



# AGENDA

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

Diane Gale\*  
Chair

Phyllis Agran, MD, MPH\*  
Vice Chair

Committee Members:

Wendy Bokota\*  
Mariana Bosch\*  
Marisa Chacon\*  
Minai Chundururu\*  
Dina Eletreby, MD\*  
Naz Hamid\*  
Branda Lin\*  
Robert Petrosyan\*  
Valerie Sanchez\*  
Jing Sun\*  
Sahra Tanikawa\*  
Jennifer Wang\*  
Bill Bingham, Ex Officio  
\*Voting members

**November 29, 2023**

**5:30 PM**

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

### **PARTICIPATION IN IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEETING**

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE ZOOM APPLICATION. INFORMATION FOR ZOOM CAN BE FOUND ONLINE AT [CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILDREN-YOUTH-AND-FAMILIES-ADVISORY-COMMITTEE](http://CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILDREN-YOUTH-AND-FAMILIES-ADVISORY-COMMITTEE). YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE," 1 CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO [CS@CITYOFIRVINE.ORG](mailto:CS@CITYOFIRVINE.ORG). YOU MAY ALSO PROVIDE LIVE COMMENTS VIA ZOOM. FOR MORE INFORMATION, VISIT [CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILDREN-YOUTH-AND-FAMILIES-ADVISORY-COMMITTEE](http://CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILDREN-YOUTH-AND-FAMILIES-ADVISORY-COMMITTEE).

**REQUEST TO SPEAK IN PERSON:** IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ON A SCHEDULED AGENDA ITEM – INCLUDING A REGULAR BUSINESS ITEM OR PUBLIC COMMENTS – PLEASE REGISTER BY COMPLETING THE REQUEST TO SPEAK FORM AVAILABLE AT THE ENTRANCE TO THE MEETING ROOM AND SUBMIT TO THE RECORDING SECRETARY. PLEASE IDENTIFY ON THE FORM YOUR NAME AND THE ITEM ON WHICH YOU WOULD LIKE TO SPEAK. THE REQUEST TO SPEAK FORM ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MINUTES. YOUR NAME WILL BE CALLED AT THE TIME THE MATTER IS HEARD BY THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER ON AGENDIZED ITEMS, AND THREE MINUTES DURING GENERAL PUBLIC COMMENTS (UNLESS THE TIME LIMIT IS EXTENDED BY THE CHAIR), WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

**PLEASE TAKE NOTICE THAT THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.**

**PLEASE NOTE:** THE IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEETING IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT AT 949-724-6600, OR VIA EMAIL AT [CS@CITYOFIRVINE.ORG](mailto:CS@CITYOFIRVINE.ORG). IT WOULD BE APPRECIATED IF WRITTEN COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**1. PRESENTATIONS**

***1.1 COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY***

***1.2 STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES UPDATE***

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

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Public Comments on non-agendized items will be heard no sooner than 5:30 p.m. Any member of the public may address the Irvine Children, Youth and Families advisory Committee on items within the Irvine Children, Youth and Families Advisory Committee’s subject matter jurisdiction but which are not listed on this agenda. If 20 or fewer requests to provide public comments are submitted, each speaker shall be limited to three minutes. If between 21 and 30 speakers submit public comments, each speaker shall be limited to two minutes. If more than 30 speakers submit public comments, each speaker shall be limited to 90 seconds. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak 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 Chair or by a majority vote of the Irvine Children, Youth and Families Advisory Committee.

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**INTRODUCTIONS**

**ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

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Announcements and Board Reports are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954-2 of the Brown Act and are limited to 3 minutes per member of the Irvine Children, Youth and Families Advisory Committee. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

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**2. COMMITTEE REPORTS**

***2.1 YOUTH OUTREACH REPORT***

## **ADDITIONS AND DELETIONS TO THE AGENDA**

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Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Committee meeting.

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### **3. COMMITTEE BUSINESS**

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Public comments on Irvine Child Care Committee items will be heard at the time the matters are considered. If 10 or fewer requests to speak are submitted, each speaker shall be limited to three minutes per item. If between 11 and 15 speakers submit requests to speak, each speaker shall be limited to two minutes per item. If 16 or more requests to speak are submitted, each speaker shall be limited to 90 seconds per item. The time limit per speaker shall be established based on the number of requests to speak submitted to the Recording Secretary before the first speaker is called. Requests to speak 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 Chair or by a majority vote of the Irvine Child Care Committee.

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#### **3.1 MINUTES**

##### **RECOMMENDED ACTION:**

Approve the minutes of the Irvine Children, Youth and Families Advisory Committee meeting held August 23, 2023.

#### **3.2 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE PROPOSED MEETING SCHEDULE FOR CALENDAR YEAR 2024**

##### **RECOMMENDED ACTION:**

Approve the Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2024.

