

The following rules were adopted by the Human Services Commission in 1993, for the conduct of its business consistent with the Pasadena Municipal Code, and amended on July 21, 2003.

## RULES AND REGULATIONS

### ARTICLE I

#### NAME

The name of this advisory body is the Human Services Commission.

### ARTICLE II

#### PURPOSE

SECTION 1. The purposes and function of this Commission are as set forth in Chapter 2.86 of the Pasadena Municipal Code, or as thereafter amended.

### ARTICLE III

#### MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to thirteen (13) members.

SECTION 2. Members shall be appointed in conformity with applicable provisions of Chapter 2.86.030, Title 2 of the Pasadena Municipal Code. With respect to the appointment of human services agencies members, the following procedure shall be followed: commission staff shall mail ballots to the human services agencies; after these ballots are returned to the city, they shall be forwarded to the full commission which shall review the

proposal and forward a final recommendation to the City Council for ratification.

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. The chair of the commission is empowered to excuse absences for good cause. A member should advise the chair in advance of any anticipated absence from a scheduled meeting within 24 hours of that meeting.

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 2.86 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 except in the case of a conflict of interest;
- 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 vote of the Commission. The chair may speak on behalf of the commission.

#### SECTION 9. CODE OF ETHICS

a. To avoid the appearance of impropriety, a member who sits on the board of another organization, or is employed by a nonprofit organization shall refrain from participating in the Commission's deliberations of that organization's human services grant application. The member must declare publicly his or her involvement with the nonprofit and leave the room during the commission's deliberations and the vote.

b. Members should also abstain from such deliberation of and voting on grant applications if any of the following conditions exist:

1) Member is a client, employee or business associate of a party with a matter before the Commission;

2) Member is related by blood, marriage or adoption to a party with a matter before the Commission;

3) Member has a financial interest in the matter before the Commission.

c. No member shall participate in any deliberation of a grant application before the Commission which would give the appearance of impropriety. In this context, "the appearance of impropriety" means any actions which might reflect adversely on the impartiality of the commissioners in their deliberations regarding grant applications, or which might cause members of the public to question or doubt the integrity of the process.

d. Any member who fails or declines to file a Statement of Economic

Interest pursuant to the City's Conflict of Interest Code is disqualified from further service on the Commission.

e. All members shall comply with City Resolution 4830, passed by the City Council on December 14, 1982, entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees." A copy of the Resolution is attached to these rules and incorporated by this reference.

#### ARTICLE IV

#### OFFICERS

SECTION 1. The officers of the commission shall be a chair and vice-chair. The secretary may be a member of the City staff. The commission may have a parliamentarian at its option.

SECTION 2. The chair shall have the following responsibilities: preside at all meetings of the commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the parliamentarian for the commission; prepare the annual report for submission to the City Council; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign orders or recommendations of the commission; advise the City Council 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 agenda; and make and serve all notices.

SECTION 5. The parliamentarian shall assist the commission to resolve 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. Election of officers shall occur at the annual meeting in July. The newly elected chair and vice chair shall assume their respective responsibilities at the next regularly scheduled meeting.

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 at least once a month, with the day and time to be determined by the commission at the annual meeting. Meetings shall begin no later than 7:30 p.m. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council, and the City Manager

and other parties as appropriate.

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. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION 4. The commission quorum shall be set in accordance with Section 2.86.070 (B) of the Pasadena Municipal Code.

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 must be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be included in 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 7:30 p.m. unless otherwise extended by the commission.

SECTION 2. At the discretion of the Chair, discussion on any agenda item may be limited to 15 minutes unless the commission votes to extend discussion.

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

SECTION 4. Members should not prolong discussions by repeating an argument already made by another member. Discussions by members shall be monitored by the chair.

SECTION 5. Except when changes are deemed necessary by the chair, the order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Approval or correction of minutes
- d. Public Comments (3 minute limit per person)
- e. Old business
- f. New business
- g. Reports, correspondence
- h. Public hearings
- i. Concluding comments from the commissioners
- 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. E.g., "I move that the commission request additional information from Ms. O'Neill regarding the tax exempt status of the Red Cross."

b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution. E.g., "I move to amend the motion by insertion of the words

"by February 9, 1993" after the words "tax exempt status."

