

**BY-LAWS
OF THE
DIVERSITY, EQUITY, AND INCLUSION COMMITTEE
OF THE
CITY OF IRVINE**



PREAMBLE

The Bylaws of the Diversity Equity and Inclusion of the City of Irvine (“Bylaws”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. 21-05 and pursuant to Irvine Municipal Code (“IMC”) Sections 1-4-301 and 1-17-105.

1. DIVERSITY, EQUITY, AND INCLUSION COMMITTEE CREATION, TITLE, AND AUTHORITY

1.1 Creation: The Diversity, Equity, and Inclusion Committee (“Committee”) was created under, and continues to exist under Division 17 of Title 1 of the IMC.

1.1.1 Irvine Municipal Code: IMC, Title 1, Division 4, which generally governs or otherwise regulates the Committee’s powers, duties, limitations, and general purpose is attached to these Bylaws as APPENDIX A. IMC Title 1, Division 17 more specifically describes the creation, composition, appointment, duties, and meeting procedures for the Committee, and is attached as APPENDIX B. Both Title 1, Division 4 and Title 1, Division 17 are subject to change, consistent with City Council policies and State law.

1.2 Title: The Diversity, Equity, and Inclusion Committee officially shall be known as the “DEI Committee.” The term “DEI Committee,” where used in these Bylaws, also shall refer to and mean the “Diversity, Equity, and Inclusion Committee.”

1.3 Duties: The DEI Committee shall have the duty to:

1.3.1 Act in an advisory capacity to the City Council in matters pertaining to diversity, equity, and inclusion, including without limitation ending racial and other disparities, creating fairness in hiring and promotions, creating greater opportunities with contracting, and providing equitable service to all residents.

1.3.2 With assistance from City staff, gather data and information to formulate recommendations to the City Council for the establishment of measurable equity goals and outcomes.

1.3.3 Review and recommend revisions to current City policies to ensure that the City advances the values of diversity, equity, and inclusion.

1.3.4 Review and recommend revisions to outreach processes for contracting with women, minority, and disadvantaged-owned businesses through the City's business licensing program.

1.3.5 Monitor and make recommendations to the City Council with regard to hate crimes and incidents.

1.3.6 Monitor and make recommendations to the City Council with regard to cultural events and programming.

1.3.7 Monitor and make recommendations to the City Council with regard to the elimination of all forms of discrimination against women.

1.3.8 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 DEI Committee shall be comprised of seven members, all of which shall reside or work in the City. DEI Committee members shall be appointed as follows: (1) Each member of the City Council shall appoint one member of the DEI Committee, and (2) two members of the DEI Committee shall be appointed at-large using the following process: (a) first, City staff shall conduct a public recruitment process; (b) second, City staff shall make appointment recommendations to the remaining five members of the DEI Committee; (c) third, staff shall present to the City Council the appointment recommendations of the DEI Committee; (d) the City Council shall by majority vote appoint the two at-large members of the DEI Committee.

2.1.2 The City Manager shall appoint a staff member as liaison to the DEI Committee.

2.1.3 Term and Removal: Each DEI 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 DEI Committee member's term shall terminate on the date either that the DEI Committee member resigns from office or that the appointing City Council member replaces the DEI Committee member prior to the expiration of the DEI Committee member's term. At large DEI

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 DEI Committee member's appointment.

2.1.4 Vacancy: Should any vacancy occur among the members of the DEI Committee, the City Manager or his/her designee shall immediately notify the City Council member who appointed the DEI Committee member (or the Council as a whole, if a vacancy occurs for an at-large DEI Committee member). Such City Council member (or the Council as a whole, if a vacancy occurs for an at-large DEI Committee member) shall fill the vacancy by appointment for the unexpired portion of the term.

2.2 Officers: Officers of the DEI Committee shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the DEI Committee at the first regular meeting in March of each calendar year.

