

The following rules and regulations were adopted by the Parks and Recreation Commission on June 14, 1988, 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 Parks and Recreation Commission.

ARTICLE II

PURPOSE

SECTION 1. The purpose and function of this commission are as set forth in Chapter 2.100.110 of the Pasadena Municipal Code.

ARTICLE III

MEMBERSHIP

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

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.100, Title 2 of the Pasadena Municipal Code.

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

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

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

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.100 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 and vice chair. A secretary shall be a member of the City staff.

SECTION 2. The chair shall have the following authority: preside at all meetings of the commission; vote on every motion as other members; call special meetings; compose the agenda; prepare the annual report for submission to the city council; set the date, hour and place of meeting with approval of the commission; make appointments to

committees; assign commissioners to have oversight responsibilities for specific parks; 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 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. The officers' terms of office shall begin at the close of the annual July meeting at which they were elected.

SECTION 6. 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 Tuesday 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.

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

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

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

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

ARTICLE VI

MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings should begin no later than 7:00 p.m.

SECTION 2. Discussion on any agenda item shall be limited to 30 minutes unless the Commission votes to extend discussion.

SECTION 3. Members should not prolong discussions by repeating an argument already made by another member.

SECTION 4. The order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Approval of minutes
- d. Comments from the Chair
 - (1) Reports
 - (2) Correspondence
- e. Public Comment
- f. Action Items
 - (1) Public hearings
- g. Information Items and Staff Reports
- h. Comments from the Commission
- i. Adjournment

ARTICLE VII

MEETINGS - MOTIONS

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

- a. Motion for Action: A proposal by a member that the commission do a special thing.
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution.
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.)
- d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made. (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.)
- e. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda.

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

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

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

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

ARTICLE VIII

MEETINGS - HEARING PROCEDURES

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

- a. The title of the matter shall be announced by the chair.
- b. A city staff member shall then present the matter to the commission.

- c. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The chair shall call for statements from other persons favoring the matter; then from persons opposing the matter under consideration.
- e. The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of the statements.
- f. The chair shall declare the hearing closed.
- g. By motion, the commission shall take action on the matter.
- h. The chair shall announce the decision of the commission.
- i. All decisions of the commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing.

ARTICLE IX

COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.100 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. A nominating committee consisting of three (3) members shall be appointed by the chair at the regular March meeting. The nominating committee shall receive recommendations from any member or any other person; and shall meet as necessary to nominate one member for chair and one for vice chair after

obtaining the consent of each nominee. Additional candidates for either office may be nominated by a member at the meeting scheduled to elect officers.

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.

Chapter 2.105

PLANNING COMMISSION

Sections:

- 2.105.010 Short title.
- 2.105.020 Establishment.
- 2.105.030 Membership—Appointment and terms.
- 2.105.040 Qualifications.
- 2.105.050 Absences and vacancies.
- 2.105.060 Election of officers.
- 2.105.070 Meetings—Records.
- 2.105.080 Rules and regulations.
- 2.105.090 Annual report.
- 2.105.100 Disclosure requirements.
- 2.105.110 Purpose and functions.
- 2.105.120 Board of zoning appeals.
- 2.105.125 Compensation.

2.105.010 Short title.

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

2.105.020 Establishment.

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

2.105.030 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 §§ 35, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.105.040 Qualifications.

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

B. Members should possess or be willing to acquire in-depth knowledge of the community, the operation and interrelationship of various community organizations and city departments.

C. Members should be familiar with the revised zoning code and the city's comprehensive general plan. (Ord. 6229 § 2 (part), 1987)

2.105.050 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 2.105.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.105.060 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)

2.105.070 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)

2.105.080 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 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.105.090 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 § 15, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.105.100 Disclosure requirements.

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

2.105.110 Purpose and functions.

A. The purpose of the commission is to advise the council on the preparation and review of the general plan, as well as the adoption or implementation of programs under the plan, including the creation of districts and zones; modification to and administration of zoning regulations, review of the capital improvements program, and review of other programs and projects which affect city development.

B. The commission's function is to:

1. Prepare and adopt a comprehensive long-term general plan for the physical development of the city and of any land outside its boundaries which, in the commission's judgment, bears relation to its planning. Such plan shall be known as the general plan and shall include elements as may be required by law and such additional elements which in the commission's judgment relate to the physical development of the city. The commission shall conduct an annual review of the general plan and make recommendation to the council regarding any necessary additions, deletions or amendments. A report on this review shall be included in the commission's annual report;

2. Recommend to the officers of the city reasonable and practical means for putting into effect the general plan or any part thereof in order that it will

serve as a pattern and guide for the orderly physical growth and development of the city;

3. Consult with and advise public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens generally about carrying out the general plan;