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.) E.g., "I move that the action recommending specific allocations of grant amounts be rescinded."

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.g., "I move that the motion be tabled until the commission has a chance to review the committee's report."

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. E.g., "I move that the order of business be suspended immediately after the reading of the minutes to discuss the impact of the merge of two of our grant applicants."

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 shall 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, state the number of votes for and against, and indicate the recusals among commissioners.

SECTION 6. No action of the commission with regard to grant applications shall be valid unless it receives the affirmative vote of 4 members.

### ARTICLE VIII

#### MEETINGS - GENERAL AND APPEAL HEARING PROCEDURES

SECTION 1. General hearings of the commission shall follow the procedure outlined below:

- 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 statements from persons favoring the matter; then from persons opposing the matter under consideration.
- d. The chair shall declare the hearing closed.
- e. By motion, the commission shall take action on the matter.
- f. The chair shall announce the decision of the commission.
- g. Decisions of the commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties by the next regular meeting.

SECTION 2. Grant applications shall be processed in the following manner:

- a. The commission shall review the Request for Proposal before it is submitted to applicants. The request for proposal shall include the criteria for review of proposal to be utilized by the commission.

b. After applicants have submitted Proposals, staff shall forward copies to the commission for review in terms of the criteria specified in the request for proposal.

c. The commission may request additional documentation from applications as necessary.

d. The commission shall evaluate applications and indicate the basis of their decisions in a written recommendation.

e. When a commissioner determines that he/she must be recused during discussion of a particular grant application, that commissioner shall display the "RECUSED" sign over his/her name plate and leave the room.

f. Commission staff shall notify applicants of the commission's proposed funding recommendations and outline the appeal process. The staff's letters to applicants shall include the date, place and time scheduled for appeal hearings, and inform applicants that they must submit a written letter of appeal outlining the basis of that appeal before it will be accepted for processing.

### SECTION 3. Appeals will be processed in the following manner:

a. Staff will notify applicants of the commission's recommendation based on the four criteria listed in Section 2.

b. Notification shall delineate the basis on which applicant may appeal.

c. Each applicant is required to submit a written letter of appeal within 5 business days of receiving notification of recommendation. The last date by which an appeal will be accepted shall be specified in the letter.

d. Letters of appeal must specify which of the criteria is the subject of the

appeal.

e. Letters of appeal which do not set forth the basis of appeal will not be reviewed by the commission.

f. Once an appeal is accepted by the commission for consideration, applicant will receive a written notice of hearing, indicating date, time and place.

g. Appellant representatives will be permitted 5 minutes to present the appeal to the commission, with questions to follow by the commission.

h. No member of the commission may present an appeal on behalf of an agency.

i. When a commissioner determines he/she must be recused during discussion of a particular appeal, that commissioner shall display the "RECUSED" sign over his/her name plate.

j. After the commission has completed its deliberations, all appellants will receive a written notice regarding the results of the appeal hearing.

k. Following the presentation of the last appellant, the chair will close the hearing. The Commission will then initiate a discussion of the appeals, with input from staff as appropriate.

## ARTICLE IX

### COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.86 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. Each ad hoc committee shall consist of at least one

member of the commission. Recommendations from an ad hoc committee shall be advisory to 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.

SECTION 2. The commission hereby establishes a nominating committee which shall recommend nominees for office on the commission. The nominating committee shall consist of three commissioners elected by the commission. The committee shall be activated no later than the April meeting and shall report its nominees at the May meeting.

## ARTICLE X

### AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the commission by affirmative vote of 7 members, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the City Council for final approval.

**Approved and ordered filed by the  
City Council July 21, 2003**

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## Chapter 2.90

### LIBRARY COMMISSION

#### Sections:

- 2.90.010 Short title.
- 2.90.020 Establishment.
- 2.90.030 Membership—Appointment and terms.
- 2.90.040 Qualifications.
- 2.90.050 Absences and vacancies.
- 2.90.060 Election of officers.
- 2.90.070 Meetings—Records.
- 2.90.080 Rules and regulations.
- 2.90.090 Annual report.
- 2.90.100 Disclosure requirements.
- 2.90.110 Purpose and functions.

