



# AGENDA

## IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

Jennifer Kim  
Chair

Liza Krassner  
Vice Chair

Katherine Claxton  
Board Member

RJ De Rama  
Board Member

Andrea Drayer  
Board Member

Tala Fazeli  
Board Member

Janie Mulrain  
Board Member

Pamela Torres  
Board Member

**November 12, 2024**

**6:00 PM**

**Sweet Shade Ability Center**

**15 Sweet Shade**

**Irvine, CA 92606**

**PARTICIPATION VIA ZOOM**

**MEETING ID: 845 0650 5145**

**PASSCODE: 977906**

**WEBSITE: [zoom.us/join](https://zoom.us/join)**

**TELEPHONE: 669-900-6833**

**or 346-248-7799**

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To participate virtually, visit [zoom.us/join](https://zoom.us/join) using any web browser, or the Zoom app on smartphones or tablets, and enter the Meeting ID and Passcode noted above. To participate by telephone, dial one of the numbers listed above and enter the same Meeting ID and Passcode. For technical assistance before or during the meeting, call 949-724-6078.

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### CALL TO ORDER

### ROLL CALL

### INTRODUCTIONS

#### 1. PRESENTATIONS

***1.1 Disability Friendly Community Member Award: Dr. Robin Steinberg-Epstein and  
The Center for Autism & Neurodevelopment Disorders***

***1.2 HOPE Center for the Arts***

### PUBLIC COMMENTS – NON-AGENDIZED ITEMS

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Any member of the public may address the Irvine Residents with Disabilities Advisory Board on items within the Board'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

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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 Board.

**2. ANNOUNCEMENTS**

Announcements, Board Comments, and Committee 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 three minutes per Speaker. In addition, the Chair shall receive any necessary additional time to deliver announcements of community events and opportunities.

**2.1 STAFF ANNOUNCEMENTS**

**2.2 BOARD MEMBER ANNOUNCEMENTS**

**2.3 BOARD SUBCOMMITTEE REPORTS**

**2.3.1 Community Advocacy and Outreach**

**2.3.2 Access and Functional Needs**

**2.3.3 Special Projects and Collaboration**

**ADDITIONS AND DELETIONS TO THE AGENDA**

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

**3. BOARD BUSINESS**

Public comments on Irvine Residents with Disabilities Advisory Board 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 Board.

**3.1 MINUTES**

**RECOMMENDED ACTION:**

Approve the minutes of the regular meeting of the Irvine Residents with Disabilities Advisory Board held August 6, 2024.

**3.2 IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD 2025 MEETING SCHEDULE**

**RECOMMENDED ACTION:**

Approve the Irvine Residents with Disabilities Advisory Board meeting schedule for calendar year 2025.

**3.3 IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ELECTION OF OFFICERS**

**RECOMMENDED ACTION:**

Conduct election of Irvine Residents with Disabilities Advisory Board Chair and Vice Chair for a two-year term commencing upon election.

**ADJOURNMENT**

**NOTICE TO THE PUBLIC**

**PARTICIPATION AT IRVINE RESIDENTS WITH DISABILITY ADVISORY BOARD MEETINGS**

Meetings are held in person at Sweet Shade Ability Center, 15 Sweet Shade, Irvine, California. You may submit comments on any agenda item or on any item not on the agenda, in writing via mail to: "Attn: Irvine Residents with Disabilities Advisory Board," 15 Sweet Shade, Irvine, CA 92606; by email to [disabilityservices@cityofirvine.org](mailto:disabilityservices@cityofirvine.org); or through e-Comment at [cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-board](http://cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-board). E-Comments submitted at least two hours prior to the commencement of the meeting will be distributed to the Board at the meeting. You may also provide live comments via "Zoom." For more information, visit [cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-board](http://cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-board).