### **ADJOURNMENT**

#### **ADJOURNMENT**

**At 11 p.m.**, the Irvine Children, Youth and Families Advisory Committee will determine which of the remaining agenda items can be considered and acted upon prior to 12 midnight and will continue all other items on which additional time is required until a future Irvine Children, Youth and Families Advisory Committee meeting. All meetings are scheduled to terminate at 12 midnight.

#### **STAFF REPORTS**

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Children, Youth and Families Advisory Committee liaison and are available for public inspection and copying once the agenda is publicly posted (at least seven days prior to a regular Irvine Children, Youth and Families Advisory Committee meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org](http://cityofirvine.org) at least 7 days prior to the scheduled Irvine Children, Youth and Families Advisory Committee meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Children, Youth and Families Advisory Committee liaison at (949) 724-6749.

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

Any supplemental writings or documents distributed to a majority of the Irvine Children, Youth and Families Advisory Committee regarding any item on this agenda after the posting of the agenda will be available for

public review in the Community Services Department, 1 Civic Center Plaza, Irvine, California, during normal business hours. In addition, such writings or documents will be made available for public review on the City's website and at the respective public meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Children, Youth and Families Advisory Committee liaison at (949) 724-6749.

**SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC  
FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS**

Written Materials/Handouts:

Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Children, Youth and Families Advisory Committee. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Children, Youth and Families Advisory Committee at the time testimony is given.

**CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS**

It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every reasonable manner. Please contact Irvine Children, Youth and Families Advisory Committee liaison at 949-724-6647.

Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 DFR 35. 102-35. 104 ADA Title II)

**COMMUNICATION AND ELECTRONIC DEVICES**

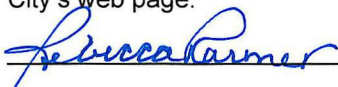
To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Irvine Children, Youth and Families Advisory Committee are held quarterly on the last Wednesday of every third month at 5:30 p.m. unless otherwise noted. Agendas are available at the following locations:

- Community Services Department
- Police Department
- Front Entrance of City Hall
- City's web page at [cityofirvine.org](http://cityofirvine.org).

I hereby certify that the agenda for the Irvine Children, Youth and Families Advisory Committee meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby of City Hall, 1 Civic Center Plaza, Irvine, California on November 20, 2023 by 5:30 p.m. as well as on the City's web page.

 \_\_\_\_\_, Committee Liaison

# **1. PRESENTATIONS**

## **ITEM 1.1**

### **COMMUNITY ACTION PARTNERSHIP OF ORANGE COUNTY**

(There is no report associated with this item.)

**ITEM 1.2**

**STRATEGIC PLAN FOR CHILDREN, YOUTH  
AND FAMILIES UPDATE**

(There is no report associated with this item.)

## **2. COMMITTEE REPORTS**

### **ITEM 2.1**

#### **YOUTH OUTREACH REPORT**

(There is no report associated with this item.)

## **3. COMMITTEE BUSINESS**

### **ITEM 3.1**

### **MINUTES**





# MINUTES

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

**August 23, 2023**  
**Irvine Civic Center**  
Conference and Training Center  
1 Civic Center Plaza  
Irvine, CA 92606

### CALL TO ORDER

The regular meeting of the Irvine Children, Youth and Families Advisory Committee (ICYFAC) was called to order at 5:34 p.m. on August 23, 2023, at Irvine Civic Center, Conference and Training Center, 1 Civic Center Plaza, Irvine, California via Zoom: Chair Wendy Bokota presiding.

### ROLL CALL

Present: 11	Chair:	Wendy Bokota
	Vice Chair:	Phyllis Agran
	Committee Member:	Mariana Bosch
	Committee Member:	Marisa Chacon
	Committee Member:	Minai Chundururu
	Committee Member:	Diane Gale
	Committee Member:	Naz Hamid*
	Committee Member:	Robert Petrosyan
	Committee Member:	Valerie Sanchez
	Committee Member:	Sahra Tanakawa
	Committee Member:	Jennifer Wang*

\*Joined the meeting via Zoom

Absent: 3	Committee Member:	Dina Eletreby
	Committee Member:	Branda Lin
	Committee Member:	Jing Sun

### PLEDGE OF ALLEGIANCE

Chair Bokota lead the Pledge of Allegiance.

### PARTICIPATION IN BOARD MEETING

Rebecca Parmer, Recording Secretary, provided instructions on how to participate in the Committee meeting for those attending via Zoom or in person.

**1. PRESENTATION**

**1.1 STRATEGIC PLAN FOR CHILDREN, YOUTH AND FAMILIES: OVERVIEW AND NEXT STEPS**

- Kristin Auer, Community Services Manager, provided a brief update to Irvine Children, Youth and Families Advisory Committee (ICYFAC) on the Strategic Plan process.
- Ryan Painter, Community Services Superintendent, provided a recap on outreach efforts, including focus groups, town hall and core committee meetings.
- Ili Rolon, HMA Project Manager, presented survey results collected from youth and adults in the community.

**PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

There were no requests to speak.

**INTRODUCTIONS**

Staff made the following introductions:

- Marisa Chacon, Youth Action Team Representative
- Minai Chunduru, Youth Action Team Representative

**ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATES**

Vice Chair Agran announced the following webinars of interest for the committee to attend if they are able to:

- Sudden Infant Death Syndrome: Research and Risk Reduction
- Rx for Gun Safety

**2. COMMITTEE UPDATES**

**2.1** Committee Member Minai Chunduru and Committee Member Marisa Chacon provided updates on High School and Middle School Youth Action Team programs:

- High School Youth Outreach hosted 16 sessions of Summer Teen camps with 315 teens participating.
- Middle School Program hosted a teen camp (grades 5-7) serving around 150 registered teens per day over an 11-week period. One major highlight included the inclusion of several students with special needs in the camps. Staff helped to integrate these students into the everyday summer camp experience.

**ADDITIONS AND DELETIONS TO THE AGENDA**

There were no additions or deletions.

**3. COMMITTEE BUSINESS**

**3.1 MINUTES**

**ACTION: Moved by Committee Member Tanikawa seconded by Committee Member Sanchez to approve the minutes of the Irvine Children, Youth and Families Advisory Committee meeting held May 24, 2023.**

The motion carried as follows:

AYES: 11 Bokota, Agran, Bosch, Chacon, Chunduru, Gale, Hamid, Petrosyan, Sanchez, Tanikawa, Wang

NOES: 0

ABSENT: 3 Eletreby, Lin, Sun

**3.2 IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REORGANIZATION**

Kristin Auer, Community Services Manager, declared nominations open for Chairperson of the Irvine Children, Youth and Families Advisory Committee. Vice Chair Agran nominated Committee Member Gale for Chair.

**ACTION: Moved by Vice Chair Agran, seconded by Committee Member Bosch, Committee Member Gale was selected to serve as Chair.**

The motion carried as follows:

AYES: 11 Bokota, Agran, Bosch, Chacon, Chunduru, Gale, Hamid, Petrosyan, Sanchez, Tanikawa, Wang

NOES: 0

ABSENT: 3 Eletreby, Lin, Sun

Recognition was given to Wendy Bokota for serving the last two years as ICYFAC Chair.

**ADJOURNMENT**

**Moved by Committee Member Petrosyan seconded by newly elected Chair Gale, and unanimously carried by those members present, to adjourn the meeting at 6:52 p.m.**

\_\_\_\_\_  
WENDY BOKOTA  
CHAIR

Date: \_\_\_\_\_

\_\_\_\_\_  
RECORDING SECRETARY

**ITEM 3.2**

**IRVINE CHILDREN, YOUTH AND FAMILIES  
ADVISORY COMMITTEE PROPOSED  
MEETING SCHEDULE FOR CALENDAR  
YEAR 2024**



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

**MEETING DATE:** NOVEMBER 29, 2023

**TITLE:** IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY  
COMMITTEE 2024 MEETING SCHEDULE

A handwritten signature in blue ink, appearing to be "C. J. De..."

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Director of Community Services

### RECOMMENDED ACTION

Approve the Irvine Children, Youth and Families Advisory Committee (ICYFAC) meeting schedule for calendar year 2024.

### EXECUTIVE SUMMARY

ICYFAC is an advisory body to the Community Services Commission (Commission), and provides ongoing review and evaluation of the City's children, youth, and family-related initiatives.

ICYFAC is comprised of no more than 15 voting members consisting of five City Council-appointed members, two members of the Commission, two Members-at-Large, two Youth High School members from the Irvine Youth Action Team, and five Agency Representatives.

### ANALYSIS

ICYFAC is a public advisory body reporting to the Commission. ICYFAC's purpose is to be achieved in accordance with the goals and objectives of the City Council and the Commission.

ICYFAC meetings are held quarterly, on the fourth Wednesday of designated months, at Irvine Civic Center, 1 Civic Center Plaza, Irvine, California 92606, beginning at 5:30 p.m., unless otherwise noted.

The proposed meeting schedule for calendar year 2024 is presented as Attachment 1. As stated in the ICYFAC Bylaws, Section 8.4, (Attachment 2), ICYFAC is required to meet four (4) times each year per an annual schedule approved by the committee at the last meeting of the previous year.

**ALTERNATIVES CONSIDERED**

ICYFAC may amend the proposed 2024 meeting schedule to change regular meeting dates, and/or change meeting locations.

