

Chapter 2.65

COMMISSION ON THE STATUS OF WOMEN

Sections:

- 2.65.010 Short title.
- 2.65.020 Establishment.
- 2.65.030 Membership—Appointment and terms.
- 2.65.040 Qualifications.
- 2.65.050 Absences and vacancies.
- 2.65.060 Election of officers.
- 2.65.070 Meetings—Records.
- 2.65.080 Rules and regulations.
- 2.65.090 Annual report.
- 2.65.100 Disclosure requirements.
- 2.65.110 Purpose and functions.
- 2.65.120 Expiration of chapter.

2.65.010 Short title.

This chapter shall be known as the "Commission on the Status of Women Ordinance." (Ord. 6229 § 2 (part), 1987)

2.65.020 Establishment.

There is created and established a commission of the city to be known as the "commission on the status of women" and hereinafter called "commission." (Ord. 6229 § 2 (part), 1987)

2.65.030 Membership—Appointment and terms.

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.
2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.
3. All nominations are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be consid-

ered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure. (Ord. 6820 §§ 11, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.65.040 Qualifications.

A. All members shall be residents of the city; provided however, that a person nominated by a director need not reside in the director's district.

B. Members should possess knowledge or ability in areas pertaining to discrimination against women.

C. Members should have exhibited leadership qualities in community activities relating to the general welfare of women in the city. (Ord. 6229 § 2 (part), 1987)

2.65.050 Absences and vacancies.

A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.65.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.65.060 Election of officers.

At the first meeting of the commission, and thereafter at its first meeting of each subsequent year, the members shall elect a chair and a vice chair. In the

absence or disability of the chair and vice chair, the commission may designate a temporary chair. (Ord. 6229 § 2 (part), 1987)

2.65.070 Meetings—Records.

A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.

B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least 3 members.

C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings and other actions. (Ord. 6820 § 12, 2000; Ord. 6675 § 1 (part), 1996; Ord. 6229 § 2 (part), 1987)

2.65.080 Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of 5 members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6820 § 13, 2000; Ord. 6229 § 2 (part), 1987)

2.65.090 Annual report.

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 5, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.65.100 Disclosure requirements.

Members of the commission shall not be required to file annual statements of economic interest pursu-

ant to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

2.65.110 Purpose and functions.

A. The purpose of the commission is to advise the council on the special needs and concerns of women of all ages, races, religions, ethnic and cultural backgrounds, and economic and social circumstances.

B. The commission shall:

1. Study and examine through the conduct of meetings, conferences, public hearings or other appropriate methods those conditions which indicate discrimination or prejudice encountered by women;

2. Recommend procedures, programs and legislation to promote and ensure equal rights and opportunities for all women in the city;

3. Consult and cooperate with other public agencies and commissions on matters relevant to the commission.

C. In connection with the foregoing functions, the commission may:

1. Act as conciliator or mediator in disputes within the scope of the commission's functions with the approval of the parties;

2. Request of any city department or agency information, services, facilities and assistance in furtherance of the objectives of the commission;

3. Coordinate activities of community groups and organizations dealing with equal rights and special concerns of women;

4. Collect, coordinate and disseminate information concerning women;

5. Develop and maintain a talent bank of women to assist the city in performing its functions. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.65.120 Expiration of chapter.

This chapter shall expire on June 30, 2010. (Ord. 6724 § 1, 1997; Ord. 6229 § 2 (part), 1987)

The following rules and regulations were adopted by the Pasadena Commission on the Status of Women, for the conduct of its business consistent with the Pasadena Municipal Code.

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Pasadena Commission on the Status of Women.

ARTICLE II

PURPOSES

SECTION 1. The purposes of this commission are as set forth in Chapter 2.65 of the Pasadena Municipal Code.

a. The Commission shall:

(1) Study and examine through the conduct of meetings, conferences, public hearings or other appropriate methods those conditions which indicate discrimination or prejudice encountered by women.

(2) Recommend procedures, programs and legislation to promote and ensure equal rights and opportunities for all women in the city.

(3) Consult and cooperate with other public agencies and commissions on matters relevant to the commission.

b. In connection with the foregoing functions, the commission may:

(1) Act as a conciliator or mediator in disputes within the scope of the commission's functions with the approval of the parties.

(2) Request of any city department or agency information, services, facilities, and assistance in furtherance of the objectives of the commission.

(3) Coordinate activities of community groups and organizations dealing with equal rights and special concerns of women.

(4) Collect, coordinate and disseminate information concerning women.

(5) Develop and maintain a talent bank of women to assist the city in performing its functions.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to 11 members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.65, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the commission shall submit his/her resignation in writing to the chair of the commission and to the person who appointed and/or nominated the member to the commission, or his/her successor.

SECTION 4. Any member with three consecutive unexcused absences may be removed from the commission by the city council. The chair of the commission may excuse absences. If a member does not advise the chair in advance of any anticipated absence from a scheduled meeting, such absence shall be considered unexcused.

SECTION 5. Absent members cannot vote by proxy on issues before the commission at scheduled meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.65 of the Pasadena Municipal Code relating to this commission.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
- d. To debate motions;
- e. To vote on motions;
- f. To hold office on the commission; and
- g. To make recommendations to the commission.

