

RESOLUTION NO. 5893
December 7, 1987

Introduced by Director Loretta T. Glickman

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CITY OF PASADENA ESTABLISHING RULES FOR THE CONDUCT
OF ITS MEETINGS, PROCEEDINGS, AND BUSINESS

BE IT RESOLVED by the Board of Directors of the
City of Pasadena as follows:

SECTION 1. The Board of Directors of the City of
Pasadena does hereby establish the following rules for the
conduct of its meetings, proceedings, and business.

RULE 1. MEETINGS

A. Meetings. Regular meeting times and places
and procedures for special and adjourned meetings of the
Board of Directors shall be established by ordinance.

B. Chairman. The Chairman (also referred to as
("Mayor")) shall preside over all meetings of the Board of
Directors. In his/her absence, the Vice Chairman shall
serve as presiding officer. In the absence of both the
Chairman and the Vice Chairman the Board of Directors shall
designate a senior member of the Board of Directors to
serve as the presiding officer.

C. Policy Meetings. The Board of Directors shall, unless otherwise ordered, conduct a policy review meeting on the third Monday of each calendar month. The policy review meeting need not be conducted, and may be either cancelled or utilized as a regularly scheduled Board meeting.

RULE 2. ORDER OF BUSINESS

The business of the Board of Directors, at its meetings, shall be conducted in accordance with the following order of business:

- A. Roll Call; Pledge of Allegiance
- B. Ceremonial Matters (Presentations, Proclamations, Introductions)
- C. Consent Calendar: (Routine and ministerial business matters only)
 1. Board Subcommittee Chair Reports:
 - a. Finance Committee
 - b. Public Enterprise Committee
 - c. Legislative Committee
 2. City Manager
 3. Advisory Boards and Commissions
 4. City Attorney
 5. City Clerk
 - a. Minutes for approval
 - b. Receive and file claims filed against City
 - c. Confirmation of public hearings to be set

D. Reports and Comments From the Board:
(Board comments on unscheduled or informational matters.)

E. Recommendations From Officers and Departments
(Policy issues)

1. City Manager
2. City Attorney
3. City Clerk

F. Ordinances:

1. First Reading
2. Second Reading

G. Communications

H. Public Hearings and Other Scheduled Discussions

Standard items to include:

1. 5:30 p.m. - Recess
2. 6:00 p.m. - Comments from the Audience (non-scheduled items)
3. Time to be scheduled - Closed Session
regarding Litigation, Personnel and Instructions to Negotiators

I. Adjournment

Posting Statement by City Clerk

Departures from said order of business may be authorized from time to time by consent of the Board of Directors.

RULE 3. AGENDA

A. Preparation by City Clerk. The City Clerk shall prepare, following consultations with the Mayor and City Manager, an agenda for each meeting of the Board of Directors specifying the time and place of the meeting and setting forth a brief general description of each item of business to be considered by the Board of Directors at such meeting.

B. Scheduling of Written Requests from Public. The City Clerk shall schedule all written requests from the public to address the Board of Directors for the earliest reasonable Board meeting.

C. Times Certain. Certain items shall be listed on the agenda for a time certain. Such listing shall mean that the item shall be heard as soon as reasonably possible after the specified time.

D. Placement of Items on Agenda. An item may be placed on a future agenda of the Board of Directors by any of the following methods:

1. A majority vote of the Board of Directors.
2. Common consent of the Board of Directors.
3. By any member of the Board of Directors advising the Mayor, City Manager, or City Clerk.
4. By the City Manager, City Attorney, or City Clerk.

If a Director notifies the City Clerk of his/her request to place an item on the agenda, the City Clerk shall notify the Mayor and City Manager prior to preparing the final agenda.

All agenda items shall be placed on the agenda, and all agendas shall be prepared pursuant to the requirements of Sections 54950 et seq. of the California Government Code.

E. Scheduling. The City Clerk is hereby empowered to and shall endeavor to schedule sufficient time between public hearings and other scheduled business matters such that the public is not kept unduly waiting, and the Board of Directors will have sufficient time to review necessary materials and to hear testimony and deliberate matters among themselves.

F. Posting. The resultant final agenda for each regular meeting shall be posted at least 72 hours prior to the meeting in accordance with the Ralph M. Brown Act. (California Government Code Sections 54950 et seq.) The City Clerk shall maintain a record of such posting.

