



AGENDA

IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE REGULAR MEETING

Diane Gale
Chair

Phyllis Agran, MD, MPH
Vice Chair

Committee Members:

Nakia Best
Wendy Bokota
Mariana Bosch
Hannah Cho
Dina Eletreby
Naz Hamid
Branda Lin
Gidget Smith
Jing Sun
Sahra Tanikawa
Sherry Tao
Vacant
Vacant
Bill Bingham, Ex Officio*
*Non-Voting member

**November 20, 2024
5:30 PM**

**Irvine Civic Center, L102
1 Civic Center Plaza
Irvine, CA 92606**

**PARTICIPATION VIA ZOOM
MEETING ID: 869-5098-0992
PASSCODE: 533493**

**WEBSITE: zoom.us/join
TELEPHONE: 669-444-9171
or 669-900-6833**

To participate virtually, visit 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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

1. PRESENTATIONS

1.1 STRATEGIC PLAN 2025-2030 UPDATE

PUBLIC COMMENTS - NON-AGENDIZED ITEMS

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 Committee.

INTRODUCTIONS

2. ANNOUNCEMENTS/COMMITTEE REPORTS

Announcements, 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 15 minutes, 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.

2.1 STAFF ANNOUNCEMENTS

2.2 YOUTH OUTREACH REPORT

ADDITIONS AND DELETIONS

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.

3. COMMITTEE BUSINESS

Public comments on Irvine Children, Youth and Families Advisory 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 (3) minutes per item. If between 11 and 15 speakers submit requests to speak, each speaker shall be limited to two (2) 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 Children, Youth and Families Advisory Committee.

3.1 MINUTES

RECOMMENDED ACTION:

Approve the minutes of the Irvine Children, Youth and Families Advisory Committee meeting held August 28, 2024.

3.2 2025 PROPOSED MEETING SCHEDULE

RECOMMENDED ACTION:

Advise the Irvine Children, Youth and Families Advisory Committee to recommend City Council adopt the Strategic Plan for Children, Youth and Families 2025 through 2030.

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

NOTICE TO THE PUBLIC

PARTICIPATION AT IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY COMMITTEE MEETINGS

Meetings are held in person at Irvine Civic Center, L102, 1 Civic Center Plaza, 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 Children, Youth and Families Advisor Committee," 1 Civic Center Plaza, Irvine, CA 92606; by email to cs@cityofirvine.org; or through e-Comment at <https://www.cityofirvine.org/child-care-development/irvine-children-youth-and-families-advisory-committee>. 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 <https://www.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, non-agenda item, or public hearing, please fill out a Request to Speak Form and submit to the Recording Secretary. 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 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 public comments are heard by the Irvine Children, Youth and Families Advisory Committee. 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 Chair or the Irvine Children, Youth and Families Advisory Committee during the course of the meeting, so please stay alert.

PLEASE NOTE: The Irvine Children, Youth and Families Advisory Committee 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 949-724-6749, or via email at 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.

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 Community Services Department and are available for public inspection and copying once the agenda is publicly posted (at least 7 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 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 Community Services staff 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 Community Services staff 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 the Community Services Department 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 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 Irvine Children, Youth and Families Advisory Committee are held quarterly on the last Wednesday of each third month at 5:30 p.m. unless otherwise noted. Agendas are available at the following locations:

- City Clerk's Office
- Irvine Police Department
- Main Entrance of City Hall
- Lakeview Senior Center, 20 Lake Rd
- Northwood Community Center, 4521 Bryan Ave
- Rancho Senior Center, 3 Ethel Coplen Way
- William Woollett Jr. Aquatics Center, 4601 Walnut Ave
- City's web page at cityofirvine.org

I hereby certify that the agenda for the Irvine Children, Youth and Families Advisory Committee meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California, on November 13, 2024, by 5:30 p.m. as well as on the City's website.



Recording Secretary

Memo

To: Irvine Children, Youth and Families Advisory Committee
Via: Chris Slama, Director of Community Services ^{CS}
Via: Dena Diggins, Deputy Director of Community Services ^{CS} DD
From: Kristin Auer, Community Services Manager KA
Date: November 18, 2024
Re: **Errata for Agenda Item 3.2 – 2025 PROPOSED MEETING SCHEDULE**

The Recommended Action for Item 3.2 – 2025 PROPOSED MEETING SCHEDULE was inadvertently incorrect. The information below outlines the correction.

Recommended revisions to the agenda are shown using **bold underline** to signify added text and a ~~strike through~~ to represent deleted text.