SECTION 8. No member shall purport to represent or speak on behalf of the commission without the prior approval of a majority of the commission.

SECTION 9. Members shall comply with Resolution No. 4830 passed by the Board of Directors of the City of Pasadena on December 14, 1982 entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees". A copy of said Resolution shall be attached to these Rules and Regulations and incorporated herein as if set forth in full.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the commission shall be a chair and vice chair. A secretary may be a member of the City staff and the commission may appoint a parliamentarian.

SECTION 2. The chair shall have the following responsibility: preside at all meetings of the commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; prepare the annual report for submission to the Board of Directors; set the date, hour and place of meeting with approval of the commission; make appointments to committees; execute official communications; sign orders or recommendations of the commission; advise the Board of Directors of the names of members with three unexcused absences and of upcoming

vacancies; and conduct commission business in a manner consistent with these rules and regulations.

SECTION 3. The vice-chair shall perform the duties of an absent or disabled chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vice-chair, the members shall select a temporary chairperson.

SECTION 4. The secretary shall have the following responsibilities: record the minutes of all proceedings before the commission; maintain the records of the commission in complete and up-to-date order; report all correspondence to the commission; advise the chair three months prior to expiration of appointments; advise the chair of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and serve all notices.

SECTION 5. The parliamentarian shall assist the commission in resolving questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern the commission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they were elected.

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V

MEETINGS - GENERAL RULES

SECTION 1. The regular meetings of the commission shall be held on the second Monday of each month. Written notice of these meetings, including the date, time and location, shall be given to each member, the Board of Directors and the City Manager.

SECTION 2. The regular meeting in July shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business that may arise.

SECTION 3. Special meetings may be scheduled by the chair or a majority of the commission. The purpose of the meeting shall be stated in the notice. Notice of special meetings shall be given at least 24 hours in advance.

SECTION 4. Six (6) members of the commission shall constitute a quorum.

SECTION 5. All meetings of the commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 6. A matter shall be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be placed on the agenda by a member, or by staff. If a member timely requests that an item be included on the agenda, that item shall be included on the next regular meeting agenda.

ARTICLE VI

MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings should begin no later than 7:00 p.m. and adjourn by 9:00 p.m.

SECTION 2. A member may not speak more than twice for or against any agenda item.

SECTION 3. A member may be asked not to speak longer than three minutes during discussion.

SECTION 4. Members should not prolong discussions by repeating an argument already made by another member.

SECTION 5. The order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Reading of minutes of previous meeting

- d. Approval or correction of minutes
- e. Old business
- f. New business
- g. Reports, correspondence
- h. Public hearings (if applicable)
- i. Public comments
- j. Adjournment

ARTICLE VII

MEETINGS - MOTIONS

SECTION 1. The commission may employ five motions in reaching decisions:

- a. Motion for Action: A proposal by a member that the commission do a special thing.
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution.
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.)

- d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made. (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.)
- e. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda.

SECTION 2. Once a motion is before the commission, the chair shall not permit the public to speak or comment during the commission's discussion of that motion.

SECTION 3. All voting on issues before the commission shall be by voice vote unless a roll call is requested by the chair or a member of the commission. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the chair may repeat the motion for the commission. The chair may rule the motion out of order or restate the motion so that the commission may know what is before it for consideration and action.

SECTION 5. The chair shall announce the vote on the motion. In announcing the vote, the chair shall state whether the motion carried or failed and the number of votes for and against.

ARTICLE VIII

MEETINGS - HEARING PROCEDURES

SECTION 1. The commission shall follow the procedure outlined below in conducting public hearings:

- a. The title of the matter shall be announced by the chair.
- b. A city staff member shall then present the matter to the commission.
- c. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The chair shall call for statements from other persons favoring the matter; then from persons opposing the matter under consideration.
- e. The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of the statements.
- f. The chair shall declare the hearing closed.
- g. By motion, the commission shall take action on the matter.

- h. The chair shall announce the decision of the commission.
- i. All decisions of the commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing.

ARTICLE IX

COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.65 of the Pasadena Municipal Code, the chair may appoint members to ad hoc committees or panels necessary to carry on the work of the commission. The chair shall define their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all committees so created.

ARTICLE X

AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the Board of Directors for final approval.

CYW:js
LXD:COMM2/1
10-27-88

Chapter 2.70

COMMUNITY DEVELOPMENT COMMITTEE

Sections:

- 2.70.010 Short title.
- 2.70.020 Establishment.
- 2.70.030 Membership—Appointment and terms.
- 2.70.040 Qualifications.
- 2.70.050 Absences and vacancies.
- 2.70.060 Election of officers.
- 2.70.070 Meetings—Records.
- 2.70.080 Bylaws.
- 2.70.090 Annual report.
- 2.70.100 Disclosure requirements.
- 2.70.110 Purpose and functions.

