

Chapter 2.120

SENIOR COMMISSION

Sections:

- 2.120.010 Short title.
- 2.120.020 Establishment.
- 2.120.030 Membership—Appointment and terms.
- 2.120.040 Qualifications.
- 2.120.050 Absences and vacancies.
- 2.120.060 Election of officers.
- 2.120.070 Meetings—Records.
- 2.120.080 Rules and regulations.
- 2.120.090 Annual report.
- 2.120.100 Disclosure requirements.
- 2.120.110 Purpose and functions.

2.120.010 Short title.

This chapter shall be known as the "senior commission ordinance" (Ord. 6632 § 1 (part), 1995)

2.120.020 Establishment.

There is created and established a commission of the city to be known as the "senior commission" and hereinafter called "commission." (Ord. 6632 § 1 (part), 1995)

2.120.030 Membership—Appointment and terms.

A. The commission shall consist of 11 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 1 member from persons recommended by the 7 councilmembers.
3. Human services agencies providing services in Pasadena shall recommend 2 members to the senior commission for nomination to the city council; provided, that each nominee must represent an agency primarily providing services to Pasadena senior residents. The nomination process shall be set forth in the commission's rules and regulations.
4. All appointments are subject to ratification by the city council.

B. Members shall be appointed for a term of three years, and shall serve no more than two consecutive terms. A term of less than one year shall not be considered a full term. Members shall serve staggered terms which 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 two consecutive terms shall be eligible for reappointment to the commission prior to the passage of a two-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 § 38, 2000; Ord. 6758 § 1, 1998; Ord. 6632 § 1 (part), 1995)

2.120.040 Qualifications.

All members nominated by the city council shall be residents of the city; provided, however, that a person nominated by a councilmember need not reside in said councilmember's district. Members nominated by the senior commission from recommendations of human services agencies need not reside within city boundaries. (Ord. 6632 § 1 (part), 1995)

2.120.050 Absences and vacancies.

A. In the event a member has three 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 three consecutive unexcused absences. Only the chair of the commission may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person or entity who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.120.030. (Ord. 6632 § 1 (part), 1995)

2.120.060 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. 6632 § 1 (part), 1995)

2.120.070 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 four 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 § 1 (part), 1996; Ord. 6632 § 1 (part), 1995)

2.120.080 Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of six 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. 6632 § 1 (part), 1995)

2.120.090 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 § 16, 2003; Ord. 6632 § 1 (part), 1995)

2.120.100 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. 6632 § 1 (part), 1995)

2.120.110 Purpose and functions.

A. The purpose of the commission is to advise the city council on the needs, concerns, and quality of life of all seniors.

B. The commission shall:

1. Advise the city council on the special needs and concerns of seniors of all ages; religions, races, ethnic and cultural backgrounds, sexual orientation and economic and social circumstances;

2. Engage in consultation and study with local groups on the needs of the aged and evaluate available resources;

3. Collect and study factual information relative to aspects of aging;

4. Serve as a liaison between commissions, organizations and governmental agencies which work with the aged and have an interest in aging adults;

5. Render advice in the area of community planning regarding the expansion of existing facilities and development of new facility services for the aged, as required;

6. Be sensitive to problems of seniors as they arise and recommend plans for actions;

7. Inform local, county, state and federal organizations (public and private) of the needs and resources of older people;

8. Research and report on developments in other communities dealing with local, county, state and federal programs for the aged;

9. Request assistance from city staff as needed.

C. In connection with the foregoing functions, the commission may:

1. Coordinate activities of community groups and organizations dealing with the special concerns of seniors;

2. Collect, coordinate, and disseminate information concerning seniors;

3. Develop and maintain a talent bank of seniors to assist the city in performing its functions. (Ord. 6632 § 1 (part), 1995)

The following rules and regulations were adopted by the Senior Commission on January 9, 1996, for the conduct of its business consistent with the Pasadena Municipal Code.

SENIOR COMMISSION

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Senior Commission.

ARTICLE II

PURPOSES

SECTION 1. The purposes of this commission are as set forth in Pasadena Municipal Code Section 2.120.110.

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 2.120, 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 2.120 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.

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;
- (6) Member may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

b. 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.

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

ARTICLE IV

OFFICERS

SECTION 1. The officers of the commission shall be a chair and vice chair. The commission may also elect a secretary and a parliamentarian. A secretary may 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 the regular meeting with approval of the commission; 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. In the event the commission elects a secretary, 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 of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and serve all notices.

SECTION 5. In the event the commission elects a parliamentarian, 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. The officers' terms of office shall begin at the close of the annual meeting at which they were 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 either the second or fourth 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 included 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 7:30 p.m.

SECTION 2. Members should not prolong discussions by repeating an argument already made by another member.

SECTION 3. The order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Public comments
- d. Approval of minutes
- e. Old business
- f. New business (including public hearings if applicable)
- g. Reports/Comments from the commissioners
- h. Next meeting agenda
- 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.
- d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made.
- 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 nor comment during the commission's discussion of that motion.

SECTION 3. All votes 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.

