

Chapter 2.45

ADVISORY BODIES GENERALLY

Sections:

- 2.45.010** **General qualifications—Ethnic, geographic and gender diversity.**
- City officials, when recommending or nominating persons to serve on city advisory bodies, shall seek outstanding individuals whose commitment and talents will contribute to the purposes and functions of the advisory body and who reflect the ethnic, geographic and gender diversity of the city. (Ord. 6229 § 2 (part), 1987)
- 2.45.020** **Completion of term when no longer qualified to be appointed.**
- Notwithstanding any other provisions of this code, persons meeting all requirements when appointed to an advisory body may, with the approval of the city council complete their term even though they no longer meet the requirements to be appointed to such advisory body unless such continuation in office would violate state or federal law. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)
- 2.45.030** **Robert's Rules of Order.**
- All meetings of advisory bodies shall be conducted in accordance with Robert's Rules of Order, latest revised edition. (Ord. 6229 § 2 (part), 1987)

2.45.035 **Advisory body meetings.**

Notwithstanding any other provisions in this title, changes in rules and regulations establishing the date and time of scheduled meetings need not be submitted to the city council for approval. (Ord. 6668 § 1, 1996)

2.45.040 **Compensation—Expenses.**

Members of advisory bodies shall serve without compensation, but shall be reimbursed for the actual and necessary expenses incurred in the discharge of their duties. (Ord. 6229 § 2 (part), 1987)

2.45.050 **Vacation of district appointments by newly elected councilmember.**

A. A newly elected councilmember may vacate any or all district seats on advisory boards, commissions and committees created by the council, provided that the councilmember announces an intention to vacate those seats within 90 calendar days of being sworn in to serve on the city council.

B. For purposes of this section, a "district seat" shall mean a seat on an advisory board, commission or committee for which the councilmember from the district has the power of nomination.

C. The councilmember's decision to vacate any or all seats must be made within the 90 calendar day period, though a decision on each individual seat need not be made at the same time.

D. An incumbent board member, commissioner or committee member shall continue to serve until a replacement has been ratified by the city council and sworn in by the city clerk.

E. An incumbent board member, commissioner or committee member with less than 90 days remaining on a term, cannot be replaced until the end of that term.

F. The city clerk shall indicate which seats have been vacated in one or more information items on the council's agenda and shall ensure that such vacancies are posted in accordance with the Maddy Act.

G. Once the posting period under the Maddy Act has been completed for any vacated seat, the newly elected councilmember may nominate a person to fill the vacated seat. (Ord. 6633 § 1, 1995; Ord. 6531 § 1, 1993)

ATTACHMENT A – con't

City of Pasadena

COMMISSIONS

- 1. Accessibility and Disability Commission**
- 2. Arts Commission**
- 3. Code Enforcement Commission**
- 4. Commission on the Status of Women**
- 5. Community Development Committee**
- 6. Design Commission**
- 7. Historic Preservation Commission**
- 8. Human Relations Commission**
- 9. Human Services Commission**
- 10. Library Commission**
- 11. Northwest Commission**
- 12. Old Pasadena Parking Meter Zone Advisory Commission**
- 13. Planning Commission**
- 14. Recreation and Parks Commission**
- 15. Senior Commission**
- 16. South Lake Avenue Parking Place Commission**
- 17. Transportation Advisory Commission**
- 18. Utility Advisory Commission**

Chapter 2.48

ACCESSIBILITY AND DISABILITY COMMISSION

Sections:

- 2.48.010 Short title.
- 2.48.020 Establishment.
- 2.48.030 Membership—Appointment and term.
- 2.48.040 Qualifications.
- 2.48.050 Absences and vacancies.
- 2.48.060 Election of officers.
- 2.48.070 Meetings—Records.
- 2.48.080 Rules and regulations.
- 2.48.090 Annual report.
- 2.48.100 Disclosure requirements.
- 2.48.110 Purpose and functions.

2.48.010 Short title.

This chapter shall be known as the "accessibility and disability commission ordinance." (Ord. 6370 § 1 (part), 1990)

2.48.020 Establishment.

There is created and established a commission of the city to be known as the "accessibility and disability commission" and hereinafter called "commission." (Ord. 6370 § 1 (part), 1990)

2.48.030 Membership—Appointment and term.

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 appointments 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 is not considered a full term. Terms expire on June 30th of the applica-

ble 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 §§ 1, 45 (part), 2000; Ord. 6370 § 1 (part), 1990)

2.48.040 Qualifications.

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

B. Members shall have a demonstrated commitment to the accessibility of the community for all people, particularly those with disabilities, through work on matters such as the rights of persons with disabilities or other activities which promote the accessibility of the community to all people, and shall be familiar with the city and current accessibility issues.