2.2.1 Chair: The Chair shall preside at all meetings and hearings of the DEI Committee; call special meetings in accordance with these Bylaws. The Chair may represent the DEI 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 DEI Committee, the remaining DEI 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 shall assign a staff liaison to the DEI Committee who shall be an *ex-officio* member of the DEI Committee and as such shall provide technical service to the DEI Committee and shall attend all meetings.

2.3.2 City Manager and City Attorney: The City Manager and City Attorney shall be advisors or consultants to the DEI 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.

3. MEETINGS AND AGENDAS

3.1 Agendas: All meetings of the DEI 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 DEI Committee Member-Initiated Items: DEI 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 DEI Committee under IMC Section 1-17-104

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 DEI Committee, no less than one week prior to the next scheduled DEI Committee meeting.

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 DEI Committee, no less than two weeks prior to the next scheduled DEI Committee meeting.

3.2.2 DEI-Initiated Items: DEI-initiated agenda items shall be requested by a motion adopted by a majority of the DEI in a duly noticed DEI meeting.

3.2.3 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 within the jurisdiction of the DEI Committee.

3.3 Meetings:

3.3.1 Regular Meetings: Regular meetings of the DEI Committee shall be held in City Hall, 1 Civic Center Plaza, Irvine, California, and remotely via Zoom as allowable per AB 361, at 5 p.m., on the 4th Thursday of each month. Unless a majority of the members present votes otherwise, the meetings of the DEI Committee shall adjourn

at or before 7 p.m. If the business of the DEI Committee has not been completed by 7 p.m., the DEI Committee may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the DEI Committee adjourns shall be continued to a subsequent regular meeting of the DEI 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 DEI Committee may be called by the Chair or upon the written request of at least a majority of the DEI 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 DEI Committee shall be the first regular meeting in March 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 DEI Committee.

3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next city 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 DEI Committee consideration, or other good and valid reason), a meeting may be canceled.

3.3.7

3.3.8 Additional Rules and Procedures: The meetings and procedures of the DEI Committee shall be subject to and governed by the resolutions and ordinances of the City Council establishing rules and regulations for commissions and committees. If and to the extent there is a conflict between these Bylaws and the rules and regulations for DEI Committee meetings established by the City Council, the rules and regulations for DEI 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 DEI

Committee, state questions coming before the DEI Committee, announce its decision on all subjects and decide all questions of order, subject, however, to an appeal to the DEI Committee as a whole, in which event a majority vote of the DEI Committee members present shall govern and conclusively determine such question of order. The Chair shall vote on all questions, and on roll the Chair's name shall be called last. The seating arrangement for the DEI 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 DEI Committee, may direct an agenda item to be taken out of order.

3.4.2.1. Call to Order: The meeting of the DEI 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. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15..

3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the DEI Committee on any item not listed on the agenda. Comment is limited in the same manner as public comments before the City Council are prescribed.

3.4.2.6. Presentations: The Staff shall make presentations to the DEI Committee.

3.4.2.7. 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.

3.4.3 Decorum:

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

3.4.3.2. By Other Persons: Persons who substantially impair or disturb a DEI Committee meeting by intentionally committing acts in violation of the provisions of these Bylaws or of implicit customs or usages governing the conduct of DEI Committee meetings shall be advised of such violation and requested to curtail such acts by the presiding officer. If, after such advice and request, such persons refuse or fail to curtail such acts, the presiding officer may cause any peace officer present to eject them from the council chamber or place them under arrest and be charged with a violation of California Penal Code Section 403. In the event that the meeting is interrupted so as to render the orderly conduct of such meeting infeasible, and order cannot be restored, the DEI Committee may order the room cleared and continue in session.

3.5 Standing Rules:

3.5.1 Quorum: At any meeting of the DEI Committee, a quorum shall consist of four of the appointed and at-large members of the DEI 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 DEI 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 DEI Committee. Upon the request of any DEI Committee member, a Roll Call vote shall be taken and recorded on any vote. Whenever a Roll Call vote is in order, the Clerk shall call the names of the members

in alphabetical order, except that the name of the presiding officer shall be called last.

