



# AGENDA

## IRVINE RESIDENTS WITH DISABILITIES ADVISORY COMMITTEE REGULAR MEETING

RJ De Rama  
Chair

Liza Krassner  
Vice Chair

Committee Members:  
Marle Chen  
Katherine Claxton  
Andrea Drayer  
Tala Fazeli  
Samantha Hartman  
Jennifer Kim  
Janie Mulrain  
Jaewoo Park  
Pamela Torres  
Michael Van Duyn

**November 5, 2025**

**6:00 PM**

**Sweet Shade Ability Center**

**15 Sweet Shade**

**Irvine, CA 92606**

### **PARTICIPATION VIA ZOOM**

**MEETING ID: 160 969 7632**

**PASSCODE: 002530**

**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**

### **PRESENTATION**

### **1. ADA SELF-EVALUATION AND TRANSITION PLAN**

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

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Any member of the public may address the Irvine Residents with Disabilities Advisory Committee on items within the 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.

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## **ANNOUNCEMENTS/REPORTS**

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Announcements, Committee Comments and 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.

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

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

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## **COMMITTEE BUSINESS**

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Public comments on Irvine Residents with Disabilities 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 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 Committee.

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## **2. MINUTES**

### **RECOMMENDED ACTION:**

Approve the minutes of the regular meeting of the Irvine Residents with Disabilities Advisory Committee held August 5, 2025.

## **3. IRVINE RESIDENTS WITH DISABILITIES ADVISORY COMMITTEE 2026 MEETING SCHEDULE**

### **RECOMMENDED ACTION:**

Approve the Irvine Residents with Disabilities Advisory Committee meeting schedule for calendar year 2026.

## **ITEMS FOR FUTURE AGENDAS**

## **ADJOURNMENT**

### **NOTICE TO THE PUBLIC**

#### **PARTICIPATION AT IRVINE RESIDENTS WITH DISABILITY ADVISORY COMMITTEE 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 Committee," 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-committee](https://cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-committee). E-Comments submitted at least two hours prior to the commencement of the meeting will be distributed to the Committee at the meeting. You may also provide live comments via "Zoom." For more information, visit [cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-committee](https://cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-committee).

**REQUEST TO SPEAK IN PERSON:** If you would like to address the Committee 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 Committee are recognized. It also ensures the accurate identification of meeting participants in the Committee minutes. Your name will be called at the time public comments are heard by the 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 during the course of the meeting, so please stay alert.

**PLEASE NOTE:** The 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 949-724-6732, 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 Committee 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 Committee 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 Committee meeting). Staff reports can also be downloaded from the City's website at [cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-committee](http://cityofirvine.org/disability-services/irvine-residents-disabilities-advisory-committee) at least seven days prior to the scheduled 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 the Committee 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 Committee regarding any item on this agenda after the posting of the agenda will be available for public review at the Sweet Shade Ability Center, 15 Sweet Shade, 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 Committee 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 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 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 Committee 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**

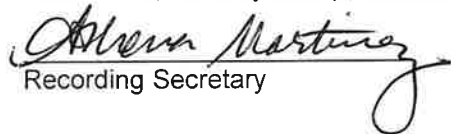
To minimize distractions, please be sure all personal communication devices are turned off or on silent mode.

**MEETING SCHEDULE**

Regular meetings of the Committee 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 Committee meeting was posted in accordance with law at the main entrance of City Hall, 1 Civic Center Plaza, Irvine, California, on October 28, 2025 by 5:30 p.m. as well as on the City's webpage.

  
Recording Secretary

## **COMMITTEE BUSINESS**

### **ITEM 2 MINUTES**



# MINUTES

## IRVINE RESIDENTS WITH DISABILITIES ADVISORY COMMITTEE REGULAR MEETING

**August 5, 2025**  
**Sweet Shade Ability Center**  
15 Sweet Shade  
Irvine, CA 92606

### CALL TO ORDER

A regular meeting of the Irvine Residents with Disabilities Advisory Committee (Committee) was called to order at 6:06 p.m. on August 5, 2025, at Sweet Shade Ability Center, 15 Sweet Shade, Irvine, California; Chair De Rama presiding.

