



AGENDA

IRVINE ADVISORY COMMISSION FOR OLDER ADULTS REGULAR MEETING

Greta Jacobs
Chair

Mike Chen
Commissioner

Michele Jacknik
Commissioner

Rachel Owens
Commissioner

Zainab Saadi, MD
Commissioner

Bill Sandlin
Commissioner

Preeti Singh
Commissioner

VACANT
Commissioner

VACANT
Commissioner

January 16, 2025

9:00 AM

City Council Chamber

1 Civic Center Plaza

Irvine, CA 92606

PARTICIPATION VIA ZOOM

MEETING ID: 885 6471 1241

PASSCODE: 522696

WEBSITE: zoom.us/join

TELEPHONE: 669-900-6833

or 346-248-7799

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 – Chair Jacobs

INTRODUCTIONS

1. PRESENTATIONS

1.1 City of Irvine Senior Services

1.2 Senior Services Strategic Plan Quarterly Update

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Any member of the public may address the Commission on items within the Commission’s subject matter jurisdiction but which are not listed on this agenda; however, no action may be taken on matters that are not part of the posted 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 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 Commission.

2. ANNOUNCEMENTS/REPORTS

Announcements, Committee Reports, and Commissioner Comments 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 COMMISSION ANNOUNCEMENTS/UPDATES

2.3 OLDER ADULT SERVICES SUPPORT/INTEREST GROUPS

2.3.1 Ektaa Center: South Asian Senior Association

2.3.2 Friends of Outreach

2.3.3 Irvine Adult Day Health Services, Inc.

2.3.4 Irvine Evergreen Chinese Senior Association

2.3.5 NEDA-Association of Iranian American Seniors

2.4 ORANGE COUNTY OLDER ADULTS ADVISORY COMMISSION

2.5 COMMISSION NUTRITION SUBCOMMITTEE

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 meeting.

3. COMMISSION BUSINESS

Public comments on Commission 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 Commission.

3.1 MINUTES

ACTION:

Approve the minutes of the Irvine Senior Citizens Council regular meeting held November 21, 2024.

3.2 IRVINE ADVISORY COMMISSION FOR OLDER ADULTS COMMITTEE ASSIGNMENTS

ACTION:

Designate representatives of Irvine Advisory Commission for Older Adults to attend meetings of the Orange County Older Adults Advisory Commission and its own Nutrition Subcommittee.

3.3 IRVINE ADVISORY COMMISSION FOR OLDER ADULTS ELECTION OF OFFICERS

ACTION:

Conduct election of Irvine Advisory Commission for Older Adults Chair and Vice Chair to serve in these capacities from January through December 2025.

ADJOURNMENT

NOTICE TO THE PUBLIC

PARTICIPATION AT IRVINE ADVISORY COMMISSION FOR OLDER ADULTS MEETINGS

Meetings are broadcast live on ICTV, Cox Communications Local Access Channel 30, and AT&T U-Verse Channel 99. You may submit comments on any agenda item or on any item not on the agenda, in writing via mail to: "Attn: Advisory Commission for Older Adults," 1 Civic Center Plaza, Irvine, CA 92606; by email to seniorcouncil@cityofirvine.org; or through e-Comment at cityofirvine.org/senior-services/irvine-advisory-commission-older-adults. E-Comments submitted at least two hours prior to the commencement of the meeting will be distributed to the Commission at the meeting. You may also provide live comments via "Zoom." For more information, visit cityofirvine.org/senior-services/irvine-advisory-commission-older-adults.

REQUEST TO SPEAK IN PERSON: If you would like to address the Commission on a scheduled agenda item or non-agenda item, please register by completing the electronic form available on the kiosk at the entrance to the City Council Chamber. 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 on the kiosk assists the Chair in ensuring that all persons wishing to address the Commission are recognized. It also ensures the accurate identification of meeting participants in the Commission minutes. Your name will be called at the time public comments are heard by the Commission. 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 of the Commission during the course of the meeting, so please stay alert.

PLEASE NOTE: The Commission 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 seniorcouncil@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.

LIVE BROADCASTING

Regular Commission meetings are broadcast live every third Thursday of the month at 9 a.m. All broadcasts can be viewed on Cox Communications Local Access Channel 30 and U-Verse Channel 99. For more information, please contact the Community Services Department at 949-724-6732.