2.70.010 Short title.

This chapter shall be known as the "Community Development Committee Ordinance." (Ord. 6229 § 2 (part), 1987)

2.70.020 Establishment.

Pursuant to Health and Safety Code Section 34120.5, there is created and established a committee of the city to be known as the "community development committee" and hereinafter called "committee." (Ord. 6229 § 2 (part), 1987)

2.70.030 Membership—Appointment and terms.

A. The committee shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers shall nominate 1 member for a total of 7 members.
2. The mayor shall nominate 2 tenant members from persons recommended by the 7 councilmembers who qualify pursuant to Section 2.70.040.
3. All nominations are subject to ratification by the city council.

B. The 7 members nominated by the councilmembers and ratified by the city council shall be appointed for a term of 3 years, and shall serve no more

than 2 consecutive terms. A term of less than 1 year shall not be considered a full term for such members. Terms expire on June 30th of the applicable years. Such member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the committee prior to the passage of a 2-year interval.

C. The 2 tenant members of the committee shall be appointed for a term of 2 years from the date of appointments. The tenant members shall have all the powers, duties, privileges and immunities of any committee member with respect to all matters necessary or convenient to carry out the purposes and provisions of the Housing Authorities Law (Health and Safety Code Section 34310 et seq.) If a tenant member ceases to be a tenant of the commission, he/she shall be disqualified as a committee member and another tenant shall be appointed to fill the unexpired term.

D. If any of the 7 members nominated by the council members and ratified by the city council ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by city council pursuant to Section 2.45.020.

E. Any member of the committee may be removed by the city council at its pleasure. (Ord. 6826 § 1, 2000; Ord. 6820 § 14, 2000; Ord. 6319 § 14, 1989; Ord. 6229 § 2 (part), 1987)

2.70.040 Qualifications.

A. Each and all of the 7 members nominated by the councilmembers and ratified by the city council shall be residents of the city; provided, however, that a person nominated by a councilmember need not reside in said councilmember's district.

B. The 2 tenant committee members shall be tenants of the commission. Their successors shall also be tenants of the commission. Such successors shall be appointed for a terms of 2 years and all vacancies shall be filled for the unexpired term. If a tenant member ceases to be a tenant of the commission, he/she shall be disqualified as a member and another tenant shall be appointed to fill the unexpired term. If

2.70.050—2.70.100

a tenant member ceases to be a tenant of the commission, he/she shall be disqualified as a member and another tenant shall be appointed to fill the unexpired term. At least one tenant member shall be over 62 years of age if the commission has tenants of such age. If the commission does not have tenants, the city council shall appoint 2 tenants of the commission to the committee, 1 of whom shall be over 62 years of age if the commission has tenants of such age, within 1 year after the commission first does have tenants. (Ord. 6826 § 2, 2000; Ord. 6820 § 15, 2000; Ord. 6319 § 15, 1989; Ord. 6229 § 2 (part), 1987)

2.70.050 Absences and vacancies.

A. In the event a member has three consecutive unexcused absences from meetings of the committee, the city council may declare the office of such member vacant. The staff to the committee shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the committee may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.70.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.70.060 Election of officers.

At the first meeting of the committee, and thereafter at its first meeting of each subsequent year, the members shall elect a chair, a vice chair and secretary. In the absence or disability of the chair and vice chair, the committee may designate a temporary chair. (Ord. 6229 § 2 (part), 1987)

2.70.070 Meetings—Records.

A. The committee shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the committee.

B. On all matters to come before the committee, other than those which are necessary or convenient to

carry out the purposes of the Housing Authorities Law (Health and Safety Code Section 34200 et seq.), a quorum shall be a majority of the committee seats (exclusive of tenant committee seats) filled by the city council. On all matters to come before the committee which are necessary or convenient to carry out the purposes of the Housing Authorities Law (Health and Safety Code Section 34200 et seq.), a quorum shall be a majority of the committee seats (inclusive of tenant committee seats) filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the committee shall be valid without the affirmative vote of at least four members.

C. The committee shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings and other actions. (Ord. 6688 § 1, 1996; Ord. 6675 § 6, 1996; Ord. 6319 § 16, 1989; Ord. 6229 § 2 (part), 1987)

2.70.080 Bylaws.

The committee shall adopt and amend, by the affirmative vote of 4 members, bylaws for the carrying out of its function and the conduct of the committee's business consistent with this chapter. Such bylaws shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.70.090 Annual report.

The committee shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 6, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.70.100 Disclosure requirements.

Members of the committee shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

2.70.110 Purpose and functions.

A. The purpose of the committee is to review

and make recommendations on all matters to come before the community development commission prior to commission action, except emergency matters, and matters which the commission, by resolution, excludes from committee review and recommendation.

B. The committee has all the powers of the commission as set forth in Health and Safety Code Section 33000 et seq., and Chapter 2.10 of this title, except the power to:

1. Sue and be sued;
2. Sell property;
3. Delegate authority to redevelop in the city to another redevelopment agency;
4. Contract with other public agencies;
5. Acquire property by purchase, lease, gift or eminent domain;
6. Borrow money for redevelopment purposes;
7. Finance housing construction and rehabilitation;
8. Such other powers as shall be withheld by ordinance of the city council or resolution of the commission. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)