

Agenda Report

TO: CITY COUNCIL

DATE: October 9, 2006

FROM: CITY MANAGER

SUBJECT: AMENDMENTS TO "RULES AND REGULATIONS" FOR
TRANSPORTATION ADVISORY COMMISSION

RECOMMENDATION

It is recommended that the City Council adopt the minor amendments to "Rules and Regulations" for Transportation Advisory Commission (TAC) as shown on the attachment.

COMMISSION REVIEW AND RECOMMENDATIONS:

The Transportation Advisory Commission reviewed staff's amendments to the Commission's Rules and Regulations at its July 14, 2006 meeting and unanimously recommends the changes be forwarded to the City Council.

BACKGROUND:

The existing Rules and Regulations were adopted by the Transportation Advisory Commission on October 2, 1992 and approved by the City Council in December 1992. Since the adoption of these Rules and Regulations, the membership of the Commission has increased from seven to nine members and the Pasadena Municipal Code Title 2.135 has been updated accordingly.

The purpose of these amendments is to make the Rules and Regulations of the Commission consistent with the provisions of Title 2.135. Other minor technical terms concerning quorum requirement and Commission meeting times have also been updated. A marked-up copy showing the minor changes is attached.

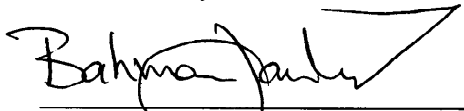
FISCAL IMPACT:

There are no fiscal impacts as a result of approving these amendments.

Respectfully submitted:

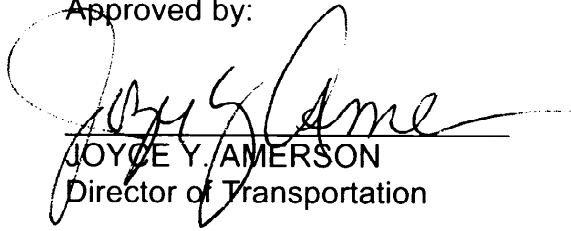

CYNTHIA J. KURTZ
City Manager

Prepared by:



BAHMAN JANKA, P.E.
Transportation Administrator

Approved by:



JOYCE Y. AMERSON
Director of Transportation

The following rules were amended by the Transportation Advisory Commission on July 14, 2006 and approved by the City Council on October 9, 2006 for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

Deleted: adopted
Deleted: October 2, 1992
Deleted: Board of Directors on December 1992
Deleted:

RULES AND REGULATIONS

TRANSPORTATION ADVISORY COMMISSION

ARTICLE I

NAME

The name of this advisory body is the Transportation Advisory Commission (hereinafter referred to as Commission).

ARTICLE II

PURPOSE

The purpose of this Commission is to discuss, analyze, evaluate and make policy recommendations to the City Council on short and long range measures to improve the City's transportation system. Specifically, the Commission shall study and make policy recommendations on policy issues including, but not limited to:

1. Measures affecting the traffic circulation and transportation in the City of Pasadena.
2. Annual and long range allocation of Proposition A and C funds.
3. Annual capital programs and five-year Capital Improvement Program of the City affecting streets and transportation.
4. Federal, state and regional funding actions affecting the transportation network serving Pasadena, including existing and proposed freeways.
5. Inclusion of Pasadena in Southern California's Light Rail Transit Network.
6. Transportation Demand Management (TDM) programs and measures designed to manage or reduce traffic congestion, including ridesharing, vanpooling, alternative work-hours strategies, application of new technologies, and encouragement of existing and alternative modes of transit.
7. Provision for a public transit system such as a trolley or shuttle bus system.
8. Protection of residential neighborhoods from negative transportation system impacts.
9. Provision for service to those with limited access to transportation.
10. Promotion of energy conservation aspects of transportation.
11. Leadership of and participation in local and regional studies and committees or task forces dealing with transportation issues.
12. Assistance to other City Commissions, Committees and Task Forces regarding transportation-related issues.
13. Such other matters as shall be referred from time to time to the Commission by the City Council.

Deleted: Board of Directors

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to nine (9) members, appointed from the residents of the City having experience and knowledge in the field of transportation, urban planning, and public services. Members shall represent the diversity of the City.

Deleted: seven

Deleted: 7

Deleted: along

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.135, 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 member of City Council who nominated the member to the office, or his/her successor.

Deleted: Director (or

Deleted:)

SECTION 4. Any member with three (3) consecutive unexcused absences will be removed from the Commission. A member must advise the Chair twenty-four (24) hours in advance of any anticipated absence from a scheduled meeting. The Chair may excuse an absence.