ADJOURNMENT

At 11 a.m., the Commission will determine which of the remaining agenda items can be considered and acted upon prior to 12 noon and will continue all other items on which additional time is required until a future Commission meeting. All meetings are scheduled to terminate at 12 noon.

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 Commission meeting). Staff reports can also be downloaded from the City's website at cityofirvine.org/senior-services/irvine-advisory-commission-older-adults at least seven days prior to the scheduled Commission 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 Commission liaison at 949-724-6732.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Commission 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 Commission liaison at 949-724-6732.

**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 Commission. Please provide 12 copies of the information to be submitted and filed with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Commission 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 Commission liaison at 949-724-6732 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 Irvine Advisory Commission for Older Adults are held on the third Thursday of each month at 9 a.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

I hereby certify that the agenda for the Irvine Advisory Commission for Older Adults meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California, on January 9, 2025 by 5:30 p.m. as well as on the City's website.

 Recording Secretary

3. BUSINESS

ITEM 3.1 MINUTES



MINUTES

IRVINE SENIOR CITIZENS COUNCIL REGULAR MEETING

November 21, 2024
Council Chamber
1 Civic Center Plaza
Irvine, CA 92606

CALL TO ORDER

The regular meeting of the Irvine Senior Citizens Council (Senior Council) was called to order at 9:00 a.m. on November 21, 2024, in the City Council Chamber, Irvine Civic Center, 1 Civic Center Plaza, Irvine, California; Chair Jacobs presiding.

ROLL CALL

Present:	7	Senior Council Member	Michele Jacknik
		Senior Council Member	Zainab Saadi, MD*
		Senior Council Member	Bill Sandlin
		Senior Council Member	Preeti Singh**
		Senior Council Member	Myung Suh
		Vice Chair	Amal Baradehi
		Chair	Greta Jacobs

**arrived at 9:23 a.m.*

***arrived at 9:32 a.m.*

PLEDGE OF ALLEGIANCE

Senior Council Member Sandlin led the Pledge of Allegiance.

PARTICIPATION IN SENIOR COUNCIL MEETING

Athena Martinez, Recording Secretary, provided instructions on how to participate in the Senior Council meeting for those attending via Zoom or in person.

INTRODUCTIONS

Amber Castrey, Community Services Supervisor, introduced Valeria Castillo, Outreach Assistant I-EPT.

1. PRESENTATIONS

1.1 Distinguished Service Awards

1.1.1 Rae Otake – To be presented at a future date.

1.1.2 Myron Okimoto

This award was presented to Myron Okimoto for his dedicated service to the Elderly Nutrition Program since 2021, providing over 167 volunteer hours.

1.2 Community Health Initiative of Orange County (CHIOC)

Kevin Mendoza, CHIOC Program Coordinator, and Suzette Palacios, CHIOC Community Health Access Assistant, provided a presentation with handout and responded to Senior Council inquiries.

Discussion included: program awareness and marketing; outreach efforts; mental health assistance; funding resources.

PUBLIC COMMENTS – NON-AGENDIZED ITEMS

Jerry Chang, Irvine Evergreen Chinese Senior Association President, invited Senior Council Members to the association's holiday lunch at J. Zhou at 11:30 a.m. on December 5.

2. ANNOUNCEMENTS

2.1 STAFF ANNOUNCEMENTS

Ryan McGraw, Community Services Superintendent, made the following announcements:

- On November 12, City Council approved the first reading of the ordinance to update Commission and Committee Bylaws at its November 12 meeting, including the renaming of Senior Citizens Council to "Irvine Advisory Commission for Older Adults. A second reading of the ordinance is scheduled for November 26. Pending approval, new name and bylaw updates will take effect December 26, 2024.
- Denise Bennett-Arabatzis has been appointed as the City's new Office of Health and Wellness Administrator, thereby leaving the Senior Services Section. Community Services thanks her for her years of service to the older adult population.