### ROLL CALL

|          |    |                   |                   |
|----------|----|-------------------|-------------------|
| Present: | 11 | Committee Member: | Marle Chen        |
|          |    | Committee Member: | Katherine Claxton |
|          |    | Committee Member: | Tala Fazeli*      |
|          |    | Committee Member: | Samantha Hartman  |
|          |    | Committee Member: | Jennifer Kim      |
|          |    | Committee Member: | Janie Mulrain     |
|          |    | Committee Member: | Jaewoo Park       |
|          |    | Committee Member: | Pamela Torres     |
|          |    | Committee Member: | Michael Van Duyn  |
|          |    | Vice Chair:       | Liza Krassner     |
|          |    | Chair:            | RJ De Rama        |

*\*Committee Member Fazeli left at 7:05 p.m.*

|         |   |                   |               |
|---------|---|-------------------|---------------|
| Absent: | 1 | Committee Member: | Andrea Drayer |
|---------|---|-------------------|---------------|

### PARTICIPATION IN COMMITTEE MEETING

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

### PRESENTATIONS

#### 1. **DISABILITY FRIENDLY COMMUNITY AWARD**

This award was presented to Esther Morales for her dedicated work and service on Irvine Unified School District's Special Education Community Advisory Committee.

## **2. CITY OF IRVINE LIBRARY SERVICES**

April Lammers, Principal Librarian for Digital Services, and Lauren Regenhardt, Senior Librarian for Children's Services, provided a presentation on the City's Library Services section.

Discussion included:

- Items (books, materials, tools, and supports) to be added to branch collections to support all abilities.
- How to capture additional input from the Committee Members through the Irvine Public Library email.
- Future spaces to rent and quiet areas within the libraries.
- Suggestion to have an adult story time in addition to children's, as well as adult coloring stations.
- Suggestions and planning to make ensure libraries are fully accessible and equipped to assist those within the deaf and hard of hearing community.

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

There were no public comments on non-agendized items.

### **INTRODUCTIONS**

There were no introductions.

### **ANNOUNCEMENTS/REPORTS**

#### ***Staff Announcements***

Supervisor Espinosa made the following announcements:

- Universal Playground upgrades and bocce ball courts are under construction until the end of August.
- Supervisor Espinosa is leaving Disability Services to oversee Transportation Services. Recruitment for the new Disability Services supervisor is underway with the first interviews being held Wednesday, August 6.

#### ***Committee Member Announcements***

Committee Member Mulrain shared information on Orange County Asperger's Support Group Friends and Fun.

Vice Chair Krassner announced the annual Irvine Global Village Festival is scheduled for Saturday, October 11 at Great Park.

Committee Member Fazeli shared a video about Dreams of America students visiting and enjoying Sweet Shade Universal Playground.

Chair De Rama made the following announcements:

- IrvineCONNECT added a new route on July 1 line that increased accessibility for the Groves community.
- Irvine Unified School District's Special Education Community Advisory Committee is seeking campus representatives for each of the schools within the district. Representatives help build community, share resources and information among families, and help plan district-wide events. There is a training on August 22 at Creekside Learning Center as part of a vendor fair being presented by Irvine PTA Council.

Committee Member Kim shared photos from Regional Center of Orange County's Comfort Connection event at the Santa Ana Zoo and encouraged others to join these events. Down Syndrome Association of Orange County was also represented.

Committee Member Chen shared about State Council on Developmental Disabilities ongoing trainings addressing the changes to Medicaid and Medi-Cal. There is a training on Saturday, August 9 at 10 a.m.

### ***Subcommittee Reports***

There were no subcommittee reports.

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

There were no additions or deletions to the agenda.

### **COMMITTEE BUSINESS**

#### **3. MINUTES**

##### **ACTION:**

Moved by Committee Member Claxton and seconded by Committee Member Kim to approve the minutes of a regular meeting of the Irvine Residents with Disabilities Advisory Committee held on May 6, 2025.

Committee Member Van Duyn moved to make an amended motion to approve the minutes with corrected spelling of his name on Page 3, Item 3 action.

##### **ACTION**

**Moved by Committee Member Van Duyn, seconded by Committee Member Chen, and unanimously carried by those members present (Committee Member Drayer absent) to approve the minutes with corrected spelling of Committee Member Van Duyn's name on Page 3, Item 3 action.**

#### **4. IRVINE RESIDENTS WITH DISABILITIES ADVISORY COMMITTEE SUBCOMMITTEE ASSIGNMENTS**

Supervisor Espinosa presented the staff report.

Discussion included: Designation of representatives to the body's three subcommittees (Community Advocacy and Outreach, Access and Functional Needs, and Special Projects and Collaboration) to support ongoing initiatives and provide updates at regular meetings.