#### 2.90.010 Short title.

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

#### 2.90.020 Establishment.

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

#### 2.90.030 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 considered 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 §§ 25, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### 2.90.040 Qualifications.

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

B. Members should have an interest in the quality of community library services and in the development, improvement and cost effectiveness of those services.

C. Prior or current community service is also desirable. (Ord. 6229 § 2 (part), 1987)

#### 2.90.050 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 2.90.030. (Ord. 6820 §§ 25, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.90.060 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)

**2.90.070 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 three 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. 6675 § 2 (part), 1996; Ord. 6229 § 2 (part), 1987)

**2.90.080 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 § 26, 2000; Ord. 6229 § 2 (part), 1987)

**2.90.090 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 § 11, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.90.100 Disclosure requirements.**

Members of the commission shall not be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

**2.90.110 Purpose and functions.**

The purpose of the commission is to advise the council on policy relating to the public library system. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

# PASADENA PUBLIC LIBRARY COMMISSION RULES AND REGULATIONS

The following rules and regulations were adopted by the Library Commission on June 11, 1990, and the City Board of Directors on June 19, 1990, for the conduct of its business consistent with the Pasadena Municipal Code, Section 2.90 (Library Commission).

## ARTICLE I. NAME

The name of this advisory body is the Library Commission.

## ARTICLE II. PURPOSE

SECTION 1. The purpose of this Commission is to advise the City Council on policy relating to public library issues.

## ARTICLE III. MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to seven (9) members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.90, 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. The chair of the Commission may excuse absences for a good cause. A member must advise the chair in advance of any anticipated absence from a scheduled meeting.

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 2.90 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. CODE OF ETHICS.

- a. If, due to any of the following factors, a member has a conflict of interest in a matter before the Commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the hearing room during any hearing and deliberations and not discuss the matter with any other Commission member prior to final action by the Commission:
  - 1. Member is a client, employee or business associate of a party with a matter before the Commission;
  - 2. Member is related by blood, marriage or adoption to a party with a matter before the Commission;
  - 3. Member has a financial interest in the matter before the Commission;
  - 4. Member and the party with a matter before the Commission are affiliates in an association which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission;
  - 5. Member is a friend or acquaintance of a party with a matter before the Commission which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission.
- b. No member shall participate in any matter before the Commission in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.
- c. If a member is required by City ordinance and the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the Commission.

ARTICLE IV. OFFICERS

SECTION 1. The officers of the Commission shall be a chair, vice chair, secretary and parliamentarian. The secretary may be a member of the City staff.

SECTION 2. The chair shall have the following responsibilities: preside at all meetings of the Commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the parliamentarian for the Commission; prepare the annual report for submission to the City Council; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign orders or recommendations of the Commission, advise the City Council of the names of members



with three unexcused absences and of upcoming vacancies; and conduct Commission business in a manner consistent with these bylaws.

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 elect 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 to resolve 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 are 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 Wednesday of each month. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council 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. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION 4. Four (5) 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 may be placed on the agenda by a member, by a request from a non-member agreed to by a member, or by staff.

## ARTICLE VI. MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings shall begin no later than 4:00 p.m. and adjourn by 6:00 p.m.

SECTION 2. Discussion on any agenda item shall be limited to reasonable time unless the Commission votes to extend discussion.

SECTION 3. A member may not speak more than twice for or against any agenda item.

SECTION 4. A member may be asked not to speak longer than three minutes during discussion.

SECTION 5. Members should not prolong discussions by repeating an argument already made by another member.

SECTION 6. The order of business of all meetings shall be as follows:

- I. Call to order
- II. Introductions
- III. Communications
- IV. Approval of Minutes
- V. Community Comments
- VI. Chairperson's Report
- VII. Library Director's Report
- VIII. Old Business
- IX. New Business
- X. Information items
- XI. 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; e.g., "I move that the Commission write a letter in support of funding for the literacy program."
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution; e.g., "I move to amend the motion by insertion of the word 'State funding' after the words 'in support of'."
- 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 minutes, it must be repealed.) E.g., "I move that the action in support of State funding for literacy be rescinded."
- 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 to a future meeting.) E.g., "I move that the motion be tabled until the Commission has a chance to review the committee's report."