Supervisor Castrey made the following announcements:

- City offices will be closed on Thursday, November 28 and Friday, November 29 in observance of the Thanksgiving holiday.
- The Annual Irvine 2/11 Marine Corps Toy Drive began November 1. Donation bins are located at City Hall, Police Department, and Great Park Visitors Center. Drive-thru drop off events will be held Sunday, December 8 and Saturday, December 9 from 9 a.m. to noon each day in the Bill Barber Park parking lot closest to the Deanna Manning Stadium. Donations are being accepted through December 14. A flyer was provided.
- Senior Services is offering an Internet Safety presentation on December 2 from 10:30 a.m. to noon at Lakeview Senior Center. The presentation will cover common scams occurring through phone calls, text, email, popular apps, and more. Presented by Cox Communications in collaboration with Irvine Police Department.
- Illuminate Irvine will be held on December 7 at Great Park Palm Court Arts Complex with festivities beginning at 3 p.m. The evening will culminate with the lighting of the holiday tree.
- The Irvine Fine Arts Center presents the annual Holiday Market on December 7 from 3 to 8 p.m. and December 8 from 10 a.m. to 3 p.m. Both dates will be held at Great Park Hangar and will feature 25 vendors with handmade offerings spanning everything from jewelry to ceramics, folk crafts to clothing, and more.
- Installation of new Mayor and City Council members is scheduled for December 10 as part of the regular City Council meeting agenda.

2.2 SENIOR COUNCIL ANNOUNCEMENTS/UPDATES – No announcements.

2.3 ORANGE COUNTY OLDER ADULTS ADVISORY COMMISSION (OCAAC)

Senior Council Member Jacknik provided the following report from the November 8 OCAAC meeting:

- Dr. Laura Trejo, Director of the Los Angeles Aging and Disability Department, provided a presentation regarding the changing face of aging.
- Dr. Trejo also described the Purposeful Aging Los Angeles (PALA) initiative launched in 2016, seeking to prepare the Los Angeles region for rapid growth among the aging population.
- The Los Angeles Healthy Aging and Chronic Disease Dashboard, ad.lacounty.gov/dashboard, is a robust and innovative online tool that summarizes data on quality of life for older adults.
- OCAAC held elections for new Executive Committee members. Irvine's Rachel Owens will serve as Vice Chairperson for 2025.
- November is National Family Caregiver month.
- Office on Aging has a new local call center number, 714-480-6450.

2.4 SENIOR CITIZENS COUNCIL NUTRITION SUBCOMMITTEE – No report.

ADDITIONS AND DELETIONS

There were no additions or deletions to the agenda.

3. SENIOR CITIZENS COUNCIL BUSINESS

3.1 MINUTES

Superintendent McGraw reviewed updates regarding minutes for the October 17, 2024 Senior Council meeting.

ACTION:

Moved by Senior Council Member Sandlin, seconded by Vice Chair Baradehi, and unanimously carried by those members present to approve the minutes of the Irvine Senior Citizens Council regular meeting held October 17, 2024.

3.2 IRVINE SENIOR CITIZENS COUNCIL 2025 MEETING SCHEDULE

Superintendent McGraw presented the proposed 2025 meeting schedule, highlighting the June meeting date change from third Thursday to second Thursday due to holiday on June 19.

ACTION:

Moved by Vice Chair Baradehi, seconded by Senior Council Singh, and unanimously carried by those members present to approve the Irvine Senior Citizens Council 2025 meeting schedule as presented.

END OF COUNCIL BUSINESS

ADJOURNMENT

Moved by Senior Council Member Sandlin, seconded by Senior Council Member Jacknik, and unanimously carried by those members present, to adjourn the regular meeting of the Senior Council at 9:46 a.m.

CHAIR

Athena Martinez, Recording Secretary
Recording Secretary

Date Approved

ITEM 3.2
COMMISSION COMMITTEE ASSIGNMENTS



REQUEST FOR IRVINE ADVISORY COMMISSION FOR OLDER ADULTS ACTION

MEETING DATE: JANUARY 16, 2025

TITLE: IRVINE ADVISORY COMMISSION FOR OLDER ADULTS
COMMITTEE ASSIGNMENTS

Director of Community Services

RECOMMENDED ACTION

Designate representatives of Irvine Advisory Commission for Older Adults to attend meetings of the Orange County Older Adults Advisory Commission and its own Nutrition Subcommittee.

EXECUTIVE SUMMARY

The Irvine Advisory Commission for Older Adults (Commission) serves as an advisory body to City Council on policy matters affecting older adults and their families. Member participation in committees at both the County and local level is important to remain informed on matters affecting older adults.