**ACTION:**

**Moved by Committee Member Claxton, seconded by Committee Member Park, and unanimously carried by those members present (Committee Members Drayer and Fazeli absent) to approve subcommittee appointments as follows:**

**Community Advocacy and Outreach: Chair De Rama, Vice Chair Krassner, and Committee Member Hartman.**

**Access and Functional Needs: Committee Members Chen, Fazeli, Kim, Torres, and Van Duyn.**

**Special Projects and Collaboration: Committee Members Claxton, Drayer, Mulrain, and Park.**

**END OF COMMITTEE BUSINESS**

**ADJOURNMENT**

**Moved by Committee Member Kim, seconded by Committee Member Claxton, and unanimously carried by those members present (Committee Members Drayer and Fazeli absent) to adjourn the regular Committee meeting at 7:29 p.m.**

\_\_\_\_\_  
COMMITTEE CHAIR

\_\_\_\_\_  
Recording Secretary

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

**ITEM 3**  
**2026 COMMITTEE MEETING SCHEDULE**



## **REQUEST FOR IRVINE RESIDENTS WITH DISABILITIES ADVISORY COMMITTEE ACTION**

**MEETING DATE:** NOVEMBER 5, 2025

**TITLE:** IRVINE RESIDENTS WITH DISABILITIES ADVISORY  
COMMITTEE 2026 MEETING SCHEDULE

Director of Community & Library Services

### **RECOMMENDED ACTION**

Approve the Irvine Residents with Disabilities Advisory Committee meeting schedule for calendar year 2026.

### **EXECUTIVE SUMMARY**

The Irvine Residents with Disability Advisory Committee (Committee) serves as an advisory body to the Community & Library Services Commission. The Committee'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.

### **ANALYSIS**

The Committee 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 Committee achieves this work by meeting regularly on a prearranged schedule agreed upon by its members.

Committee Bylaws (Attachment 1) state regular meetings are to be held on the first Tuesday of February, May, August, and November at 6 p.m. at the Sweet Shade Ability Center in Irvine, California, unless otherwise noted. The first Tuesday of November is typically designated as election day for general or local elections, therefore an alternate date in November is proposed for Committee consideration and approval (Attachment 2).

### **ALTERNATIVES CONSIDERED**

The Committee may choose to amend the proposed 2026 meeting schedule to change regular meeting dates, times, and/or location.

## **FINANCIAL IMPACT**

There are no new financial impacts associated with approving the 2026 Committee meeting schedule.

**REPORT PREPARED BY** Brandee Sendziak, Community Services Supervisor

## **ATTACHMENTS**

1. Amended and Restated By-Laws of the Irvine Residents with Disabilities Advisory Committee of the City of Irvine
2. Irvine Residents with Disabilities Advisory Committee Proposed 2026 Regular Meeting Schedule

**AMENDED AND RESTATED  
BY-LAWS  
OF THE  
IRVINE RESIDENTS WITH DISABILITIES ADVISORY COMMITTEE  
OF THE  
CITY OF IRVINE**

## **PREAMBLE**

The Amended and Restated Bylaws of the Irvine Aquatics Advisory Committee 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 1-4-301.

### **1. IRVINE RESIDENTS WITH DISABILITIES ADVISORY COMMITTEE CREATION, TITLE, AND AUTHORITY**

1.1 Creation: The Irvine Residents with Disabilities Advisory Board was created under and continues to exist under Division 4 of Title 1 of the IMC. The name of the Irvine Aquatics Advisory Board is hereby changed to the “Irvine Residents with Disabilities Advisory Committee” (“**Committee**”).

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

1.1.2 Community Services Resolution No. 18-05 specifically describes the creation, composition, appointment, duties, and meeting procedures for the Committee.

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 and 15 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 Committee.

1.2 Title: The Committee officially shall be known as the “Irvine Residents with Disabilities Advisory Committee.” The term “Committee,” where used in these Bylaws, also shall refer to and mean the “Irvine Residents with Disabilities Advisory Committee.”

1.3 Duties: The Committee was formed pursuant to IMC section 1-4-301 to serve in an advisory role to the Community Services Commission to perform one or more specific assigned tasks, as follows:

1.3.1 Providing advocacy and support for programs related to its mission.

1.3.2 Assessing community needs and providing appropriate recommendations to City departments.

1.3.3 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.

1.3.4 Promoting City events for individuals with disabilities and sharing questions, concerns and ideas from the community with the Community Services Commission.