- 3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the DEI 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 DEI Committee present. Unapproved disqualifications and abstentions shall be recorded by the City Clerk 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 listened to the tapes 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 DEI Committee has been permitted to and abstains from voting, pursuant to paragraph 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 DEI Committee, 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:

DIVERSITY, EQUITY, AND INCLUSION
COMMITTEE

(signature)

(name, title)

3.5.3.2. Minutes: The minutes of each DEI Committee 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 DEI Committee.

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

3.5.5 Suspension of Rules: The DEI 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 DEI Committee, and shall not be deprived of any of the rights and privileges of a member of the DEI 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 DEI 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 DEI 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 DEI 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 DEI 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 DEI 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 DEI Committee from making or remaking the same or other motion at a subsequent meeting of the DEI Committee.

3.5.6.5. When Remarks of Committee Members Entered in Minutes:

A member of the DEI 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 DEI Committee entered in the minutes. Such an abstract shall contain the statement of each other DEI 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 DEI Committee, to enter in the minutes a synopsis of the discussion on any subject under consideration by the DEI 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 DEI Committee's powers and duties under these Bylaws.

APPENDIX A

IRVINE MUNICIPAL CODE, TITLE 1, DIVISION 4

Division 4 COMMISSIONS AND COMMITTEES¹

CHAPTER 1. IN GENERAL

Sec. 1-4-101. Applicability.

The provisions of this division are applicable to all commissions and committees appointed by or otherwise operating under authority of the City Council or its delegatee.

(Code 1976, § I.F-101; Res. No. 396, § 1, 3-11-75)

Sec. 1-4-102. General statement of policy.

- A. The City Council, in prescribing the provisions of this division, hereby states its recognition of the enormous value of direct, active participation by citizens in their government, and of the willing, capable assistance citizens have demonstrated a desire to render toward the operation and development of their own community. The Council hereby further states its recognition of the value and equity in receiving help and advice in such regard from persons who are not residents of the community, but have a just and legitimate interest in its affairs.
- B. These rules shall be interpreted to further the intent of the Council that citizen judgment, expertise and effort be given fair, reasonable and efficient channels to reach and benefit the government of the City.

(Code 1976, § I.F-102; Res. No. 396, § 2, 3-11-75)

Sec. 1-4-103. Eligibility.

Unless otherwise specified, any person, whether or not a resident of the City, shall be eligible to serve on committees; but only residents of the City shall be eligible to serve on commissions unless the unanimous approval of the City Council is obtained. No person shall be permitted to serve or remain on any commission or committee if that person is or becomes a person with one of the following relationships to a City Councilmember: Spouse, domestic partner, father, step-father, mother, step-mother, grandmother, grandfather, grandchild, brother, step-brother, sister, step-sister, father-in-law, mother-in-law, aunt, uncle, cousin, step-child or child. Any person appointed to or selected for a commission, or committee in conformity with these rules and regulations shall be a voting member thereof. As used in this rule, a resident of the City is any person eligible to register to vote in municipal elections.

(Code 1976, § I.F-103; Res. No. 396, § 5.1, 3-11-75; Ord. No. 86-15, § 1, 9-9-86; Ord. No. 22-05, § 3, 4-26-22)

¹Cross reference(s)—Administrative services, tit. 2; Irvine Public Facilities and Infrastructure Authority, § 2-7-608 et seq.; Community Services Commission, § 3-3-101 et seq.; Disaster Council, § 4-9-103; Planning Commission, § 5-3-101 et seq.; Subdivision Committee, § 5-5-104; Building Appeals Board Committee, § 5-9-216.

Sec. 1-4-104. Application of State law and Irvine Municipal Code Enhancements to State Law.