4. Initiate, consider and make recommendations to the city council regarding each of the following matters:

a. The acquisition, establishment, opening, widening, narrowing, straightening, abandoning, vacating or sale of any public right-of-way, publicly owned open space, airport or heliport, public building site, or other public way, including proposed freeways, or other public property;

b. The location of any bridge, viaduct, subway, tunnel or elevated structure for the use of pedestrians or vehicular traffic or any public building;

c. The creation of districts or zones or the acquisition of property for off-street parking;

d. The creation of districts or zones, in accordance with the general plan, for the purpose of regulating the use of lands, density of population, the height, bulk, location or use of buildings therein, or the size of yards, open spaces or setbacks adjacent to buildings, or the changing, amending or altering of any such zones, districts or regulations;

5. Perform such other duties as may be prescribed by the Charter, ordinances of the city or state law.

C. No ordinance, order or resolution shall be adopted by the city council ordering or involving any of the matters enumerated in paragraphs 1 through 4 of this section unless and until such ordinance, order or resolution shall first have been submitted to the commission for report and recommendation. The commission shall report and make recommendation to the council upon the matter within the time specified by the council or, if not specified, in a timely manner. Upon request by the commission, additional time for report and recommendation may be granted by the council. If the commission does not report and recommend within the period

specified by the council, or otherwise within a reasonable time, the council may thereafter proceed to act upon the matter without such report and recommendation after first making the finding that the commission failed to act within a reasonable time period. Zoning matters shall be governed by the provisions of Title 17, known as the revised zoning ordinance of the city of Pasadena. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.105.120 Board of zoning appeals.

There shall be and there is created a board of zoning appeals composed of 5 members of the commission to be designated by the chairman. The board of zoning appeals shall have the power to hear appeals from decisions on applications for use permits, variances and exceptions in accordance with the provisions of the revised zoning ordinance of the city. The commission may prescribe such rules and regulations as may be necessary to carry out the functions and duties of the board of zoning appeals. Three members shall constitute a quorum. No action taken shall be valid unless it receives the affirmative vote of 3 members of the board. (Ord. 6229 § 2 (part), 1987)

2.105.125 Compensation.

Notwithstanding Section 2.45.040, each member of the commission shall receive \$50.00 for each meeting of the commission which he/she attends. (Ord. 6268 § 3, 1988)

The following Rules and Regulations were Adopted by the Pasadena Planning Commission on July 27, 1988, *and amended on July 8, 1998*, 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 **Planning Commission Of The City Of Pasadena** (hereinafter referred to as *Commission*).

ARTICLE II

PURPOSE

SECTION 1. The purposes of this Commission are to implement the functions as set forth in Pasadena Municipal Code Chapter 2.105, attached hereto (*Attachment A*) and incorporated herein by this reference.

ARTICLE III

MEMBERSHIP

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

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.105, 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 absences may be removed from the Commission by the City Council. The chair of the Commission may excuse absences. A member is to advise the chair of any anticipated absences in advance. If a member does not advise the chair in advance of any anticipated absence from a scheduled meeting, such absences in advance shall be considered unexcused.

SECTION 5. Member absences the chair may excuse are those caused by illness, a conflicting engagement, being out of town, or other absences deemed to be acceptable by the chair.

SECTION 6. Attendance for members is defined as being present for seventy-five percent (75%) of regularly scheduled Commission meetings. Attendance during a meeting is defined as being present for the duration of the meeting, unless a member has a conflict of interest. If a member has a conflict of interest regarding a project or action being heard, he or she may be absent for that portion of the meeting.

SECTION 7. Absent members cannot vote by proxy on issues before the Commission at scheduled meetings.

SECTION 8. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.105 of the Pasadena Municipal Code relating to this Commission.

SECTION 9. 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 10. No member shall purport to represent or speak on behalf of the Commission without the prior approval of a majority of the Commission.

SECTION 11. Code of Ethics.

- Members shall comply with Resolution No. 4830 passed by the City Council of the City of Pasadena on December 14, 1982, concerning "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees." A copy of said Resolution shall be attached (*Attachment B*) to these Rules and Regulations and incorporated herein as if set forth in full.
 - 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.
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ARTICLE IV

OFFICERS

SECTION 1. The officers of the Commission shall be a chair and vice chair. The Commission may also select a secretary from its membership. In addition, a City staff recording secretary shall be designated by the Planning Director.

SECTION 2. Criterion for selecting officers shall include the following:

- a) Interest in serving as an officer of the Commission;
- b) Attendance at Commission meetings;
- c) Knowledge gained through experience in community and city government;
- d) Presiding ability and familiarity with Robert's Rules of order;
- e) Public speaking skills;
- f) Seniority on Commission, however, this is not a primary criteria;
- g) Availability to attend other meetings beside Planning Commission; and
- h) Willingness to work on subcommittees.