**REQUEST TO SPEAK IN PERSON:** If you would like to address the Board on a scheduled agenda item or non-agenda item, please register by completing the Request to Speak Form available at the entrance to Sweet Shade Ability Center. We respectfully ask that you identify on the form your name and the item(s) on which you would like to speak. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Board are recognized. It also ensures the accurate identification of meeting participants in the Board minutes. Your name will be called at the time public comments are heard by the Board. City policy is to limit public testimony to up to three minutes per speaker depending on relevant circumstances, 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 and/or the time they are actually heard, considered, and decided may be modified by the Board Chair during the course of the meeting, so please stay alert.

**PLEASE NOTE:** The Board 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 949-724-6732, or via email at [disabilityservices@cityofirvine.org](mailto:disabilityservices@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.

**ADJOURNMENT**

**At 8 p.m.**, the Board will determine which of the remaining agenda items can be considered and acted upon prior to 9 p.m. and will continue all other items on which additional time is required until a future Board meeting. All meetings are scheduled to terminate by 9 p.m.

**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 Community Services Department and are available for public inspection and copying once the agenda is publicly posted, (at least seven days prior to a regular Board meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-board](http://cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-board) at least seven days prior to the scheduled Board meeting.

If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact the Board liaison at 949-724-6443.

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

Any supplemental writings or documents distributed to a majority of the Board 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 the Board liaison at 949-724-6443.

**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 Board. 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 Board 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 the Board liaison at 949-724-6443 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at the time if you will need accommodations to attend or participate in meetings on a regular basis.

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 CFR 35. 102-35. 104 ADA Title II).

**COMMUNICATION DEVICES**

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

**MEETING SCHEDULE**

Regular meetings of the Board are held on the second Tuesday of February, May, August, and November at 6 p.m. unless otherwise noted. Agendas are available for viewing at the following locations:

- City Clerk’s Office
- Irvine Police Department
- Main Entrance of City Hall
- Lakeview Senior Center, 20 Lake Road
- Northwood Community Center, 4521 Bryan Ave
- Rancho Senior Center, 3 Ethel Coplen Way
- William Woollett Jr. Aquatics Center, 4601 Walnut Ave
- City’s webpage at [cityofirvine.org](http://cityofirvine.org)

I hereby certify that the agenda for the Irvine Residents with Disabilities Advisory Board meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California, on November 5, 2024 by 5:30 p.m. as well as on the City’s webpage.

  
Community Services Administrative Assistant

## **3. BOARD BUSINESS**

### **ITEM 3.1 MINUTES**



# MINUTES

## IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD REGULAR MEETING

**August 6, 2024**  
**Sweet Shade Ability Center**  
15 Sweet Shade  
Irvine, CA 92606

### CALL TO ORDER

A regular meeting of the Irvine Residents with Disabilities Advisory Board (Board) was called to order at 6:02 p.m. on August 6, 2024, at Sweet Shade Ability Center, 15 Sweet Shade, Irvine, California; Chair Kim presiding.

### ROLL CALL

Present:	8	Board Member:	Katherine Claxton
		Board Member:	RJ De Rama
		Board Member:	Andrea Drayer
		Board Member:	Tala Fazeli*
		Board Member:	Janie Mulrain
		Board Member:	Pamela Torres**
		Vice Chair:	Liza Krassner
		Chair:	Jennifer Kim

*\*arrived at 6:18 p.m.*

*\*\*arrived at 6:04 p.m.*

### PARTICIPATION IN BOARD MEETING

Robert Espinosa, Community Services Supervisor, provided instructions on how to participate in the Board meeting for those attending via Zoom or in person.

### INTRODUCTIONS

There were no introductions.

### 1. PRESENTATIONS

### **1.1 Disability Friendly Community Member Award – Liz Sulack**

This award was presented to Liz Sulack for her impactful service to persons with disabilities in the Irvine Unified School District educational system as an Education Specialist.

### **1.2 Public Benefits**

Board Member Mulrain presented on California’s public benefits system including information on Supplemental Security Income (SSI), Childhood Disability Benefits (CDB), Medi-Cal, Cal ABLE, and other programs.