- 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; e.g., "I move that the order of business be suspended immediately after the reading of the minutes to discuss the after effects of the earthquake."

SECTION 2. Once a motion is before the Commission, the public will not be permitted 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 shall 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 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 2.90 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.

SECTION 2. The Commission may request authorization from the City Council to appoint Citizen Task Forces as needed to make recommendations on issues determined to require citizen input or special expertise. The chair and Director shall be ex officio members of all task forces so created.

## ARTICLE X. AUTHORIZED SUPPORT GROUPS AND USE OF NAME "PASADENA PUBLIC LIBRARY"

### SECTION 1. POLICY STATEMENT

- a. The Pasadena Public Library ("The Library") welcomes the efforts of organizations formed to support the mission of the Library, but also requires accountability from those organizations which use the Library's name to solicit contributions. The Pasadena Library Commission ("The Commission"), by delegation from the City Council, oversees the use of the name of the Pasadena Public Library and its Branch Libraries and, to that end, has established the procedures set forth below to safeguard the public trust when funds are solicited for the benefit of the Library and ensure that the Library, its goals and needs are represented accurately to the public. Only those groups having Authorized Support Group status may use the Library's name to solicit funds; If a Support Group disbands, all monies remaining in the treasury shall become the property of the Pasadena Public Library.

### SECTION 2. PROCEDURE

#### a. CRITERIA FOR AUTHORIZATION

Any organization which applies to the Commission for Authorized Support Group status must meet the following standards:

1. The mission or purpose of the organization must be compatible with that of the Library.
2. The purpose for which funds are sought by the organization must be compatible with the needs of the Library.
3. Any product, solicitation, publicity or other material produced by or on behalf of the group must be at least equal in quality to similar materials produced by the Library for the public.

4. The organization must meet all applicable legal requirements of local, State and Federal governments regarding such activities as solicitation of gifts, sales of merchandise, etc.

b. APPLICATION REQUIREMENTS

The organization seeking Authorized Support Group status shall submit the following documents to the Commission for approval to ensure consistency of purpose with the Library. Submission and approval of all documents listed below in Section 2.b., 1. through 3., shall be prerequisites to the granting of provisional Authorized Support Group status. Upon the submission of all documents listed below in Section 2.b., 4. and 5., the organization shall be granted final Authorized Support Group status.

1. A mission statement which articulates the specific purpose of the organization and which shall guide its activities.
2. Goals which support the mission statement and which define the direction of the organization.
3. A workplan which sets forth specific activities for the coming year for the organization showing how such activities will contribute to the accomplishment of goals. The workplan shall include:
  - (a) A publicity plan which sets forth a schedule for publicity efforts, such as the production and distribution of brochures, fliers, posters, press releases, etc., plus the press list.
  - (b) A fund raising plan which sets forth a schedule of fund raising events, membership and fund solicitation mailings, merchandising, etc., plus any mailing lists or other distribution mechanisms.
  - (c) Projection of anticipated revenues and expenditures.
4. Following approval of the items listed in Section 2.b., 1. through 3., above, the group will be granted provisional Authorized Support Group status and a period of one year from the approval date to prepare or secure the following documents to ensure compliance with local, State and Federal laws.
  - (a) Articles of Incorporation, filed with the State of California, Department Corporations.
  - (b) State of California Statement of Domestic Nonprofit Corporation, Form S/O.
  - (c) Internal Revenue Service letter granting 501(c)(3) status; if temporary, a permanent letter must be received within two years.

5. In addition, the following documents shall be submitted within one year of the approval date.
  - (a) Bylaws. The group's bylaws shall include the requirement of two signatures on all checks. One of the signatures shall be that of the Treasurer or President whenever possible; the other shall be that of one other designated officer or director. The bylaws shall also specify that access to financial records shall be provided to the Commission at all times.
  - (b) Projection of following year's anticipated revenue and expenditures.
  - (c) First year financial statement.

c. ANNUAL REPORTING REQUIREMENT

Approval of Authorized Support Group status is granted on a year to year basis by the Commission. Status is renewed for one year upon approval of the items listed below. The Commission may request that the group review their mission statement and/or bylaws as part of their annual report. The Commission may request at any time that the group provide an audit of their financial records. To satisfy this request, the group's financial statement shall be prepared in accordance with generally accepted accounting principles and shall be accompanied by the opinion of an independent certified public accountant who has conducted an audit of the organization's financial records. The cost of such an audit shall be borne by the group.