All commissions and committees shall be subject to those sections of the California Government Code known as the "Ralph M. Brown Act" (Government Code § 54950 et seq.), and shall conduct their business in conformity therewith. All local bodies as defined in Section 1-15-103(C) shall comply with the additional requirements of Division 15 of Title 1, and shall conduct their business in conformity therewith.

(Code 1976, § I.F-104; Res. No. 396, § 5.2, 3-11-75; Ord. No. 18-10 , § 3, 11-13-18; Ord. No. 22-02 , § 4, 4-12-22)

Sec. 1-4-105. Public statements.

No commission or committee shall make a financial commitment, a political or other endorsement, or a statement of position on legislation pending before any governmental body, federal, State or local, without first securing the express consent of the City Council. Nothing in these rules and regulations shall be construed, however, to inhibit or forbid political or other activity, in a purely individual capacity, by any member of a commission or committee, so long as such member does not purport to speak for, or as a member of, such commission or committee.

(Code 1976, § I.F-105; Res. No. 396, § 5.3, 3-11-75)

Sec. 1-4-106. Reserved.

Sec. 1-4-107. Reports; dissents.

When any commission or committee submits a report or recommendation to another agency of the City, dissenting members shall be entitled to have their viewpoints fully, fairly and accurately presented as a part thereof.

(Code 1976, § I.F-106; Res. No. 396, § 5.4, 3-11-75)

Sec. 1-4-108. Subcommittees.

The provisions of Sections 1-4-103 through 1-4-105 and Section 1-4-107 shall also apply to subcommittees of commissions and committees and their members.

(Code 1976, § I.F-107; Res. No. 396, § 5.5, 3-11-75)

CHAPTER 2. COMMISSIONS

Sec. 1-4-201. Creation.

Commissions may be created only by resolution or ordinance of the City Council, and shall be terminated only by express ordinance of the City Council. They shall be continuing bodies operating in general areas of concern and having the power and duties designated by the City Council. They may be assigned more than one task concurrently, but the absence of one or more assigned tasks at any time (or the completion of and submission of a report regarding all their assigned tasks) shall not affect their continuing status.

(Code 1976, § I.F-201; Res. No. 396, § 3.1, 3-11-75)

Sec. 1-4-202. Appointment.

The number of persons appointed from time-to-time to any commission shall be fixed by the City Council in the resolution or ordinance establishing the commission. Members of commissions shall be appointed at least 10 days prior to the first regularly scheduled meeting of such commission in January of each calendar year. The commissioner shall be appointed as follows, unless otherwise provided in the ordinance or resolution establishing the commission:

- A. Each member of the City Council shall appoint one commissioner who shall serve at the pleasure of the member of the City Council who appointed such commissioner; and
- B. Such appointment shall be made by filing a written statement with the City Clerk setting forth:
 - 1. The fact of such appointment;
 - 2. The name of the person being appointed; and
 - 3. The date as of which such appointment is to be effective.

(Code 1976, § I.F-202; Res. No. 396, § 3.2, 3-11-75; Ord. No. 236, § 3, 3-13-79; Ord. No. 92-17, § 10, 9-22-92)

Sec. 1-4-203. Term.

Any Council member-appointed commissioner serves at the will of that Council member for a term expiring upon the expiration of the Council member's term; provided that a commissioner's term shall terminate on the date either that the commissioner resigns from office or that the Council member replaces the commissioner prior to the expiration of the commissioner's term.

(Code 1976, § I.F-203; Res. No. 396, § 3.3, 3-11-75; Ord. No. 99-06, § 1, 2-23-99)

Sec. 1-4-204. Removal.

A member of a commission may be discharged from his or her position and duties at any time, and without cause, by the member of the Council who appointed such commissioner by their filing with the City Clerk a written statement setting forth:

- A. The facts of such removal;
- B. The name of the person being removed; and
- C. The date such removal is to be effective.

(Code 1976, § I.F-204; Res. No. 396, § 3.3, 3-11-75)

Sec. 1-4-205. Officers.