ARTICLE VIII

MEETINGS – HEARING PROCEDURES

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. The chair may appoint members to ad hoc committees created to assist in the work of the commission and select delegates to represent the commission, as appropriate. The chair shall establish 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 persons appointed by the chair. The committee shall be activated at the February meeting and shall report its nominees at the April meeting. In addition to nominating officers, the

committee shall have the continuing responsibility of recruiting and maintaining a list of available qualified prospective commission appointees.

ARTICLE X

AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the commission by the affirmative vote of six (6) 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.

Attachments

Chapter 2.130

SOUTH LAKE AVENUE PARKING PLACE COMMISSION

Sections:

- 2.130.010 Short title.
- 2.130.020 Establishment.
- 2.130.030 Membership—Appointment and terms.
- 2.130.040 Qualifications.
- 2.130.050 Absences and vacancies.
- 2.130.060 Election of officers.
- 2.130.070 Meetings—Records.
- 2.130.080 Rules and regulations.
- 2.130.090 Annual report.
- 2.130.100 Disclosure requirements.
- 2.130.110 Purpose and functions.

2.130.010 Short title.

This chapter shall be known as the "South Lake Avenue Parking Place Commission Ordinance." (Ord. 6229 § 2 (part), 1987)

2.130.020 Establishment.

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

2.130.030 Membership—Appointment and terms.

A. The commission shall consist of 5 members who shall be nominated by the mayor, subject to confirmation 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 meet the requirements to be appointed to the commission 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 a four-fifths vote of the city council at any time, or by petition to the council, pursuant to Section 31778 of the Streets and Highways Code. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.130.040 Qualifications.

A. At least 3 commissioners shall be owners or lessees of property, or officers, employees or agents of a corporation owning or leasing property within the South Lake Avenue parking district.

B. Commissioners shall be persons of business experience and ability to the end that the affairs of the South Lake Avenue parking place district shall be administered in the interests of the district. (Ord. 6229 § 2 (part), 1987)

2.130.050 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 2.130.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.130.060 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)

2.130.070 Meetings—Records.

A. The commission shall meet at least once a quarter. 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 two 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 § 5 (part), 1996; Ord. 6229 § 2 (part), 1987)

2.130.080 Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of 3 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)

2.130.090 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 § 17, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.130.100 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)

2.130.110 Purpose and functions.

A. The purpose of the commission is to operate, manage and control the parking places within the district, and make and enforce all necessary regulations for the maintenance and operation of the district.

B. The commission shall:

1. Have possession and complete charge, supervision and control of all parking places acquired or constructed for the use or benefit of the South Lake Avenue parking place district;

2. Appoint in the same manner as other city employees are selected, such employees as it deems necessary. The city council shall determine the number of such employees and their salaries;

3. Take appropriate steps to operate and maintain the South Lake parking place district.

C. The commission may:

1. Lease any or all parking places, in or outside the district, to any person for the sole purpose of the operation of public parking facilities on them by such person, or may grant a franchise, or make a contract with any person for such purpose;

2. Fix, regulate and collect rentals, fees or charges for maintenance and operation of the district and for the parking of vehicles in parking places under its control, and may provide different rates for different classes of customers or users. The annual maintenance and improvement charges shall be fixed after public hearing following such notice as the commission prescribes. The commission may operate the parking places, or any thereof, as free public parking places without fee or charge. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

BY LAWS

SOUTH LAKE AVENUE PARKING PLACE COMMISSION

Article I - Name

The name of this Commission shall be the South Lake Avenue Parking Place Commission.

Article II – Purposes

The general purposes of this Commission shall be to provide management and operational supervision and to adopt reasonable rules and regulations to govern the use of the parking lots within the district known as the “South Lake Business and Improvement Area”, to ensure that the parking lots are operated for the benefit and in the best interest of the businesses within the District, and to promote and enhance future development within the District, subject to the approval of the Board of Directors of the City of Pasadena.

Specifically, the Commission is responsible for recommending parking time limits and restrictions, making provisions for employee parking, making determination on the allocation of parking space to businesses in the District in conformance with the Zoning Code, and monitoring the general level of maintenance of the parking lots, including sweeping, landscape maintenance, lighting, and insurance. The Commission must also formally adopt an operating and maintenance budget before July 1st each year and recommend to the Board of Directors a tax rate for parking spaces allocated to businesses in the District in conformity with Section 36000 et seq. of the Streets and Highways Code. All rules, regulations, assessments and actions of this Commission are subject to the approval of the Board of Directors.

Article III – Membership

The Board of Directors shall appoint the five (5) members of the South Lake Avenue Parking Place Commission. The South Lake Avenue Parking Place Commission shall nominate and recommend to the Board of Directors their choice for a new Commissioner should a vacancy occur. The members of the Commission shall all be of business experience and ability. At least three members shall also be owners or lessees of property or officers, employees or agents of a corporation owning or leasing property within the District. The Commissioners shall serve a term of three years from the date of their appointment and qualification and until their successors are appointed and qualified.

Article IV – Officers

A. Officers

The officers of the Commission shall consist of the Chairman and the Vice Chairman. Said officers shall be elected during the annual meeting of the Commission held during the month of March and shall hold office for one year or until their successors are elected.