Ahmed Haidary, Community Engagement Supervisor of Orange County Social Services Agency, presented on the agency’s In Home Support Services Program (IHSS).

Discussion included: Age requirements and minimum hours for IHSS providers; recruitment process and referrals strategies for caregivers; share of cost; barriers faced for the deaf community with both needing services themselves and those looking to register as caregivers.

## **PUBLIC COMMENTS – NON-AGENDIZED ITEMS**

Melida Masri, Irvine resident, made the following public comment via Zoom:

- Reported that an Irvine CONNECT driver became frustrated with a rider who utilized a wheelchair and stated a lowered floor in vehicles would be more advantageous for all riders.
- Advocated that drivers should have proper training for transporting riders with accessibility needs.

“Im”, Irvine resident, made the following public comment via Zoom:

- Indicated they had called City Council previously and mentioned lack of accessibility with City website and the information posted being inconsistent.
- Requested improving accessibility with the Access Irvine Mobile App.
- Commented on lack of benches and shade in the community for seniors trying to use transit systems and at community parks.

## **2. ANNOUNCEMENTS**

### **2.1 Staff Announcements**

Supervisor Espinosa provided an update on the Sweet Shade Universal Playground project, stating anticipated completion date of mid to late October.

## **2.2 Board Member Announcements**

Vice Chair Krassner announced transit-oriented development in three focus areas of Irvine near employment and transit centers for the Irvine 2045 General Plan.

Board Member De Rama announced the following:

- Makapo Aquatics is entering five paddlers into the International Va'a Federation World Sprints in Hilo, Hawaii as part of their first ever race for paddlers with intellectual and developmental disabilities.
- Two of the paddlers are participants with Board Member Fazeli's Dreams of America program.

## **2.3 Board Subcommittee Reports**

### **2.3.1 Community Advocacy and Outreach**

Vice Chair Krassner reported on event planning updates and participating groups in this year's Irvine Global Village Festival as well as Board Member participation this year.

Chair Kim reported a review of the Disability Services website resource list and requested updates to add other local organizations and resources in Irvine to be added to the list.

### **2.3.2 Access and Functional Needs – No report.**

### **2.3.3 Special Projects and Collaborations**

Board Member Claxon reported the following:

- Dr. Robin Epstein with UCI Center for Autism will be recognized for her work and presented the Disability Friendly Community Member Award at the next regular meeting.
- Board Members will begin using an online form as part of the nomination process for the Disability Friendly Community Member Award.

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

There were no additions or deletions to the agenda.

## **3. BOARD BUSINESS**

### **3.1 MINUTES**

**ACTION:**



**Moved by Board Member Claxton, seconded by Board Member Fazeli, and unanimously carried by those members present to approve the minutes of a regular meeting of the Irvine Residents with Disabilities Advisory Board held on May 7, 2024.**

**END OF BOARD BUSINESS**

**ADJOURNMENT**

**Moved by Board Member Claxton, seconded by Board Member De Rama, and unanimously carried to adjourn the regular Board meeting at 7:36 p.m.**

\_\_\_\_\_  
BOARD CHAIR

\_\_\_\_\_  
Brandee Sendziak  
Community Services Program Coordinator  
Recording Secretary

\_\_\_\_\_  
Date Approved

**ITEM 3.2**  
**2025 MEETING SCHEDULE**



## REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

**MEETING DATE:** NOVEMBER 12, 2024

**TITLE:** IRVINE RESIDENTS WITH DISABILITIES ADVISORY  
BOARD 2025 MEETING SCHEDULE

Director of Community Services

### RECOMMENDED ACTION

Approve the Irvine Residents with Disabilities Advisory Board meeting schedule for calendar year 2025.

### EXECUTIVE SUMMARY

The Irvine Residents with Disability Advisory Board (Board) serves as an advisory board to the Community Services Commission. The Board's mission is to identify and recommend programs and services that would meet the social, physical, and emotional needs of residents with disabilities, regardless of age.