Each commission shall have a chair and vice-chair, each of whom shall be a member of the commission. Such officers shall be elected by the membership of the commission at their first regular meeting in January of each calendar year.

(Code 1976, § I.F-205; Res. No. 396, § 3.4, 3-11-75; Ord. No. 83-19, § 1, 12-13-83; Ord. No. 92-17, § 11, 9-22-92)

Sec. 1-4-206. Reserved.

Sec. 1-4-207. Meetings.

The commission shall meet at such times as may be established by the City Council. All meetings shall be opened to the public and shall conform to the provisions of the "Ralph M. Brown Act" (Government Code § 54950 et seq.) and to the extent such commission constitutes a local body under Section 1-15-103(C), it shall comply with the additional requirements of the Division 15 of Title 1. Special meetings may be called by the chair of the commission or upon the written request of at least a majority of its members.

(Code 1976, § I.F-206; Res. No. 396, § 3.5, 3-11-75; Ord. No. 18-10 , § 3, 11-13-18; Ord. No. 22-02 , § 4, 4-12-22)

Sec. 1-4-208. Procedures.

- A. Unless otherwise specifically provided by law or elsewhere in the Code, including the provisions of Division 15 of Title 1, Robert's Rules of Order, Newly Revised, shall govern the general conduct of meetings of commissions. The adoption of Robert's Rules of Order is for the purpose of establishing a procedural framework for the conduct of meetings only. Any failure to adhere thereto shall in no way affect the validity of any action taken by the commission.
- B. It shall be the duty of each commissioner to take an active part in the commission's deliberation and to act in whatever capacity the commissioner may be called. Absence from three consecutive meetings without the formal consent of the commission shall be deemed to constitute the retirement of the commissioner, and the position shall automatically become vacant.

(Code 1976, § I.F-207; Res. No. 396, § 3.6, 3-11-75; Ord. No. 18-10 , § 3, 11-13-18; Ord. No. 22-02 , § 4, 4-12-22)

Sec. 1-4-209. Quorum; commission voting.

A majority of the members of the commission shall constitute a quorum. A majority vote of the members present at a duly constituted meeting shall be required to carry a motion, proposal, or resolution. All official members present shall vote on every question presented to the commission. Under no circumstances shall any member of the commission take any action or make any statement committing the commission as a whole unless expressly authorized to do so by vote of the commission.

(Code 1976, § I.F-208; Res. No. 396, § 3.7, 3-11-75)

Sec. 1-4-210. Duties.

Commissions shall from time-to-time receive specific assignments from the City Council. In addition, commissions may generate tasks, on their initiative, within their general areas of concern, subject to coordination with the City Manager, or his or her delegate, to avoid duplication of effort or jurisdiction with other commissions or committees and to confirm that the proposed task is, in fact, within the commission's area of concern. Where tasks are assigned to a commission by the City Council, a written report regarding the results thereof and recommendations, where appropriate, should be furnished, upon completion of such task, to the City Council.

(Code 1976, § I.F-209; Res. No. 396, § 3.8, 3-11-75)

Sec. 1-4-211. Power of appointment.

Commissions shall have power to appoint subcommittees of their own members and to appoint committees (as hereinafter defined) to perform tasks within their respective general areas of concern, but only in conformity with the provisions of this division.

(Code 1976, § I.F-210; Res. No. 396, § 3.9, 3-11-75)

Sec. 1-4-212. Reserved.

Sec. 1-4-213. Additional regulations.

Commissions may adopt a resolution establishing additional regulations governing the conduct of its meetings provided such regulations are not in conflict with the rules and regulations herein established and further provided that such resolution shall be approved by the City Council.

(Code 1976, § I.F-211; Res. No. 396, § 3.10, 3-11-75)

CHAPTER 3. COMMITTEES

Sec. 1-4-301. General.