B. Chairman

The Chairman shall preside at all meetings of the Commission and at each meeting shall submit such recommendations and information as the Chairman may deem appropriate.

C. Vice Chairman

The Vice Chairman shall perform the duties of the Chairman in the absence of the Chairman. In the case of resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Commission shall elect a new Chairman.

D. Vacancies

Should the office of the Chairman or the Vice Chairman become vacant, the Commission shall elect a successor from its membership at the next meeting.

E. Recording Secretary

The Director of Public Works shall designate one of his staff to act as Recording Secretary to the Commission. The duties of the Recording Secretary shall be to take minutes of all Commission meetings, to prepare and serve all required notices, and to perform such other duties as may be prescribed by the Director of Public Works.

Article V – Meetings

A. Annual Meetings

The annual meeting of the Commission at which the officers will be elected and other appropriate transactions conducted shall be held during the month of March.

A. Regular Meetings

The Commission shall meet regularly on the first Tuesday of the third month of each quarter. Should a minimum of three (3) Commissioners desire to call a meeting, they may do so by

notifying the Recording Secretary, who will make the necessary arrangements. At least one week's notice prior to the meeting shall be provided for Commission Meetings.

B. Attendance

Members of the Commission are to inform the Recording Secretary by 12 noon two (2) days prior to the scheduled meeting if they are unable to attend.

C. Quorum

A majority of the members shall constitute a quorum, provided, however, a smaller number may adjourn from time to time. Action may be taken by the Commission only upon affirmative vote of three (3) members.

If the Recording Secretary determines that a quorum is not available for a meeting, then he shall inform the members that the meeting is cancelled.

D. Actions

All meetings of the Commission shall be called, noticed, held, and conducted in accordance with the provision of the Ralph M. Brown Act (Section 54950 et seq. of the Government Code of the State of California).

E. Order of Business

1. Roll call
2. Reading and approval of the minutes of the previous meeting
3. Comments on the Agenda
4. Communications
5. Reports (staff and committees)
6. Old business
7. New business
8. Comments from members of the Commission
9. Comments from the floor
10. Adjournment

All resolutions shall be copied in the minutes of the meeting.

Article VI – Adoption and Amendment of By Laws

The By Laws of the Commission shall be adopted and amended only with the approval of at least a majority of the Commission and only provided that at least seven (7) days' written notice thereof has been previously given to all members of the Commission.

These By Laws and any amendments hereto shall become effective only upon approval of such By Laws or amendments by the Board of Directors of the City of Pasadena.

Chapter 2.135

TRANSPORTATION ADVISORY COMMISSION

Sections:

- 2.135.010 Short title.
- 2.135.020 Establishment.
- 2.135.030 Membership—Appointment and terms.
- 2.135.040 Qualifications.
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- 2.135.090 Annual report.
- 2.135.100 Disclosure requirements.
- 2.135.110 Purpose and functions.

2.135.010 Short title.

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

2.135.020 Establishment.

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

2.135.030 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 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 consid-

ered 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 §§ 39, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.135.040 Qualifications.

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

B. Members shall have experience and knowledge in the fields of transportation, urban planning and public services. (Ord. 6229 § 2 (part), 1987)

2.135.050 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 2.135.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.135.060 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)

2.135.070 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)

2.135.080 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 § 40, 2000; Ord. 6229 § 2 (part), 1987)

2.135.090 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 § 18, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.135.100 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)

2.135.110 Purpose and functions.

A. The primary purpose of the commission is to advise the city council concerning policies affecting the city's transportation system.

B. The commission shall study and hold public hearings assessing the economic, environmental and social adequacy of the city's transportation system and shall recommend short and long-range measures for its improvement.

C. The commission shall study and make policy recommendations to the city council on the following policy issues:

1. Measures affecting the traffic circulation in the central business district;
2. Annual and long-range allocation of Proposition A funds;
3. The annual and 5-year capital programs of the city regarding streets and transportation;
4. Federal, state and regional 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. Measures designed to manage or reduce traffic congestion, including ride sharing, vanpooling, staggering of work hours, application of new technology and encouragement of alternate modes of transit;
7. Provision for a downtown 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, including the poor, the disabled, the elderly and the young;
10. Energy conservation aspects of transportation;
11. Such other matters as shall be referred from time to time to the commission by the city council. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

The following rules were adopted by the Transportation Advisory Commission on October 2, 1992 and approved by the Board of Directors on December 1992 for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

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 Board of Directors.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to seven (7) members, appointed from among 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.

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 Director (or member of City Council) who nominated the member to the office, or his/her successor.

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 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; excuse absences; advise the Board of Directors 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.

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 be held on the first Friday 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. Four members of the Commission shall constitute a quorum. The Commission may adopt and amend by the affirmative vote of four (4) 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.

ARTICLE VI

MEETINGS – SPECIAL RULES

SECTION 1. Discussion of any agenda item shall be limited to ten (10) minutes unless the Commission votes to extend discussion for an additional ten (10) minutes maximum.

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

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.

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-Bylaws of 1992