission Member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Commission, disturb any member while speaking or refuse to obey the orders of the Commission or the presiding officer, except as otherwise provided in these Bylaws.

3.4.3.2. By Other Persons: Each person who addresses the Commission shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Commission, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Commission meeting shall, at the discretion of the presiding officer or a majority of the Commission, be barred from further addressing the Commission at the meeting. If such conduct thereafter continues so as to disrupt the orderly conduct of the public's business, the Chair shall order the person removed from the Commission's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Commission or any other authorized City representative. The members of Commission may, pursuant to Government Code section 54957.9, order the meeting room cleared and continue with the session when the orderly conduct of the meeting becomes unfeasible and order cannot be restored.

3.5 Standing Rules:

3.5.1 Quorum: At any meeting of the Commission, a quorum shall consist of more than half of the filled seats of the Commission. No action shall be taken in the absence of a quorum, except that those members present shall be entitled by motion to adjourn the meeting to another date.

3.5.2 Voting:

- 3.5.2.1. One Vote Per Member: The Chair, Vice Chair, and each Commission member shall be entitled to one vote.
- 3.5.2.2. Proxy Vote: No proxy votes are permitted.
- 3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Commission. Upon the request of any Commission member, a roll call vote shall be taken and recorded on any vote. Whenever a roll call vote is in order, the Recording Secretary shall call the names of the members in alphabetical order, except that the name of the presiding officer shall be called last; provided, however, that when a voting light system is available, the simultaneous use of the voting light system shall serve as the roll call vote.
- 3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the Commission shall be permitted to abstain from voting unless such disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous vote of the remainder of the Commission present. Unapproved disqualifications and abstentions shall be recorded by the Recording Secretary in the minutes as an affirmative vote.
- 3.5.2.5. Majority Vote: A majority vote of the members present shall be necessary for the recommendation of any proposed action, resolution, or other voting matter except where otherwise set forth in these Bylaws or controlling law.
- 3.5.2.6. Tie Votes: Tie votes shall be recorded as a failure of action to pass. A tie vote on a motion defeats the motion.
- 3.5.2.7. Absence from Meeting: Any member absent from a meeting shall not be allowed to vote on any matter discussed at that meeting (and continued to a subsequent meeting) until said member has watched/listened to the official recording of the meeting, reviewed the minutes, if prepared, and all correspondence pertaining to the subject, and discussed the matter with staff.
- 3.5.2.8. Silence Constitutes an Affirmative Vote: Unless a member of the Commission has been permitted to and abstains from

voting, pursuant to section 3.2.5.4 above, such member's silence shall be recorded as an affirmative vote.

3.5.3 Signature:

3.5.3.1. Official Signature: Any resolution of the Commission, duly recorded in the minutes, or where otherwise required by law, shall be signed by the officer presiding over the meeting at which the resolution was adopted.

In form, the official signature shall be substantially as follows:

_____ COMMISSION

(signature)

(name, title)

3.5.3.2. Minutes: The minutes of each Commission meeting shall be signed by the officer presiding over the meeting at which the minutes are approved.

3.5.3.3. Other Documents: In all other matters, the Chair shall have the power to execute, verify or attest to documents on behalf of this Commission.

3.5.4 Procedural Questions: The presiding officer shall rule on all procedural questions.

3.5.5 Suspension of Rules: The Commission may suspend any of these rules by a unanimous vote of the members present to the extent that such suspension does not conflict with controlling state law.

3.5.6 Rules of Debate:

3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members of the Commission, and shall not be deprived of any of the rights and privileges of a member of the Commission by reason of acting as the presiding officer.

3.5.6.2. Getting the Floor; Improper References to be Avoided: Every member of the Commission desiring to speak shall address the Chair, and upon recognition by the presiding

officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.

- 3.5.6.3. Interruptions: A member of the Commission, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Commission called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.
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- 3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall govern the conduct their scope of the Commission's powers and duties under these Bylaws.

APPENDIX A

IRVINE MUNICIPAL CODE, TITLE 1, DIVISION 4

[THIS WILL INCLUDE CHAPTERS 1 and 2]

APPENDIX B

IRVINE MUNICIPAL CODE, TITLE [REDACTED], DIVISION [REDACTED]