Committees may be established from time-to-time to perform one or more specific assigned tasks. Committees may be appointed and tasks assigned by the City Council or a commission (but, in the case of a commission, only for the purpose of performing specific tasks within the respective general areas of concern of the commission). Upon completion of an assigned task, the committee shall forward a written report regarding the results thereof to the assigning authority, together with recommendations where appropriate. Upon submission of its report, and formal acceptance thereof by the assigning authority, the committee (unless it then has one or more other specifically assigned tasks which it has not completed) is automatically dissolved.

(Code 1976, § I.F-301; Res. No. 396, § 4.1, 3-11-75)

Sec. 1-4-302. Structure.

The structure, composition, number of members, manner of their appointment or selection, and other matters necessary to the creation and operation of each committee shall be determined in each case by the authority which establishes such committee, subject, however, to compliance with this division and Division 15 of Title 1.

(Code 1976, § I.F-302; Res. No. 396, § 4.2, 3-11-75; Ord. No. 18-10 , § 4, 11-13-18; Ord. No. 22-02 , § 4, 4-12-22)

Sec. 1-4-303. Establishment; consultation with City Manager.

No committee shall be established without prior consultation between the City Manager, or his or her delegate, and the authority proposing to establish such committee:

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- A. To determine that such committee's proposed assignment or assignments will not substantially duplicate an assignment of another committee already in existence, or a task on which a commission is then engaged; and
 - B. If the authority proposing to establish the committee is a commission, to determine that the proposed assignment or assignments are within the general area of concern of the commission. Where a proposed assignment is closely or logically related to work already assigned to an existing committee, then, unless exceptional circumstances justify a new committee, such assignment shall be given to the already-existing committee.

(Code 1976, § I.F-303; Res. No. 396, § 4.3, 3-11-75)

Sec. 1-4-304. Appointments.

Committees may appoint their own subcommittees, but only from their own membership. A committee shall not, however, assign to a subcommittee any matter not directly related to the specific assignment or assignments given to that committee by an appropriate authority under these rules and regulations. No committee shall generate its own assignments or tasks.

(Code 1976, § I.F-304; Res. No. 396, § 4.4, 3-11-75)

APPENDIX B

IRVINE MUNICIPAL CODE, TITLE 1, DIVISION 17

Division 17 DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Sec. 1-17-101. Creation.

There is hereby created a standing Diversity, Equity, and Inclusion Committee for the City.

(Ord. No. 22-01 , § 2, 1-25-22)

Sec. 1-17-102. Composition.

The Diversity, Equity, and Inclusion Committee shall be comprised of seven members, all of which shall reside or work in the City.

(Ord. No. 22-01 , § 2, 1-25-22)

Sec. 1-17-103. Appointment.

- A. Each member of the City Council shall appoint one member of the Diversity, Equity, and Inclusion Committee, who shall serve at the pleasure of the member of the City Council who appointed such committee member.
- B. Two at-large members of the Diversity, Equity, and Inclusion Committee shall each be appointed using the following process. First, City staff shall conduct a public recruitment process. Second, City staff shall make appointment recommendations to the remaining five members of the Diversity, Equity, and Inclusion Committee. Third, staff shall present to the City Council the appointment recommendations of the Diversity, Equity, and Inclusion Committee. Fourth, the City Council shall by majority vote appoint the two at-large members of the Diversity, Equity, and Inclusion Committee for terms that shall expire, unless renewed, on February 1st of each odd-numbered year.

(Ord. No. 22-01 , § 2, 1-25-22)

Sec. 1-17-104. Duties.

The Diversity, Equity and Inclusion Committee shall have the duty to:

- A. Act in an advisory capacity to the City Council in matters pertaining to diversity, equity, and inclusion, including without limitation ending racial and other disparities, creating fairness in hiring and promotions, creating greater opportunities with contracting, and providing equitable service to all residents.
- B. With assistance from City staff, gather data and information to formulate recommendations to the City Council for the establishment of measurable equity goals and outcomes.
- C. Review and recommend revisions to current City policies to ensure that the City advances the values of diversity, equity, and inclusion.
- D. Review and recommend revisions to outreach processes for contracting with women, minority, and disadvantaged-owned businesses through the City's business licensing program.
- E. Monitor and make recommendations to the City Council with regard to hate crimes and incidents.