November 20, 2024, Agenda, page 3:

3.2 2025 PROPOSED MEETING SCHEDULE

RECOMMENDED ACTION:

Advise the ~~Approve the~~ **Approve the** Irvine Children, Youth and Families Advisory Committee (**ICYFAC**) to recommend City Council adopt the Strategic Plan for Children, Youth and Families **meeting schedule for calendar year** 2025 through 2030.

“Approve the Irvine Children, Youth and Families Advisory Committee (ICYFAC) meeting schedule for calendar year 2025.”

cc: Rebecca Parmer, Administrative Assistant III

Signature: 
Kristin Auer (Nov 19, 2024 11:50 PST)

Email: kauer@cityofirvine.org

Signature: 
Dena Diggins (Nov 20, 2024 10:59 PST)

Email: ddiggins@cityofirvine.org

Signature: 
Chris Slama (Nov 21, 2024 15:10 PST)

Email: cslama@cityofirvine.org












Errata 11-18-2024 Agenda Item 3.2

Final Audit Report

2024-11-21

Created:	2024-11-19
By:	Rebecca Parmer (rparmer@cityofirvine.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_InfGlnh2cZaDcnn2e8FD8tQPLxDeTuu

"Errata 11-18-2024 Agenda Item 3.2" History

-  Document created by Rebecca Parmer (rparmer@cityofirvine.org)
2024-11-19 - 1:46:07 AM GMT
-  Document emailed to Kristin Auer (kauer@cityofirvine.org) for signature
2024-11-19 - 1:46:11 AM GMT
-  Email viewed by Kristin Auer (kauer@cityofirvine.org)
2024-11-19 - 7:49:55 PM GMT
-  Document e-signed by Kristin Auer (kauer@cityofirvine.org)
Signature Date: 2024-11-19 - 7:50:22 PM GMT - Time Source: server
-  Document emailed to Dena Diggins (ddiggins@cityofirvine.org) for signature
2024-11-19 - 7:50:26 PM GMT
-  Email viewed by Dena Diggins (ddiggins@cityofirvine.org)
2024-11-20 - 1:02:50 AM GMT
-  Document e-signed by Dena Diggins (ddiggins@cityofirvine.org)
Signature Date: 2024-11-20 - 6:59:00 PM GMT - Time Source: server
-  Document emailed to Chris Slama (cslama@cityofirvine.org) for signature
2024-11-20 - 6:59:02 PM GMT
-  Email viewed by Chris Slama (cslama@cityofirvine.org)
2024-11-21 - 11:09:56 PM GMT
-  Document e-signed by Chris Slama (cslama@cityofirvine.org)
Signature Date: 2024-11-21 - 11:10:36 PM GMT - Time Source: server
-  Agreement completed.
2024-11-21 - 11:10:36 PM GMT

1. PRESENTATIONS

ITEM 1.1

STRATEGIC PLAN 2025-2030 UPDATE

(There is no report associated with this item.)

2. ANNOUNCEMENTS/COMMITTEE REPORTS

ITEM 2.1

STAFF ANNOUNCEMENTS

(There is no report associated with this item.)

ITEM 2.2

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 28, 2024
Irvine Civic Center, L102
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 5:33 p.m. on August 28, 2024, at Irvine Civic Center, 1 Civic Center Plaza, Irvine, California: Chair Diane Gale presiding.

ROLL CALL

Present: 11	Committee Member:	Wendy Bokota**
	Committee Member:	Hannah Cho
	Committee Member:	Naz Hamid
	Committee Member:	Gidget Smith
	Committee Member:	Jing Sun*
	Committee Member:	Sara Tanikawa
	Committee Member:	Sherry Tao
	Chair:	Diane Gale
	Vice Chair:	Phyllis Agran
		*Arrived 6:11 p.m.
		**Left 6:45 p.m.

Absent: 3	Committee Member:	Nakia Best
	Committee Member:	Mariana Bosch
	Committee Member:	Dina Eletreby
	Committee Member:	Branda Lin

PLEDGE OF ALLEGIANCE

Chair Gale led 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.

INTRODUCTIONS

Staff introduced Christy Cornwall, Assistant Chief of Health and Wellness.

PUBLIC COMMENTS – BUSINESS ITEMS

There were no requests to speak.

3.2 STRATEGIC PLAN FOR IRVINE CHILDREN, YOUTH AND FAMILIES 2025-2030

Community Services Manager Auer gave an overview of the Strategic Plan for Children, Youth and Families (Strategic Plan).