SECTION 5. Absent members cannot vote by proxy on questions before the Commission at scheduled meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.135 of the Pasadena Municipal Code relating to this Commission.

SECTION 7. Each member has the right to:

- a. Receive timely notice of all meetings with accompanying documents;
- b. Receive a copy of the minutes prior to approval;
- c. Make motions or second them;
- d. Debate motions;
- e. Vote on motions;
- f. Hold office on the Commission;
- g. Make inquiries, parliamentary or informational; and
- h. Make recommendations to the Commission.

SECTION 8. No member shall purport to represent to 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 which would give the appearance of impropriety.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the Commission shall be a Chair, Vice-Chair and Secretary. 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; 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; excuse absences; advise the City Council of the names of members with three consecutive, unexcused absences and of upcoming vacancies; and conduct Commission business in a manner consistent with these rules and regulations.

Deleted: Board of Directors

Deleted: Board of Directors

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 (3) months prior to expiration of appointments; advise the Chair of any members with three (3) consecutive, unexcused absences; assist in the preparation of the agendas; and make and serve all notices.

SECTION 5. 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. The annual meeting of the Commission shall be held in July.

SECTION 6. No member shall hold more than one office at a time.

ARTICLE V

MEETINGS – GENERAL RULES

SECTION 1. The regular meetings of the Commission shall generally be held on the first Thursday or working Friday (when City Hall is open) of each month, except for August. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager. Meetings may be scheduled differently based upon need and action by the Commission.

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 twenty-four (24) hours in advance.

SECTION 4. 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. The Commission may adopt and amend by the affirmative vote of five (5) members, any action item and rules and regulations for the conduct of the Commission. Such action, rules and regulations, shall be submitted to the City Council and shall not become effective until approved by the Council.

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. A matter may, unless otherwise provided by law, be placed on the agenda by a member, by a request from a non-member agreed to by a member, or by staff.

SECTION 7. 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, and the Pasadena Municipal Code, or the Ralph M. Brown Act.

Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Formatted: Font: 11 pt
Deleted: Four members of the Commission shall constitute a quorum.
Formatted: Font: 11 pt
Deleted: four
Deleted: 4

ARTICLE VI

MEETINGS – SPECIAL RULES

SECTION 1. Discussion of any agenda item may be limited to ten (10) minutes.

Deleted: shall

SECTION 2. A member may not speak more than twice for or against any agenda item unless an extension is granted by the chairman.

Deleted: unless the Commission votes to extend discussion for an additional ten (10) minutes maximum.

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

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

Deleted: m

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

- a. Call to order
- b. Roll Call
- c. Reading and approval/correction of Minutes of previous meeting
- d. Comments on the Agenda
- e. Commissioners' Comments
- f. Chairman's Statement
- g. Public Comments
- h. Old Business
- i. New Business
- j. Committee Reports, Correspondence
- k. Adjournment

ARTICLE VII

MEETINGS – MOTIONS

SECTION 1. The Commission may employ five (5) motions in reaching decisions:

- a. Motion for action: A proposal by a member that the Commission do something.
- 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 (may have been found to be impractical).

- d. Motion to table: A proposal to cut off discussion and action on a motion that has been made until a later time.
- e. Motion to call the question: A proposal to cut off discussion and proceed with a vote on a motion under consideration.

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, with the assistance of the secretary if the Chair requests. 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

HEARING PROCEDURES

SECTION 1. The Commission shall follow the procedures outlined below in conducting hearings:

- a. The title of the matter shall be announced by the Chair.
- b. A City staff member or other appropriate person shall then present the matter to the Commission.
- c. The Chair shall call for all proposers, applicants, proponents, or opponents to individually present their views, proposals, additional facts, or evidence.
- d. As appropriate for the nature of the hearing, the Chair shall call for statements from other persons favoring the matter, opposing the matter or having additional comments concerning the matter under consideration.
- e. As appropriate for the nature of the hearing, the Chair shall give the proposer, applicant, proponent or opponent an opportunity for rebuttal at the completion of the statements.
- f. The Chair shall declare the hearing closed.
- g. As necessary, by motion, the Commission shall take action on the matter.
- h. As necessary, 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 concerned within a reasonable time after the hearings.

ARTICLE IX

COMMITTEES AND PANELS

Unless otherwise provided in Chapter 2.135, Title 2, 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 AND REGULATIONS

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 after approval by a majority vote of the Commission to the City Council for final approval.

| TAC Rules and Regulations, 2006

Deleted: -

Deleted: Bylaws of 1992