The Commission is requested to identify representatives for calendar year 2025 to attend meetings of the Orange County Older Adults Advisory Commission (OCOAAC) (Attachment 1), and to serve on the Commission Nutrition subcommittee (Attachment 2).

COMMISSION/BOARD/COMMITTEE RECOMMENDATION

Not applicable.

ANALYSIS

OCOAAC advises the Orange County Board of Supervisors and the Office on Aging on matters affecting older adults in the county. OCOAAC holds monthly general meetings, bringing service providers and advocates together to advise on relevant issues such as: senior needs assessments, service planning, and legislative advocacy. OCOAAC is described as follows:

Orange County Older Adults Advisory Commission (OCOAAC) – Consists of 40 volunteer citizens, including local elected officials; representatives of health care and supportive service provider organizations; persons with leadership experience, and members of the general public. OCOAAC membership is comprised of at least half the members being aged 60 and older. The Orange County Board of Supervisors appoints 10 members; the

California League of Cities appoints 10 members; and the Executive Board appoints the remaining 20 members.

The Nutrition Subcommittee advises the Commission and staff on matters pertaining to the City's Elderly Nutrition Program at Lakeview Senior Center, Rancho Senior Center, and Trabuco Center.

Nutrition Subcommittee – Raises awareness of senior nutrition topics and solicits input on nutrition program operations and menus. Provides input on nutrition related special projects and events.

ALTERNATIVES CONSIDERED

Commission may decide to delay the selection of committee assignments until a future meeting.

FINANCIAL IMPACT

There is no financial impact as a result of selecting Commission representatives to attend committee meetings for 2025.

REPORT PREPARED BY

Ryan McGraw, Community Services Superintendent

ATTACHMENTS:

1. 2025 OAAC Full Council Monthly Meeting Schedule
2. Irvine Advisory Commission for Older Adults 2025 Nutrition Subcommittee



2025 OAAC Full Council Monthly Meeting Schedule

Office on Aging
 1300 S. Grand Avenue, Building B
 Santa Ana, CA 92705



OAAC Full Council Monthly Meeting 2 nd Friday at 9:30am (Refer to Agenda for Meeting Location)
January 10
February 14
March 14
April 11
May 9
June 13
July (DARK)
August 8
September 12
October 10
November 14
December (DARK)

Executive Board 4 th Friday 9:30am (Refer to Agenda for Meeting Location)
January 24
February 28
March 28
April 25
May 23
June 27
July (DARK)
August 22
September 19*
October 24
November 21*
December (DARK)

* Reflects revised date due to a County Holiday

**Irvine Advisory Commission for Older Adults
2025 Nutrition Subcommittee**

MEETINGS:

- Meets bi-monthly on the second Monday at 9 a.m., beginning February 10.
- Location: Lakeview Senior Center, 20 Lake Road, Irvine

PURPOSE:

- To raise awareness of nutrition topics affecting older adults.
- To solicit input on Nutrition Program operations and menu.
- To provide support to nutrition-related special projects and events.

ITEM 3.3
COMMISSION ELECTION OF OFFICERS



REQUEST FOR IRVINE ADVISORY COMMISSION FOR OLDER ADULTS ACTION

MEETING DATE: JANUARY 16, 2025

TITLE: IRVINE ADVISORY COMMISSION FOR OLDER ADULTS
ELECTION OF OFFICERS

Director of Community Services

RECOMMENDED ACTION

Conduct election of Irvine Advisory Commission for Older Adults Chair and Vice Chair to serve in these capacities from January through December 2025.

EXECUTIVE SUMMARY

The Irvine Advisory Commission for Older Adults (Commission) serves as an advisory body to City Council on City policy matters affecting Irvine's older adults and their families. Member participation in committees at both the County and local level is important to remain informed on matters affecting older adults.

In accordance with Commission Bylaws, attached, Item 2, Section 2.2 states the Commission shall elect a Chair and Vice Chair from its membership at its first regular meeting of each year. There are no term limits for the roles of Chair or Vice Chair.

ANALYSIS

The Commission is comprised of nine members, seven appointed by a City Council Member, and whose terms coincide with their appointing City Council Member, and two member-at-large positions whose terms conclude in October 2025.

Duties of the Chair include:

1. Provide general supervision, direction and control of the business and affairs of the Commission.
2. Preside over meetings and represent Commission at its direction.
3. Provide input to staff on creation of meeting agendas.