SECTION 3. 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; 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 4. 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 5. The duties of the secretary shall be prescribed by the Commission and shall include the signing of official maps and documents requiring the signature of the secretary, the certification of the approved copy of the minutes of the Commission and the identification and authentication of evidence presented at meetings and of records of the Commission. In the absence of the secretary, the chair or vice chair may perform the secretary's duties.

SECTION 6. The Planning Director shall designate one of his employees to act as recording secretary to the commission. The duties of the recording secretary shall be to take minutes of all commission meetings, to make and serve all required notices, and such other duties as may be prescribed by the Planning Director.

SECTION 7. Reports of Planning Director. The Planning Director may designate a member of his staff to make any reports, recommendations or presentations to the Commission which are required by these rules.

SECTION 8. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they were elected.

SECTION 9. A nominating committee consisting of three (3) members shall be appointed by the chair at the regular March meeting. The nominating committee shall receive recommendations from any member or any other person; and shall meet as necessary to nominate one member for chair and one for vice chair, and if appropriate one for secretary, after obtaining the consent of each nominee. Additional candidates for any office may be nominated by a member at the meeting scheduled to elect officers.

SECTION 10. 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.

SECTION 11. 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 in which they are not inconsistent with these rules, the *Pasadena Municipal Code*, and the *Ralph M. Brown Act*.

ARTICLE V.

MEETINGS - GENERAL RULES

SECTION 1. Two regular meetings of the Commission shall be held each month, generally on the second and fourth Wednesdays. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council, and the City Manager. -Regular meetings shall be held in the City Council Chambers, City Hall, 100 North Garfield Avenue, Room 247.

SECTION 2. One of the regular meetings in June shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business.

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

SECTION 4. Prior to, during, or immediately following a regular or special meeting, the Commission may proceed to any place within or near the city for the purpose of inspecting property involved in matters to be considered by the Commission, however, no testimony, argument, or exhibits shall be taken or introduced while the Commission is inspecting property.

SECTION 5. Five (5) members of the Commission shall constitute a quorum.

SECTION 6. 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 7. A matter shall be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be placed on the agenda by a member, or by staff. If a member timely requests that an item be included on the agenda, that item shall be included on the next regular meeting agenda.

ARTICLE VI

MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings should begin no later than 6:15 p.m. and no new agenda items shall be introduced after 10:00 p.m.

SECTION 2. Discussion on any agenda item shall be limited to thirty (30) minutes unless the Commission votes to extend discussion.

SECTION 3. Members should not prolong discussions by repeating an argument already made by another member.

SECTION 4. The order of business at all meetings shall be as follows:

- a) Call to Order
- b) Roll Call
- c) Comments on Agenda
- d) Public Comments on Items Not on the Agenda
- e) Minutes
- f) Public Hearings

- g) Old Business
- h) New Business
- i) Chair's Statement
- j) Comments from the Commission
- k) Report (s) from Standing Committees
- l) Report (s) from the Planning Manager
- m) Adjournment

ARTICLE VII

MEETINGS - MOTIONS

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

- a) **Motion for Action:** A proposal by a member that the commission do a special thing.
- b) **Motion to Amend:** A proposal to amend a motion made by insertion, addition, deletion, or substitution.
- c) **Motion to Rescind:** A proposal to repeal a motion before a different course of action is decided.
- 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 Suspend the Order of Business:** A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda.

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

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

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

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

SECTION 6. Brief Cover Memo to City Council. Whenever the Commission makes a decision or recommendation on any matter going before the City Council, the Commission shall set forth, in writing a brief summary of the following items:

- Title of the Matter & Category of the Matter (E.G., Major Development Project);
- The Recommendation/Action of Commission;
- Issue Areas and Points Raised in Commission Discussion;
- Number of Meetings, Hearings, Site Visits, Etc. Held on the Matter;
- Record of Voting by Commissioner, and
- Signature of Chair.

The summary shall be distinguishable either by paper color, tab or other means that achieve this purpose. Staff may add additional sheets as deemed necessary, but shall not replace the summary page.

ARTICLE VIII

MEETINGS - HEARING PROCEDURES

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

- a) The title of the matter shall be announced by the chair.
 - b) A city staff member shall then present the matter to the Commission.
 - c) The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence. The chair may limit the presentation of any testimony to relevant matters, and place reasonable restrictions upon the time of presentation.
 - 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) By motion, the Commission shall take action to close the public hearing.
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- 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 2.105 of the Pasadena Municipal Code, the chair may appoint members to ad hoc committees or panels necessary to carry on the work of the Commission. The chair shall define their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all committees so created.

ARTICLE X

AMENDMENT OF RULES

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

ARTICLE XI

MISCELLANEOUS

SECTION 1. Severability. Should any article of the *Commission Rules and Regulations* be found to be illegal, the remaining articles shall remain in effect.