**FINANCIAL IMPACT**

There is no financial impact to approving and/or amending the proposed ICYFAC meeting schedule for 2024.

**REPORT PREPARED BY** Kristin Auer, Community Services Manager

**ATTACHMENTS**

1. Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2024
2. Irvine Children, Youth and Families Advisory Committee Bylaws

**Irvine Children, Youth and Families Advisory  
Committee (ICYFAC)**

**Proposed 2024 Meeting Schedule**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>LOCATION</b>
February 28	Wed	5:30 p.m.	Civic Center, L102
May 22	Wed	5:30 p.m.	Quail Hill, MPR
August 28	Wed	5:30 p.m.	Civic Center, L102
November 20	Wed	5:30 p.m.	Civic Center, L102



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

Community Services Resolution Number: 18-07  
Community Services Commission Approved: 06/06/2018

\_\_\_\_\_  
Director of Community Services

**1.0 NAME**

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

**2.0 LOCATION**

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

**3.0 PURPOSE, MISSION, AND DUTIES**

- 3.1 Purpose – The purpose of the Committee is to serve as a public advisory body of the City of Irvine, reporting to the Community Services Commission (herein after "Commission"). The Committee's purpose is to be achieved in accordance with the goals and objectives of City Council and the Commission.
- 3.2 Mission – The Committee's mission is to provide ongoing review and evaluation of the City's children, youth and family-related initiatives.
- 3.3 Duties – The Committee's duties include reviewing progress of children, youth and family-related services and programs and integrating community input on an ongoing basis.

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

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



#### **4.0 GENERAL STATEMENT OF POLICY**

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

#### **5.0 MEMBERSHIP**

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

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

- 5.1 Five (5) City Council-appointed Members – Each member of the City Council shall appoint one member to serve on the Committee for a term expiring upon the expiration of the Council member's term.
- 5.2 Two (2) Members of the Community Services Commission – Community Services Commission elects two (2) members to serve two-year terms.
- 5.3 Two (2) Members-at-Large – Members-at-Large are selected through a public recruitment to serve two-year terms.
- 5.4 Two (2) Youth Members – Youth High School Members are selected through the City of Irvine Youth Action Team to serve one-year terms.
- 5.5 Five (5) Agency Representatives – The following groups will be asked to appoint one (1) person to represent the interests of their respective constituencies to serve at the pleasure of their organization:
  - 5.5.1 Irvine Unified School District
  - 5.5.2 Tustin Unified School District
  - 5.5.3 Irvine Prevention Coalition
  - 5.5.4 Irvine Child Care Committee
  - 5.5.5 Irvine Public Safety (Ex-Officio)

## 5.6 Resignation, Vacancies, and Removal

- 5.6.1 Resignation – Any Committee Member or officer may resign at any time by giving written notice to the Chair or Vice Chair.
- 5.6.2 Vacancies – In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Committee.
- 5.6.3. Removal – Absence from three (3) consecutive meetings may constitute the removal of the member. In the event a Committee Member fails to attend three consecutive meetings, the Committee may, by motion, move to remove the Committee Member from the Committee. A majority vote of the Committee Members present at the duly constituted meeting shall be required to carry such a motion.
- 5.6.4 Liabilities and Property Rights of the Committee - No member of the Committee shall be personally responsible for any indebtedness or liability, and any and all creditors shall look only to the City of Irvine's assets for payment.

## 6.0 VOTING

- 6.1 One Vote Per Member – Committee Members shall each be entitled to one vote.
- 6.2 Proxy Votes – No proxy votes are permitted.

## 7.0 OFFICERS

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

- 7.1 Election – Regular election of officers shall be held at the Committee's spring meeting of odd-numbered years. The term of office shall be two (2) years, commencing upon election.
- 7.2 Chair – The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Committee. The Chair shall preside over all meetings and shall represent the Committee to the Commission, the City Council and City staff.

- 7.3 Vice Chair – In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Committee.

## 8.0 MEETINGS

All meetings shall be opened to the public and shall conform to the provisions of the “Ralph M. Brown Act”.

- 8.1 Agenda – Agenda items may be submitted thirty (30) days in advance by any Committee Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison.
- 8.2 Procedures – Robert’s Rules of Order shall govern the general conduct of meetings.
- 8.3 Quorum – A majority of the Committee Members shall constitute a quorum. A majority vote of the Committee Members present at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings – The Committee shall meet four (4) times each year per an annual schedule approved by the Committee at the last meeting of the previous year. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.
- 8.5 Special Meetings – A special meeting may be called at any time by the Chair or by a majority of the members of the Committee, by delivering personally, by mail, or by email written notice to each member and by circulating the agenda as required by law, and by posting the agenda in a location freely accessible to the public at least 24 hours before the meeting. The special meeting notice must specify both the time and the place of the meeting and the business to be transacted.

## 9.0 BYLAWS

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