G. Availability of Agenda Materials. The City shall provide agenda materials to the following organizations at no cost:

1. All official newspapers regularly and actively reporting on the business conducted at meetings of the Board of Directors.

2. League of Women Voters, Pasadena area branch

3. Pasadena Chamber of Commerce

Any interested person may request copies of agenda reports through the City Clerk and pay the established rate for reproduction as provided by the Board of Directors by resolution, or may make their own copies from agenda packets at the Central or branch libraries.

H. Advance Distribution of Documentation for Major Matters. Documentation prepared relating to major policy changes such as discussion items for the monthly policy review meetings, public hearings, and ordinances which have attracted or are prospectively believed to attract significant public attention and interest, should be distributed at least one week in advance to allow dissemination and encourage public comment.

RULE 4. HEARINGS

A. Time for Consideration. Hearings and matters noticed or ordered to be held by the Board of Directors shall be commenced at the time specified for hearing or consideration of such matter, or as soon thereafter as is reasonably possible.

B. Continuance of Hearings. Any hearing being held, or noticed or ordered to be held by the Board of Directors at any meeting of the Board of Directors may, by order, be continued or recontinued to any subsequent meeting of the Board of Directors.

C. Public Discussion at Hearings. Upon opening of a public hearing and before any motion is adopted relating to the merits of the matter to be heard, the Mayor shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present evidence respecting such matter. Any person desiring to so speak or present evidence shall be requested to complete a speaker's request card and submit it to the City Clerk and upon being recognized by the Mayor, such person may speak or present evidence relevant to the matter being heard. No person shall be permitted to speak or present evidence until he/she is recognized by the Mayor and given permission by the Mayor to speak or present evidence. Members of the Board of Directors who wish to ask questions of the person or of each other, or who wish to discuss the subject matter of the hearing during the course of the hearing, may do so, but only after being recognized by the Mayor.

All persons interested in the matter which is the subject of the hearing shall be entitled to submit written evidence which will be part of the record and shall be given reasonable opportunity to present oral evidence relevant to such subject. All evidence presented shall be retained by the City as part of the Clerk's record; however, parties displaying models and large exhibits may substitute

photographs to be part of the record. Also, interested persons shall be given reasonable opportunity to present arguments for or against any proposed action. However, no person shall be permitted, during such hearing, to speak or present evidence respecting matters not relevant to the matter which is the subject of the hearing.

The Mayor, in his/her discretion, may limit or extend time for public discussion as he/she may find reasonable under the circumstances.

It shall be the policy of the Board of Directors that legally required and advertised public hearings shall have the higher time priority over other time scheduled agenda items which have been so scheduled for convenience rather than for statutory or other legal reasons.

RULE 5. ROBERT'S RULES OF ORDER

In all matters not otherwise provided for herein the proceedings for the Board of Directors shall be governed under "Robert's Rules of Order," most current edition.

RULE 6. PETITIONS AND COMMUNICATIONS

A. Petitions and Communications Not on Agenda. If a person or group wishes to present to the Board of Directors at its meeting a written or oral petition or communication which has not been placed on the agenda pursuant to Rule 3-B, such will be permitted at the time the Board of Directors takes up "Public Comments" as shown on the agenda format as adopted hereby.

B. Addressing the Board. Each person addressing the Board of Directors shall be requested to step up to the audience microphone, give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the presiding officer, shall limit his/her comments to three minutes. All remarks shall be addressed to the Board of Directors as a body. Any person making personal, impertinent or slanderous remarks, or who shall become boisteous or threatening or personally abusive while addressing the Board of Directors may be requested to leave the meeting.

RULE 7. DISORDERLY CONDUCT

The Mayor or presiding officer shall have the authority to preserve order at all meetings of the Board of Directors, to remove or cause the removal of any person from any meeting of the Board of Directors for disorderly conduct, or conduct as hereinabove stated in Rule 6-B, and to enforce the rules of the Board of Directors. The Mayor may command the assistance of any peace officer of the city who shall enforce all lawful orders of the Mayor to restore order at any meeting of the Board of Directors.

SECTION 2. This Resolution shall be effective
January 1, 1988.

Adopted by the following vote:

Ayes: Directors Cole, Glickman, Hughston, Nack, Thomson

Noes: None

Absent: Directors Paparian, Crowley

APPROVED AS TO FORM:


Victor J. Kaleta
City Attorney

VJK:tz
LXD:26(A)/17
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