Duties of the Vice Chair include:

1. In the absence or resignation of the Chair, the Vice Chair shall perform all duties of the Chair, and in so acting shall have all the powers of the Chair.
2. Provide input to staff and Chair on creation of meeting agendas.

ALTERNATIVES CONSIDERED

The Commission may delay the election of Chair and Vice Chair to a future meeting.

FINANCIAL IMPACT

There is no financial impact to the Commission conducting its election of officers.

REPORT PREPARED BY Ryan McGraw, Community Services Superintendent

ATTACHMENT:

Amended and Restated By-laws of the Irvine Advisory Commission for Older Adults of the City of Irvine

**AMENDED AND RESTATED
BY-LAWS
OF THE
IRVINE ADVISORY COMMISSION FOR OLDER ADULTS
OF THE
CITY OF IRVINE**

PREAMBLE

The Amended and Restated Bylaws of the Irvine Advisory Commission for Older Adults of the City of Irvine (“**Bylaws**”) were adopted by the City Council of the City of Irvine pursuant to Resolution No. 24-84 and pursuant to Irvine Municipal Code (“**IMC**”) Sections 1-4-201 and Division 8 of Title 3.

1. IRVINE ADVISORY COMMISSION FOR OLDER ADULTS CREATION, TITLE, AND AUTHORITY

1.1 Creation: The Irvine Advisory Commission for Older Adults (“**Commission**”) was created under and continues to exist under Division 4 of Title 1 and Division 8 of Title 3 of the IMC.

1.1.1 IMC Title 1, Division 4 generally governs or otherwise regulates the Commission’s powers, duties, limitations, and general purpose.

1.1.2 IMC Title 3, Division 8 specifically describes the creation, composition, appointment, duties, and meeting procedures for the Commission.

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

1.1.4 Title 1, Divisions 4, 15, and Title 3, Division 8 are subject to change, consistent with City Council policies and State law, and each such Division shall take precedence over these bylaws and over any procedures adopted by the Commission.

1.2 Title: The Commission officially shall be known as the “Irvine Advisory Commission for Older Adults.” The term “Commission,” where used in these Bylaws, also shall refer to and mean the “Irvine Advisory Commission for Older Adults.”

1.3 Duties: The Commission was formed pursuant to IMC section 1-4-201 to perform assigned duties, as follows:

1.3.1 Act in an advisory capacity to the City Council in establishing policy on all matters pertaining to the special interests and concerns of older adults.

1.3.2 Act as a sounding board for individuals, schools, and organizations that have an interest in older adult activities and programs.

1.3.3 Consider the proposed annual budget for the City employees serving at the senior centers, and make recommendations with respect thereto to the City Council and the City Manager.

1.3.4 Advise in the planning of facilities, transportation, activities, and services and programs for the older adult community.

1.3.5 Recommend policies for the acquisition, development, use and improvement of land and facilities relating to senior citizens and subject to the rights and powers of the City Council.

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

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

2. MEMBERS, OFFICERS AND STAFF

2.1 Commission Members:

2.1.1 Appointment: The Commission shall be comprised of seven members, all of which shall reside in the City. Commission members shall be appointed as follows: each member of the City Council shall appoint one member to the Irvine Advisory Commission for Older Adults, who shall serve at the pleasure of the member of the City Council who appointed such commissioner.

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

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

2.1.4 Vacancy: Should any vacancy occur among the members of the Commission, the City Manager or his/her designee shall immediately notify the City Council member who appointed the

Commission member. Such City Council member shall fill the vacancy by appointment for the unexpired portion of the term.

2.1.5 Representation of Commission: No Commission member may speak on behalf of the Commission before any other board, commission, council, agency, or entity without prior authorization approved by a majority of the members of the Commission. Commission members shall represent themselves as members of the Commission speaking on their own behalf when presenting their views on Commission business that comes before any other commission, committee, board, or council of the City.

2.1.6 Disclosures: Commission members shall make such disclosures as are required by the Political Reform Act (Government Code Section 81000 *et seq.*) and other applicable state laws, and/or by resolutions or ordinances adopted by the City Council. Without limiting the foregoing, each Commission member shall file a Fair Political Practices Commission Statement of Economic Interest (Form 700) within thirty days after assuming office, annually thereafter for so long as they remain a Commission member, and promptly upon leaving office.