C. Members shall be selected so as to represent a cross section of the city's disability groups and to include persons with professional experience in the field of disability. (Ord. 6370 § 1 (part), 1990)

2.48.050 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 initiated the appointment to the vacant office, in the same manner as set forth in Section 2.48.030. (Ord. 6820 § 45 (part), 2000; Ord. 6370 § 1 (part), 1990)

2.48.060 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. 6370 § 1 (part), 1990)

2.48.070 Meetings—Records.

A. The commission shall meet at least once a month, and all its meetings shall be open to the public pursuant to the Ralph M. Brown Act. 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 its resolutions, proceedings and other actions. (Ord. 6820 § 2 (part), 2000; Ord. 6675 § 1 (part), 1996; Ord. 6370 § 1 (part), 1990)

2.48.080 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 § 3, 2000; Ord. 6370 § 1 (part), 1990)

2.48.090 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 § 3, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6370 § 1 (part), 1990)

2.48.100 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. 6370 § 1 (part), 1990)

2.48.110 Purpose and functions.

A. The purpose of the commission is to advise the council on accessibility issues in Pasadena.

B. The commission shall:

1. Study and examine (a) existing inequities in access to the physical, work, social and cultural environments for all residents of Pasadena, particularly those who have disabilities, and (b) policies, procedures, programs and legislation for eliminating those inequities;

2. Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, social and cultural environments to all residents of Pasadena, particularly those who have disabilities;

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

4. Assist the accessibility and disability issues coordinator to carry out assigned programs and responsibilities. (Ord. 6820 § 45 (part), 2000; Ord. 6370 § 1 (part), 1990)

The following rules were adopted by the Accessibility and Disability Commission on August 7, 1990, 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 Accessibility and Disability Commission.

ARTICLE II

PURPOSE

SECTION 1. The purposes of this commission are:

1. Study and examine (a) existing inequities in access to the physical, work, social and cultural environments for all residents of Pasadena, particularly those who have disabilities and (b) policies, procedures, programs and legislation for eliminating those inequities.
2. Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, social and cultural environments to all residents of Pasadena, particularly those who have disabilities.
3. Consult and cooperate with other public agencies and commissions on matters relevant to the commission.
4. Assist the Accessibility and Disability Issues Coordinator to carry out assigned programs and responsibilities.

ARTICLE III

MEMBERSHIP

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

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.48.030, 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 will be removed from the commission. The chair of the commission is empowered to excuse absences for good cause. A member must advise the chair and/or staff liason 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 2.48 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. From its membership the commission shall elect a chair and vice-chair. From its membership the commission may elect a secretary or decide to have a member of the City staff responsible for the duties of a secretary. 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 Board of Directors; fix the date, hour and place of meeting; 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 bylaws.

SECTION 3. The vice-chair shall perform the duties of the chair in the absence of the 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 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 immediately upon election at the annual 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 on the 1st Tuesday of the month at 4:00 P.M. 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 September 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. Six 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 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 5:00 P.M. and adjourn by 7:00 P.M. unless otherwise extended by the commission.

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

SECTION 3. At the discretion of the Chair, a member may not speak more than twice for or against any agenda item unless the commission votes to extend discussion.

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. Discussions by members shall be monitored by the chair.

SECTION 6. The order of business at all meetings shall generally include the following items:

- a. Call to order and roll call
- b. Correction and approval of minutes
- c. Staff report
- d. Old business
- e. New business
- f. Public comments
- g. Adjournment

SECTION 7. If the chair and vice chair are both absent or unable to perform their duties, the commission may designate a temporary chair.

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 issue an order to Mr. _____ directing him to remove the abandoned cars from the property."
- 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, 1988" after the words "rat harborage."

- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided, for example, "I move that the action ordering demolition of the building be rescinded." (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.)
- d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made, for example, "I move that the motion be tabled until the commission has a chance to review the committee report." (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, for example, "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 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 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 by the next regular meeting.

ARTICLE IX

COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.48 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, which may include individuals who are not members 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 to recommend nominees for office on the com-

mission. The nominating committee shall consist of three persons appointed by the chair. The committee shall be activated at the July meeting and shall report its nominees at the August meeting.

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.