

## Chapter 2.85

### HUMAN RELATIONS COMMISSION

#### Sections:

- 2.85.010 Short title.
- 2.85.020 Establishment.
- 2.85.030 Membership—Appointment and terms.
- 2.85.040 Qualifications.
- 2.85.050 Absences and vacancies.
- 2.85.060 Election of officers.
- 2.85.070 Meetings—Records.
- 2.85.080 Rules and regulations.
- 2.85.090 Annual report.
- 2.85.100 Disclosure requirements.
- 2.85.110 Purpose and functions.

#### 2.85.010 Short title.

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

#### 2.85.020 Establishment.

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

#### 2.85.030 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 §§ 19, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### 2.85.040 Qualifications.

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

B. Members should be committed to the principle of equal opportunity for all people and have the ability to function harmoniously within a heterogeneous group. (Ord. 6229 § 2 (part), 1987)

#### 2.85.050 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 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 2.85.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### 2.85.060 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)

#### **2.85.070 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 3 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. 6820 §§ 20, 45 (part), 2000; Ord. 6675 § 1 (part), 1996; Ord. 6229 § 2 (part), 1987)

#### **2.85.080 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 § 21, 2000; Ord. 6229 § 2 (part), 1987)

#### **2.85.090 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 § 9, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### **2.85.100 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)

#### **2.85.110 Purpose and functions.**

A. The purpose of this commission is to aid the city in achieving better human relations in city gov-

ernment, and to provide assistance to private persons and groups in promoting good will and better relations among all people.

B. The purpose of this commission is to aid the city in achieving better human relations in city government, and to provide assistance to private persons and groups in promoting good will and better relations among all people.

C. The commission shall:

1. Formulate ideas and suggest programs in the areas of research and education for the purpose of lessening racial and religious prejudice and of fostering attitudes among the various groups within its jurisdiction which lead to civic peace and intergroup understanding;

2. Develop and participate in plans and programs designed to promote the full acceptance of all citizens in the community in all aspects of community life, without regard to race, religion, national origin, age, sex or a minority affiliation;

3. Cooperate with and assist in coordinating on a city-wide basis the work of those community agencies engaged in fostering mutual understanding and respect among all racial, religious and cultural groups in the city, or in attempting to discourage discriminatory practices against any such group or any of its members;

4. Cooperate with the city manager and, through that office, with the various city departments in identifying and ameliorating human relations problems with which the commission may be concerned;

5. From time to time recommend measures, including legislation, to the city council which will serve to improve human relations within the city;

6. Provide a forum where human relations problems may be presented and discussed and their implications evaluated with the understanding that if such problems require corrective action the commission will transmit recommendations thereon to the city council. Human relations problems include claims of abridgements of equal opportunity in employment, housing and education because of race, religion, national origin, age, sex or a minority affiliation and intergroup conflicts, based upon any of these factors,

between the police and residents of the community, and between various groups within the community;

7. Maintain close liaison with the police department through the police chief or his/her representatives and promote understanding and cooperation between the police department and residents of the community;

8. Cooperate with the police department in assuring that a sound program of human relations training is provided for new recruits, as well as current members of the department;

9. Encourage and assist representatives of the local law enforcement agencies, the judicial system and other interested community groups in developing and maintaining harmonious relationships between the law enforcement agencies and the residents of the city;

10. Formulate or recommend programs and policies for lessening prejudice, intolerance and discrimination in employment, housing and education for both the general public and the city organization.

D. The commission shall neither be considered in theory nor function as a police review board. (Ord. 6905 §§ 1, 2, 2002; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

The following rules and regulations were adopted by the Human Relations Commission on April 4, 1988, for the conduct of its business consistent with the Pasadena Municipal Code.

HUMAN RELATIONS COMMISSION

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Human Relations Commission.

ARTICLE II

PHILOSOPHY

The philosophy of this commission is that all citizens of the city should have an opportunity for full participation in normal community life with the privileges and responsibilities attached thereto. The Commission is concerned with all aspects of community life which affect wholesome and positive community relations. The commission will seek to enlist the support of all citizens in cooperative efforts to carry out measures to improve relations among all groups in the city, to the end that discrimination among such groups and their individual members will be discouraged and eliminated.

ARTICLE III

MEMBERSHIP

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

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.85, 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 2.85 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. 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.

#### 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. The 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 chair.

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 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. 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 the first Monday of each month at 7:30 p.m. 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 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.

#### ARTICLE VI

##### MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings shall begin no later than 7:30 p.m. and adjourn by 10:30 p.m. unless otherwise extended by the commission.

SECTION 2. Members shall 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. Approval of minutes
- d. Public hearings
- e. Public comments
- f. Report of chair
- g. Old business
- h. New business
- i. Staff or committee reports
- j. Comments from the commissioners
- k. 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 April meeting and shall report its nominees at the May meeting.