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- F. Monitor and make recommendations to the City Council with regard to the elimination of all forms of discrimination against women.
 - G. Perform such other duties or studies as may be directed by the City Council.

(Ord. No. 22-01 , § 2, 1-25-22)

Sec. 1-17-105. Meeting and procedures.

- A. The Diversity, Equity, and Inclusion Committee shall meet regularly at least once each month at a time and place selected by City staff, and shall hold such other meetings as from time-to-time shall be called in the manner and form required by law.
- B. The meetings and procedures of the Diversity, Equity, and Inclusion Committee shall be subject to and governed by the resolutions and ordinances of the City Council establishing rules and regulations for commissions and/or committees.

(Ord. No. 22-01 , § 2, 1-25-22)

CITY COUNCIL RESOLUTION NO. 21-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
IRVINE, CALIFORNIA, REAFFIRMING IRVINE'S
COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

WHEREAS, the mission of the City of Irvine is to maintain a community where people can live, work and play in an environment that is safe, vibrant and aesthetically pleasing; and

WHEREAS, we embrace and celebrate our community's diversity and welcome all residents who live, work and visit here; and

WHEREAS, it is our duty to confront the systemic racism and racial inequities that have been created and sustained over time; and

WHEREAS, we reaffirm Irvine's commitment to creating an inclusive environment that values the diversity of cultures and backgrounds; and

WHEREAS, we strive to ensure that every person living and working in our community is treated with fairness, and has access to equitable services and opportunities.

NOW, THEREFORE, the City Council of the City of Irvine, California, DOES HEREBY RESOLVE AS FOLLOWS:

1. The City reaffirms its commitment to promoting diversity, equity and inclusion; and commits to ending racial and other disparities within City government, creating fairness in hiring and promotions, greater opportunities within contracting, and equitable service to all residents;
2. To help us identify measurable equity goals and outcomes, Staff will gather and analyze relevant data pertaining to the problem of racial and other inequities, including but not limited to initiating a review of the current demographics of City employees and contractors;
3. Staff will also review current City policies and guide the Council on revising policies that do not meet diversity, equity, and inclusion; including but not limited to the City's outreach process for contracting, and recognition of women, minority, and disadvantaged-owned businesses through our business licensing program;
4. Staff will establish a Diversity, Equity and Inclusion Committee that will provide input on the needs of the community, and advise the Council in meeting the aforementioned goals.

CITY COUNCIL ORDINANCE NO. 22-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRVINE, CALIFORNIA, ADDING DIVISION 16 TO TITLE 1 OF THE IRVINE MUNICIPAL CODE ESTABLISHING A STANDING DIVERSITY EQUITY AND INCLUSION COMMITTEE

WHEREAS, the mission of the City of Irvine is to maintain a community where people can live, work, and play in an environment that is safe, vibrant, and aesthetically pleasing; and

WHEREAS, the City of Irvine embraces and celebrates its community's diversity and welcomes all people who live, work, and visit the City of Irvine; and

WHEREAS, it is the City of Irvine's duty to confront the systemic racism and racial inequities that have been created and sustained over time; and

WHEREAS, the City of Irvine is committed to creating an inclusive environment that values the diversity of cultures and backgrounds; and

WHEREAS, the City of Irvine strives to ensure that every person living and working in the City of Irvine is treated with fairness, and has access to equitable services and opportunities; and

WHEREAS, on January 26, 2021, the City Council of the City of Irvine adopted Resolution No. 21-05 memorializing the City of Irvine's commitment to diversity, equity, and inclusion; committing to ending racial and other disparities; and creating fairness in hiring and promotions, greater opportunities with contracting, and equitable service to all residents; and