At its November meeting each year, the Board sets an annual meeting schedule to conduct the Board's mission and purpose for the next year. A meeting schedule for calendar year 2025 (Attachment) is submitted for Board review and approval.

### ANALYSIS

The Board provides advocacy and support for programs serving persons with disabilities; assesses community needs and provides appropriate recommendations to City departments; and works collaboratively with organizations within Irvine and the surrounding area that have an impact on Irvine residents with disabilities. The Board achieves this work by meeting regularly on a prearranged schedule agreed upon by its members.

Board meetings are held quarterly on the first Tuesday of designated months at 6 p.m. at the Sweet Shade Ability Center in Irvine, California, unless otherwise noted. The proposed 2025 meeting schedule is presented for Board consideration, and adoption.

**ALTERNATIVES CONSIDERED**

The Board may choose to amend the proposed 2025 meeting schedule to change regular meeting dates, times, and/or location.

**FINANCIAL IMPACT**

There are no new financial impacts associated with approving the 2025 Board meeting schedule.

**REPORT PREPARED BY** Ryan McGraw, Community Services Superintendent

**ATTACHMENT**

Irvine Residents with Disabilities Advisory Board Proposed 2025 Regular Meeting Schedule

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD  
PROPOSED 2025 REGULAR MEETING SCHEDULE

All meetings to convene at  
Sweet Shade Ability Center  
15 Sweet Shade, Irvine

<u>Date</u>	<u>Time</u>
February 4	6 p.m.
May 6	6 p.m.
August 5	6 p.m.
November 5*	6 p.m.

*\*November meeting to be held the first Wednesday of the month  
to accommodate Election Day on November 4*

ATTACHMENT

**ITEM 3.3  
ELECTION OF OFFICERS**



# REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ACTION

**MEETING DATE:** NOVEMBER 12, 2024

**TITLE:** IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD ELECTION OF OFFICERS

Director of Community Services

## RECOMMENDED ACTION

Conduct election of Irvine Residents with Disabilities Advisory Board Chair and Vice Chair for a two-year term commencing upon election.

## EXECUTIVE SUMMARY

The mission of Irvine Residents with Disability Advisory Board (Board) is to identify and recommend programs and services that would meet the social, physical and emotional needs of residents who have disabilities, regardless of age. The Board provides advocacy and support for programs related to its mission; assesses community needs and provides appropriate recommendations to City departments; and works collaboratively with organizations within Irvine and the surrounding areas that have an impact on Irvine residents with disabilities.

In accordance with Board Bylaws, Item 7.0, Officers, the officers of the Board shall be a Chair and a Vice Chair. In accordance with Section 7.1, Election, regular election of officers shall be held at the Board's November meeting of even-numbered years. The Board shall elect its officers from its membership, by majority vote of members present. The term of office shall be two years, commencing upon election.

## ANALYSIS

In accordance with Board Bylaws, presented as Attachment, election of officers shall be held at the Board's November meeting of even-numbered years. The Board operates with a Chair and Vice Chair and the duties of the officers as stated in the Bylaws, Item 7.0 are:

Section 7.2 - Chair:

- The Chair shall be responsible for the general supervision, direction and control of the business and affairs of this Board. The Chair shall preside over all meetings and represent the Board to the Commission, the City Council, and City staff.

Section 7.3 - Vice-Chair:

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

**ALTERNATIVES CONSIDERED**

The Board may choose to postpone elections until the February 2025 meeting.

**FINANCIAL IMPACT**

There are no new financial impacts in conducting an election of Board officers.

**REPORT PREPARED BY** Ryan McGraw, Community Services Superintendent

**ATTACHMENT**

Irvine Residents with Disabilities Advisory Board Bylaws





## IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD BYLAWS

Community Services Resolution Number: 18-05  
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 Residents with Disabilities Advisory Board (hereinafter "Board").

### 2.0 LOCATION

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

### 3.0 PURPOSE, MISSION, AND DUTIES

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

3.2 Mission - The Board's mission is to identify and recommend programs and services that would meet the social, physical and emotional needs of residents who have disabilities, regardless of age.