Community Services Superintendent Painter presented the PowerPoint to the committee members and informed the committee members that the item is scheduled to go to Community Services Commission on October 2, 2024, and to City Council on October 30, 2024. Since the meeting, the dates have changed. The item went to Community Services Commission on October 16, 2024 and will be presented to City Council on November 12, 2024.

ACTION: Moved by Committee Member Hamid, seconded by Vice Chair Agran, and unanimously carried by those members present, (Committee members Best, Bosch, Eletreby, and Lin absent) to advise the Community Services Commission to recommend City Council approve the Strategic Plan for Children, Youth and Families 2025 through 2030.

1. PRESENTATIONS

1.1 OFFICE OF HEALTH AND WELLNESS UPDATE

- Brian King, Assistant City Manager, provided an overview to ICYFAC on combining the Irvine Child Care Committee and Irvine Children, Youth and Families Advisory Committee into one committee under the Office of Health and Wellness. This change will take place after the upcoming election.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

There were no requests to speak.

INTRODUCTIONS

Introductions were moved to the beginning of the meeting after the Zoom instructions.

ANNOUNCEMENTS/COMMITTEE REPORTS/COMMITTEE UPDATE

2. COMMITTEE REPORTS

- 2.1** Committee Member Smith and Cho provided updates on the Middle School Youth Outreach and High School Youth Outreach Programs:

- The Middle School Youth Outreach program held a very successful Summer Teen and Tween Excursion Camp. Teen and Tween Camp served 130 plus students daily over the ten-week program. In addition to Camp, Youth Outreach also continued with the SEEMS (Social Emotional Empowerment at Middle School) program. The class workshops included messages regarding kindness, substance abuse and awareness, digital citizenship and internet safety, and healthy communication.
- High School Youth Outreach hosted several different camps this Summer that included participation from 315 high school teens. High School Youth Outreach coordinated over 100 additional service projects for their volunteers during the summer. Over 5,500 volunteer hours were completed, serving over 20 community organizations and City of Irvine programs.

ADDITIONS AND DELETIONS TO THE AGENDA

There were no additions or deletions.

3. COMMITTEE BUSINESS

3.1 MINUTES

ACTION: Moved by Committee Member Hamid, seconded by Committee Member Tanikawa, and unanimously carried by those members present, (Committee members Bokota, Best, Bosch, Eletreby, and Lin absent) to approve the minutes with the correction to add the official title as: AB-2866 Pool safety: State Department of Social Services regulated facilities (2023-2024) to the announcement made by Vice Chair Agran, to the Irvine Children, Youth and Families Advisory Committee meeting minutes held May 22, 2024.

3.2 STRATEGIC PLAN FOR IRVINE CHILDREN, YOUTH AND FAMILIES 2025-2030

Item 3.2 was moved to be discussed after the Introductions.

ADJOURNMENT

Moved by Committee Member Cho, seconded by Committee Member Hamid, and unanimously carried to adjourn the meeting at 6:59 p.m.

DIANE GALE
CHAIR

Date: _____

RECORDING SECRETARY

ITEM 3.2

**IRVINE CHILDREN, YOUTH AND FAMILIES
ADVISORY COMMITTEE 2025 MEETING
SCHEDULE**



REQUEST FOR IRVINE CHILDREN, YOUTH, FAMILIES ADVISORY COMMITTEE ACTION

MEETING DATE: NOVEMBER 20, 2024

TITLE: IRVINE CHILDREN, YOUTH AND FAMILIES ADVISORY
COMMITTEE 2025 MEETING SCHEDULE

Director of Community Services

RECOMMENDED ACTION

Approve the Irvine Children, Youth and Families Advisory Committee (ICYFAC) meeting schedule for calendar year 2025.

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 2025 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 2025 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 2025.

REPORT PREPARED BY Kristin Auer, Community Services Manager

ATTACHMENTS

1. Irvine Children, Youth and Families Advisory Committee Proposed Meeting Schedule for calendar year 2025
2. Irvine Children, Youth and Families Advisory Committee Bylaws

Irvine Children, Youth and Families Advisory Committee (ICYFAC)

2025 Meeting Schedule

DATE	DAY	TIME	LOCATION
February 26	Wed	5:30 p.m.	Quail Hill, MPR
May 28	Wed	5:30 p.m.	Quail Hill, MPR
August 27	Wed	5:30 p.m.	Quail Hill, MPR
November 19	Wed	5:30 p.m.	Quail Hill, MPR



**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.