WHEREAS, Resolution No. 21-05 also provided for the gathering of data and information to facilitate the establishment of measurable equity goals and outcomes; and

WHEREAS, Resolution No. 21-05 called for the review and revision of current City policies to ensure that the City advances the values of diversity, equity, and inclusion; this review included outreach processes for contracting, and recognition of women, minority, and disadvantaged-owned businesses through the City of Irvine's business licensing program; and

WHEREAS, the City Council of the City of Irvine established an *ad hoc* Diversity, Equity, and Inclusion Committee to provide input on the needs of the community and to advise the City Council on the goals, policies, and initiatives set forth in Resolution 21-05; and

WHEREAS, the need for input and guidance on issues involving diversity, equity, and inclusion is ongoing and, accordingly, the City Council of the City of Irvine has directed that the Diversity, Equity, and Inclusion Committee become a standing committee, and that its membership be expanded.

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

SECTION 1. The above recitals are true and correct and incorporated herein.

SECTION 2. Division 16 of Chapter 1 of the Irvine Municipal Code is hereby added to read in its entirety as follows:

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Sec. 1-16-101. – Creation.

There is hereby created a standing Diversity, Equity, and Inclusion Committee for the City.

Sec. 1-16-102. – Composition.

The Diversity, Equity, and Inclusion Committee shall be comprised of seven members, all of which shall reside or work in the City.

Sec. 1-16-103. – Appointment.

- A. Each member of the City Council shall appoint one member of the Diversity, Equity, and Inclusion Committee, who shall serve at the pleasure of the member of the City Council who appointed such committee member.
- B. Two at-large members of the Diversity, Equity, and Inclusion Committee shall each be appointed using the following process. First, City staff shall conduct a public recruitment process. Second, City staff shall make appointment recommendations to the remaining five members of the Diversity, Equity, and Inclusion Committee. Third, staff shall present to the City Council the appointment recommendations of the Diversity, Equity, and Inclusion Committee. Fourth, the City Council shall by majority vote appoint the two at-large members of the Diversity, Equity, and Inclusion Committee for terms that shall expire, unless renewed, on February 1st of each odd-numbered year.

Sec. 1-16-104. – Duties.

The Diversity, Equity and Inclusion Committee shall have the duty to:

- A. Act in an advisory capacity to the City Council in matters pertaining to diversity, equity, and inclusion, including without limitation ending racial and other disparities, creating fairness in hiring and promotions, creating greater opportunities with contracting, and providing equitable service to all residents.
- B. With assistance from City staff, gather data and information to formulate recommendations to the City Council for the establishment of measurable equity goals and outcomes.
- C. Review and recommend revisions to current City policies to ensure that the City advances the values of diversity, equity, and inclusion.
- D. Review and recommend revisions to outreach processes for contracting with women, minority, and disadvantaged-owned businesses through the City's business licensing program.
- E. Monitor and make recommendations to the City Council with regard to hate crimes and incidents.
- F. Monitor and make recommendations to the City Council with regard to the elimination of all forms of discrimination against women.
- G. Perform such other duties or studies as may be directed by the City Council.

Sec. 1-16-105. – Meeting and procedures.

- A. The Diversity, Equity, and Inclusion Committee shall meet regularly at least once each month at a time and place selected by City staff, and shall hold such other meetings as from time-to-time shall be called in the manner and form required by law.
- B. The meetings and procedures of the Diversity, Equity, and Inclusion Committee shall be subject to and governed by the resolutions and ordinances of the City Council establishing rules and regulations for commissions and/or committees.

SECTION 3. This Ordinance is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines because there is no possibility that this Ordinance or its implementation would have a significant negative effect on the environment. (14 Cal. Code Regs. § 15061(b)(3).) The City Clerk shall cause a Notice of Exemption to be filed as authorized by CEQA and the State CEQA Guidelines.