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

2.2.1 Chair: The Chair shall preside at all meetings and hearings of the Commission. The Chair may represent the Commission before the City Council or appoint other members to do so.

2.2.2 Vice Chair: The Vice Chair shall perform all of the duties of the Chair in the Chair's absence or disability and shall perform such other duties as may from time to time be assigned by the Chair.

2.2.3 Officer Vacancy: Should the Chair or Vice Chair cease to be a member of the Commission, the remaining Commission members shall elect a Chair or Vice Chair at the second regular meeting thereafter, by a majority vote of members present. The Chair or Vice Chair so elected shall serve in that office until the next regularly scheduled election of officers.

2.3 Staff:

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

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

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

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

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

3. MEETINGS AND AGENDAS

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

3.2 Initiating an Agenda Item:

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

3.2.1.1. Agendized items shall be directly within the scope of the duties specifically assigned to the Commission under IMC Section 3-8-104 and/or Section 1.3 of these Bylaws.

3.2.1.2. Agenda requests must be made during a meeting of the Commission. In order to move forward, there must be a consensus among Commission Members to place the item on the agenda of a future meeting.

3.2.1.3. The City Manager or designee must approve all Commission Member-initiated items prior to an item's inclusion on an agenda.

3.2.2 City Council-Initiated Items: The City Council may direct an item to be placed on the agenda by a majority vote of the City Council.

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 assigned to the Commission under IMC Section 3-8-104 and/or Section 1.3 of these Bylaws.

3.3 Meetings:

- 3.3.1 Regular Meetings: Regular meetings of the Commission shall be held in the City Council Chamber, 1 Civic Center Plaza, Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at 9:00 a.m., on the third Thursday of each month. Unless a majority of the members present votes otherwise, the meetings of the Commission shall adjourn at or before 12:00 p.m. If the business of the Commission has not been completed by 12:00 p.m., the Commission may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Commission adjourns shall be continued to a subsequent regular meeting of the Commission.
- 3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.
- 3.3.3 Special Meetings: Special meetings of the Commission may be called by the City Manager or designee or upon the written request of at least a majority of the Commission members. Special meetings shall be held at a time and place, and in the manner, required by IMC Title 1, Division 15.
- 3.3.4 Annual Meeting: The Annual Meeting of the Commission shall be the first regular meeting in January of each year. Such meeting shall commence with the election of a Chair and Vice Chair for the ensuing year and such other business as shall be scheduled by the Commission.
- 3.3.5 Meetings on Holidays: When a regular meeting falls on a holiday, the meeting shall be held on the next business day or on a day to which the previous meeting was adjourned.
- 3.3.6 Cancellation of Meetings: Whenever reasons exist, (for example, lack of a quorum, no business for Commission consideration, or other good and valid reason), a meeting may be canceled.
- 3.3.7 Additional Rules and Procedures; Order of Precedence: The meetings and procedures of the Commission shall be subject to and governed by the ordinances, resolutions, and applicable policies and procedures adopted by the City Council establishing rules and regulations for commissions. If and to the extent there is a conflict between these Bylaws and the rules and regulations applicable to Commission meetings established by the City Council, the rules and

regulations for Commission meetings established by the City Council shall govern.

3.4 Meeting Procedures:

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

3.4.2 Regular Meeting Order of Business: All regular meetings shall be conducted in the order set forth in the following paragraphs. The Chair, or a majority of the Commission, may direct an agenda item to be taken out of order.

3.4.2.1. Call to Order: The meeting of the Commission shall be called to order by the Chair, in the Chair's absence, the Vice Chair.

3.4.2.2. Roll Call: The Recording Secretary shall record the attendance.

3.4.2.3. Pledge of Allegiance: The Chair or the Chair's designee shall lead the Pledge of Allegiance to the Flag of the United States of America.

3.4.2.4. Presentations: Presentations by Staff or others to the Commission.

3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Commission on any item not listed on the agenda. Public comment time limitations and procedures are identical to the time limitations and procedures applicable to public comments before the City Council.

3.4.2.6. Announcements, Commission Reports: The chair shall ask if the Staff Liaison or members of the Commission have announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Commission.