3.3 Duties - The Board's duties include, but shall not be limited to, providing advocacy and support for programs related to its mission; assessing community needs and providing appropriate recommendations to City departments; working collaboratively with organizations within Irvine and the surrounding areas that have an impact on Irvine residents with disabilities by informally sharing information learned at meetings, promoting City events for individuals with disabilities and sharing questions, concerns and ideas from the community with the Commission.

The Board shall have all the primary powers and authorities necessary and convenient to carry out the business and affairs of the Board, including the power to invite City residents to serve on ad hoc committees and non-voting participants. The Board 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 Board shall report annually to the Commission on its goals and accomplishments.

## ATTACHMENT

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

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

#### **5.0 MEMBERSHIP**

The Board shall consist of no more than fourteen (14) voting members ("Board Members"). All Board Members must live or work in Irvine. The majority (i.e. greater than 50 percent) of the Board must be either 1) a person with disabilities or 2) an immediate family member of a person with a disability.

##### **5.1 Member Appointments and Terms**

Board Members shall be selected through a public recruitment process conducted by City staff. All interested persons shall submit written applications and applicants that meet one of the two criteria discussed above will be invited to participate in an oral interview conducted by a panel designated by the Board consisting of its Board Members.

Recommendations of the panel shall be presented to the Board for consideration, and the Board's nominations shall be forwarded to the Commission for their review, at which point such a nominee may be formally appointed by the Commission.

The Board's recruitment process will be continuous and qualified applicants will be placed on a list for future vacancies should the need arise. Appointed Board Members shall serve unlimited terms, subject to the constraints of these Bylaws.

##### **5.2 Resignation, Vacancies, and Removal**

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

5.2.2 Vacancies - In the event a vacancy is created, it shall be filled by the same method by which the vacancy was previously filled, at a timeline established by the Board.

5.2.3 Removal - Absence from five (5) meetings per calendar year may constitute the removal of the member. In the event a Board Member fails to attend five meetings in a calendar year, the Board may, by motion, move to remove the Board Member from the Board. A majority vote of the Board Members present at the duly constituted meeting shall be required to carry such a motion.

## **6.0 VOTING**

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

## **7.0 OFFICERS**

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

- 7.1 Election - Regular election of officers shall be held every other year, at the Board's November meeting of even-numbered years. The term of office shall be two (2) years, commencing upon election.
- 7.2 Chair - The Chair shall be responsible for the general supervision, direction, and control of the business and affairs of this Board. The Chair shall preside over all meetings and represent the Board to the Commission, the City Council and City staff.
- 7.3 Vice Chair - In the absence or resignation of the Chair, the Vice Chair shall perform all of the duties of the Chair, and in so acting, shall have all of the authority of the Chair. The Vice Chair shall have such other powers and perform such other duties as may be prescribed by the Board.

## **8.0 MEETINGS**

All meetings shall be open to the public and shall conform to the provisions of the "Ralph M. Brown Act".

- 8.1 Agenda - Agenda items may be submitted thirty (30) days in advance by any Board Member upon notification to the Chair or City liaison. The agenda shall be established with items as coordinated by the Chair and City liaison.
- 8.2 Procedures - Robert's Rules of Order shall govern the general conduct of meetings.
- 8.3 Quorum - A majority of the Board Members shall constitute a quorum. A majority vote of the Board Members at a duly constituted meeting shall be required to carry a motion, proposal and/or resolution.
- 8.4 Regular Meetings - The Board shall meet on the first Tuesday of the month as noted on the annual schedule approved by the Board. All regular meeting agendas shall be posted in a location accessible to the public at least 72 hours before the time of the meeting and must describe the business to be transacted.

- 8.5 Special Meetings - A special meeting may be called at any time by the Chair or by a majority of the members of the Board, by delivering personally, by mail, or by email written notice to each member 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 of the members present at a duly constituted meeting of the Commission.