1.3.5 Reports annually on goals and accomplishments.

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

## **2. MEMBERS, OFFICERS AND STAFF**

### **2.1 Committee Members:**

- 2.1.1 Appointment: The Committee shall consist of no more than fourteen (14) voting members. All Committee members must live or work in Irvine. The majority (i.e., greater than 50 percent) of the Committee must be either a person with disabilities or an immediate family member of a person with a disability.

Committee 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 Committee consisting of its Committee members.

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

- 2.1.2 Staff Liaison: The City Manager or his/her designee shall appoint a staff member as liaison to the Committee.
- 2.1.3 Removal and Resignation: In the event a Committee member fails to attend three (3) 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 a duly constituted meeting shall be required to carry such a motion.

Any Committee member or officer may resign at any time by giving written notice to the Chair or Vice Chair.

2.1.4 Vacancy: 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.

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

2.1.6 Disclosures: Committee 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 Committee 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 Committee member, and promptly upon leaving office.

2.2 Officers: Officers of the Committee shall consist of a Chair and Vice Chair. The Chair and Vice Chair shall be elected by the membership of the Committee 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 Committee. The Chair may represent the Committee before the City Council or appoint other members to do so.

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

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

2.3 Staff:

- 2.3.1 Staff Liaison: The City Manager or his/her designee shall assign a staff liaison to the Committee who shall be an *ex-officio* member of the Committee and as such shall provide technical service to the Committee 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 Committee and as such may be called upon as follows:
  - 2.3.2.1. City Manager: Upon request of the Chair for specific matters.
  - 2.3.2.2. City Attorney: Upon request of the Chair for specific matters and as a consultant to the professional staff.
- 2.3.3 Staff Direction: The Committee, 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 Committee shall be noticed via posting of the agenda in accordance with the notice and agenda requirements set forth in the IMC, Title 1, Division 15. Except as provided in IMC Section 1-15-107 and/or as otherwise provided in Government Code § 54954.2, no action shall be taken on matters not appearing on the posted agenda.
- 3.2 Initiating an Agenda Item:
  - 3.2.1 Committee Member-Initiated Items: Committee 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 Committee under Section 1.3 of these Bylaws.
    - 3.2.1.2. Agenda requests must be made during a meeting of the Committee. In order to move forward, there must be a consensus among Committee Members to place the item on the agenda of a future meeting.
    - 3.2.1.3. The City Manager or designee must approve all Committee 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 Committee under Section 1.3 of these Bylaws.

3.3 Meetings:

- 3.3.1 Regular Meetings: Regular meetings of the Committee shall be held in the Sweet Shade Ability Center, 15 Sweet Shade, Irvine, California, and remotely via Zoom as and to the extent allowable under Government Code section 54953, at 6:00 p.m., on the first Tuesday in February, May, August, and November. Unless a majority of the members present votes otherwise, the meetings of the Committee shall adjourn at or before 8:00 p.m. If the business of the Committee has not been completed by 8:00 p.m., the Committee may vote to remain in session until all or a portion of its remaining business has been completed. All matters remaining after the Committee adjourns shall be continued to a subsequent regular meeting of the Committee.
- 3.3.2 Adjourned Meetings: Any regular meeting may be adjourned to a designated time and place and when so adjourned shall be considered as a regular meeting.
- 3.3.3 Special Meetings: Special meetings of the Committee may be called by the City Manager or designee or upon the written request of at least a majority of the Committee members. Special meetings shall be held at a time and place, and in the manner, required by IMC Title 1, Division 15.
- 3.3.4 Annual Meeting: The Annual Meeting of the Committee shall be the first regular meeting 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 Committee.
- 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 Committee 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 Committee 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 Committees. If and to the extent there is a conflict between these Bylaws and the rules and regulations applicable to Committee meetings established by the City Council, the rules and regulations for Committee meetings established by the City Council shall govern.

3.4 Meeting Procedures:

3.4.1 Duties of Presiding Officer: The Chair, or in the Chair's absence the Vice Chair, shall be the presiding officer, and shall assume the place and duties of such office immediately following selection. The Chair shall preserve strict order and decorum at all meetings of the Committee, state questions coming before the Committee, announce its decision on all subjects and decide all questions of order, subject, however, to an appeal to the Committee as a whole, in which event a majority vote of the Committee 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 Committee shall be determined by the Chair.

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

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

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

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

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

3.4.2.5. Public Comment: The Chair shall ask if any person wishes to speak to the Committee 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, Committee Reports: The chair shall ask if the Staff Liaison or members of the Committee have

announcements as required by Assembly Bill 1234 or as otherwise relevant to the assigned tasks of the Committee.