- 3.4.2.7. Additions or Deletions to the Agenda: Additions may be made so long as such additions are in accordance with IMC Title 1, Division 15.
- 3.4.2.8. Consent Calendar: Any item which does not require specific findings of fact as required by law, may be placed on the Consent Calendar. The approval of minutes shall be included within this category. Any Commission Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.
- 3.4.2.9. Commission Business: Items of Commission Business shall be considered in the following sequence: (i) the matter shall be called, (ii) staff shall provide a report, (iii) public comments on the item shall be received, subject to the same time limitations and procedures as are applicable to public comments before the City Council, (iv) the Commission shall deliberate on the item, and (v) the Commission shall consider appropriate motions on the item. A majority vote for approval of the item shall constitute approval of the item.
- 3.4.2.10. Adjournment. The meeting shall be adjourned.
- 3.4.3 Decorum:
- 3.4.3.1. By Commission Members: While the Commission is in session, Commission Members must preserve order and decorum, and a Commission Member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Commission, disturb any member while speaking or refuse to obey the orders of the Commission or the presiding officer, except as otherwise provided in these Bylaws.
- 3.4.3.2. By Other Persons: Each person who addresses the Commission shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Commission, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Commission

meeting shall, at the discretion of the presiding officer or a majority of the Commission, be barred from further addressing the Commission at the meeting. If such conduct thereafter continues so as to disrupt the orderly conduct of the public's business, the Chair shall order the person removed from the Commission's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Commission or any other authorized City representative. The members of Commission may, pursuant to Government Code section 54957.9, order the meeting room cleared and continue with the session when the orderly conduct of the meeting becomes unfeasible and order cannot be restored.

3.5 Standing Rules:

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

3.5.2 Voting:

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

3.5.2.2. Proxy Vote: No proxy votes are permitted.

3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Commission. Upon the request of any Commission member, a roll call vote shall be taken and recorded on any vote. Whenever a roll call vote is in order, the Recording Secretary shall call the names of the members in alphabetical order, except that the name of the presiding officer shall be called last; provided, however, that when a voting light system is available, the simultaneous use of the voting light system shall serve as the roll call vote.

3.5.2.4. Disqualification and Abstention from Voting: Except as otherwise provided by law, no member of the Commission shall be permitted to abstain from voting unless such disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous

vote of the remainder of the Commission present. Unapproved disqualifications and abstentions shall be recorded by the Recording Secretary in the minutes as an affirmative vote.

3.5.2.5. Majority Vote: A majority vote of the members present shall be necessary for the recommendation of any proposed action, resolution, or other voting matter except where otherwise set forth in these Bylaws or controlling law.

3.5.2.6. Tie Votes: Tie votes shall be recorded as a failure of action to pass. A tie vote on a motion defeats the motion.

3.5.2.7. Absence from Meeting: Any member absent from a meeting shall not be allowed to vote on any matter discussed at that meeting (and continued to a subsequent meeting) until said member has watched/listened to the official recording of the meeting, reviewed the minutes, if prepared, and all correspondence pertaining to the subject, and discussed the matter with staff.

3.5.2.8. Silence Constitutes an Affirmative Vote: Unless a member of the Commission has been permitted to and abstains from voting, pursuant to section 3.2.5.4 above, such member's silence shall be recorded as an affirmative vote.

3.5.3 Signature:

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

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

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

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

3.5.6 Rules of Debate:

3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair,

subject only to such limitations of debate as are by these rules imposed on all members of the Commission, and shall not be deprived of any of the rights and privileges of a member of the Commission by reason of acting as the presiding officer.

- 3.5.6.2. Getting the Floor: Improper References to be Avoided: Every member of the Commission desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.
- 3.5.6.3. Interruptions: A member of the Commission, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Commission called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.
- 3.5.6.4. Motion to Reconsider: A motion to reconsider any action taken by the Commission 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 Commission 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 Commission from making or remaking the same or other motion at a subsequent meeting of the Commission.
- 3.5.6.5. When Remarks of Commission Members Entered in Minutes: A member of the Commission 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 Commission entered in the minutes. Such an abstract shall contain the statement of each other Commission 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 Commission, to enter in the minutes a synopsis of the discussion on any subject under consideration by the Commission.
- 3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall

govern the conduct their scope of the Commission's powers and duties under these Bylaws.