1. Annually, prior to the preparation of the Commission's Annual Report and Workplan, each Authorized Support Group shall present for review and approval by the Commission the documents listed below. Submission to the Commission and approval of these documents shall be prerequisites to the organization's continuing status as an Authorized Support Group of the Library.
  - (a) A financial statement for the immediate past year and projection of the coming year's anticipated revenue and expenditures. An internal audit committee composed of three Directors, excluding the Treasurer, shall convene each year to review, sign, and approve the Treasurer's financial statement for the immediate past year.

The Friends of the Library Treasurer's financial statement shall include the following language: "We have examined the books of the treasurer, bank statements, minutes and Treasurer's Reports and find that they conform to the bylaws of the Friends of the Library and the Rules and Regulations of the Pasadena Public Library Commission".

- (b) Goals and workplan as defined in Section 2.b., 2. and 3., above, for the immediate past year, showing accomplishments, changes, and carryovers.

- (c) Goals and workplan as defined in Section 2.b., 2. and 3., above, for the coming year.
    - (d) Copies of State and Federal tax returns (California Form 199 and U.S. Form 990) for most recent year; Attorney General of California -- Periodic Report Form CT-2.
  - 2. Annually, at a time set by the Commission, the president or other representative of an Authorized Support Group shall make an oral presentation to the Commission which will serve as a report on the group's activities as outlined in the workplan.
  - 3. In the event the Commission fails to approve the documents referred to in Section 2.c.1., above, and corrective action is not taken by the Authorized Support Group, the Commission shall pursue appropriate legal and financial remedies to safeguard funds collected by the group on behalf of the Library.
- d. ROLE OF THE DIRECTOR OF THE DEPARTMENT OF INFORMATION SERVICES
- 1. Review and approval of written materials: The following items shall be submitted for review to the Director of the Department of Information Services, whose approval is required of each such item prior to its distribution:
    - (a) Publicity materials, such as press releases, brochures, fliers, etc.
    - (b) Membership mailings, mailings to solicit donations, etc. A description of the mailing list or other means of distribution must be submitted together with the item(s) to be mailed.
  - 2. Minutes and Agenda: Minutes and agenda of all meetings conducted by Authorized Support Groups shall be filed with the Executive Secretary in the office of the Director of the Department of Information Services.
  - 3. Annual Orientation: The Director of the Department of Information Services shall provide an annual orientation session for new members of the Library's Authorized Support Groups.
- e. EXCEPTIONS
- 1. Groups or organizations which have been formed for a purpose other than support of the Library but which seek the endorsement or sponsorship of the Library for a fundraising event, program or other activity which is designed to benefit the Library, may request such endorsement or sponsorship in writing from the Director of the Department of Information Services. The Director may approve or deny such endorsement or sponsorship. Approval may be given only if the event, program, or other activity is to be conducted for a

purpose and in a manner consistent with the policies and procedures established for Authorized Support Groups; such approval shall include the timing of receipt of funds.

2. Notice of an exception shall be given to the Library Commission at its first regularly scheduled meeting following the granting of such exception. The Commission shall either concur with the Director's decision to grant the exception or, through its formal advisory role, may express its disapproval to the City Council.

#### ARTICLE XI. BRANCH LIBRARY SUPPORT GROUPS

SECTION 1. Citizens wishing to establish Authorized Support Groups for Branch Libraries shall apply for Chapter status with the Friends of the Pasadena Public Library. Branch Chapters are authorized to charge dues, hold fund raisers, and receive contributions under the umbrella of the Friends of the Pasadena Public Library. The net amount so raised or contributed shall be sent to the Friends of the Pasadena Public Library. Chapter funds shall be expended on behalf of the Branch which the Chapter supports with the approval of the Library Director.

#### ARTICLE XII. 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 City Council for final approval.