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 Committee Member may withdraw an item from the Consent Calendar for discussion. After all requests for removal have been made, the Consent Calendar shall be voted on as a single item. A majority vote for approval of the Consent Calendar shall constitute the approval of each item thereon. Each removed item shall then be voted on individually.

3.4.2.9. Committee Business: Items of Committee 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 Committee shall deliberate on the item, and (v) the Committee 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 Committee Members: While the Committee is in session, Committee Members must preserve order and decorum, and a Committee Member shall neither, by conversation or otherwise, delay or interrupt the proceeding or the peace of the Committee, disturb any member while speaking or refuse to obey the orders of the Committee or the presiding officer, except as otherwise provided in these Bylaws.

3.4.3.2. By Other Persons: Each person who addresses the Committee shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Committee, 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 Committee meeting shall, at the discretion of the presiding officer or a majority of the Committee, be barred from further addressing the Committee 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 Committee's meeting location. Aggravated cases may be prosecuted on appropriate complaint signed by the Chair, a member of the Committee or any other authorized City representative. The members of Committee 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 Committee, a quorum shall consist of more than half of the filled seats of the Committee. No action shall be taken in the absence of a quorum, except that those members present shall be entitled by motion to adjourn the meeting to another date.

3.5.2 Voting:

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

3.5.2.2. Proxy Vote: No proxy votes are permitted.

3.5.2.3. Roll Call: A roll call shall be taken upon the passage of all resolutions. Such votes shall be recorded in the minutes of the proceedings of the Committee. Upon the request of any Committee 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 Committee shall be permitted to abstain from voting unless such

disqualification shall be identified as a legal conflict of interest mandating such disqualification, or by unanimous vote of the remainder of the Committee 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 Committee 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 Committee 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 Committee.
- 3.5.4 Procedural Questions: The presiding officer shall rule on all procedural questions.
- 3.5.5 Suspension of Rules: The Committee may suspend any of these rules by a unanimous vote of the members present to the extent that such suspension does not conflict with controlling state law.
- 3.5.6 Rules of Debate:

- 3.5.6.1. Presiding Officer May Debate and Vote: The presiding officer may move, second and debate from the Chair, subject only to such limitations of debate as are by these rules imposed on all members of the Committee, and shall not be deprived of any of the rights and privileges of a member of the Committee by reason of acting as the presiding officer.
- 3.5.6.2. Getting the Floor; Improper References to be Avoided: Every member of the Committee desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine their remarks to the question under debate, avoiding all personalities and indecorous language.
- 3.5.6.3. Interruptions: A member of the Committee, once recognized, shall not be interrupted when speaking unless it be a call to order, or as herein otherwise provided. A member of the Committee called to order shall cease speaking until the question of order be determined, and if in order, shall be permitted to proceed.
- 3.5.6.4. Motion to Reconsider: A motion to reconsider any action taken by the Committee may be made only on the day such action was taken. Such motion must be made by one of the prevailing side but may be seconded by any member of the Committee and may be made at any time and have precedence over all other motions. It shall be debatable. Nothing herein shall be construed to prevent any member of the Committee from making or remaking the same or other motion at a subsequent meeting of the Committee.
- 3.5.6.5. When Remarks of Committee Members Entered in Minutes: A member of the Committee shall have the right, upon request to the presiding officer, to have an abstract of his or her statement on any subject under consideration by the Committee entered in the minutes. Such an abstract shall contain the statement of each other Committee member who addresses the subject at that time.
- 3.5.6.6. When Synopsis of Debate Entered in Minutes: The Recording Secretary may be directed by the presiding officer, with consent of the Committee, to enter in the minutes a synopsis of the discussion on any subject under consideration by the Committee.
- 3.5.6.7. Rules of Order: Except as otherwise provided in these Bylaws, Robert's Rules of Order, Newly Revised shall

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

IRVINE RESIDENTS WITH DISABILITIES ADVISORY BOARD  
PROPOSED 2026 REGULAR MEETING SCHEDULE

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

| <u>Date</u>  | <u>Time</u> |
|--------------|-------------|
| February 3   | 6 p.m.      |
| May 5        | 6 p.m.      |
| August 4     | 6 p.m.      |
| November 10* | 6 p.m.      |

*\*November meeting to be held second Tuesday of the month  
to accommodate Election Day on November 3.*