SECTION 3. The commission hereby establishes an executive committee. The executive committee shall consist of five persons. The chair and vice-chair shall be members of the committee and three other members appointed by the chair.

SECTION 4. The commission hereby establishes a police community relations committee to execute the police community relations function of the ordinance. Actions agreed upon in meetings shall be reported to the full commission. The police community relations committee shall consist of three members.

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 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.

A:by-laws

## Chapter 2.86

### HUMAN SERVICES COMMISSION

#### Sections:

- 2.86.010 Short title.
- 2.86.020 Establishment.
- 2.86.030 Membership—Appointment and terms.
- 2.86.040 Qualifications.
- 2.86.050 Absences and vacancies.
- 2.86.060 Election of officers.
- 2.86.070 Meetings—Records.
- 2.86.080 Rules and regulations.
- 2.86.090 Annual report.
- 2.86.100 Disclosure requirements.
- 2.86.110 Purpose and functions.

#### 2.86.010 Short title.

This chapter shall be known as the "human services commission ordinance." (Ord. 6507 § 2 (part), 1992)

#### 2.86.020 Establishment.

There is created and established a commission of the city to be known as the "human services commission" and hereinafter called "commission." (Ord. 6507 § 2 (part), 1992)

#### 2.86.030 Membership—Appointment and terms.

A. The commission shall consist of 13 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 Pasadena Area Community College (PCC) Board of Trustees shall nominate 1 member who resides within the PCC boundaries.
3. The Pasadena Unified School District (PUSD) shall nominate 1 member who resides within the PUSD boundaries.

4. Human services agencies providing services within Pasadena shall recommend 3 members to the human services commission for nomination to the council, provided that each nominee must represent a human service agency servicing Pasadena residents. The nomination process shall be set forth in the commission's rules and regulations.

5. 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 nominated by the council 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 §§ 22, 45 (part), 2000; Ord. 6507 § 2 (part), 1992)

#### 2.86.040 Qualifications.

A. All members nominated by the council shall be residents of the city; provided, however, that a person nominated by a director need not reside in said director's district. Members nominated by the PCC, PUSD, and the human services commission, from recommendations from human services agencies, need not reside within city boundaries.

B. Persons nominated to the commission should have exhibited a commitment to principles and concepts articulated in such council-adopted documents as The Human Services Vision and Guiding Principles and the Human Services Strategy and Management Action Plan.

C. Members should have the ability to function harmoniously within a diverse group. (Ord. 6820 § 45 (part), 2000; Ord. 6507 § 2 (part), 1992)



**2.86.050 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 administrative assistant 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 or entity who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.86.030. (Ord. 6820 § 45 (part), 2000; Ord. 6507 § 2 (part), 1992)

**2.86.060 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. 6507 § 2 (part), 1992)

**2.86.070 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 4 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. 6820 § 23, 2000; Ord. 6675 § 4, 1996; Ord. 6507 § 2 (part), 1992)

**2.86.080 Rules and regulations.**

The commission shall adopt and amend, by the affirmative vote of 7 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 § 24, 2000; Ord. 6507 § 2 (part), 1992)

**2.86.090 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 § 10, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6507 § 2 (part), 1992)

**2.86.100 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. 6507 § 2 (part), 1992)

**2.86.110 Purpose and functions.**

A. For purposes of this chapter, "human services" is defined as a broad range of programs and activities designed to protect, improve and restore the personal welfare and well-being of residents of all ages. Typical human services would include, but not be limited to: social services, shelter, economic support, employment and training, education, health and protective services.

B. The purpose of the commission is to advise and make recommendations to the council regarding the human service needs of people of all ages in this community. This commission will aid the city in facilitating collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services in Pasadena. This commission is established to respond to significant unmet human service needs and gaps as identified in such documents

as the Policy on Children, Youth and Families; Quality of Life Index; Child Care Policy; Needs Assessment; Children's Scorecard, and related materials.

C. The commission shall:

1. Facilitate bringing city and community resources together to ensure the delivery of effective human services to people of all ages;
2. Formulate ideas and suggest plans and programs designed to promote the availability and effectiveness of human services;
3. Promote cooperation and collaboration among local agencies, organizations and commissions involved in the delivery of human services, consistent with the roles and responsibilities outlined in such documents as the Human Services Vision, Fund Distribution Task Force Group Report and the Human Services Strategy and Management Action Plan;
4. Recommend priorities to the council for city resources which respond to identified unmet human service needs;
5. Recommend the allocation of city resources consistent with the established priorities for addressing documented human service needs;
6. Convene commissions, advisory groups, community agencies, provider organizations, groups and individuals to facilitate effective collaboration in addressing human service issues in Pasadena;
7. Advise the council on ways to achieve human service goals consistent with council-adopted policies which address human services. (Ord. 6820 § 45 (part), 2000; Ord. 6507 § 2 (part), 1992)