

RESOLUTION NO: \_\_\_\_\_

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

WHEREAS, the Board of Directors of the City of Pasadena adopted rules for the conduct of its meetings, proceedings, and business by Resolution No. 5893 on December 7, 1987; and

WHEREAS, subsequent policy decisions and changes require an amendment to the rules governing City Council meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pasadena as follows:

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

RULE 1. MEETINGS

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

B. Mayor. The Mayor shall preside over all meetings of the City Council. In his/her absence, the Vice Mayor shall serve as presiding officer. In the absence of both the Mayor and Vice Mayor, the City Council shall designate a senior member of the City Council to serve as presiding officer.

C. Workshop Meetings. The City Council may reserve a meeting each calendar month for the purpose of conducting a workshop meeting. The workshop meeting need not be conducted, and may be either cancelled, or utilized as a regularly scheduled City Council meeting.

D. Meeting Schedule. The City Clerk shall prepare, following consultation with the Mayor and the City Manager, an annual schedule of meetings of the City Council identifying dates for regular, special, and/or joint meetings, as well as proposed meetings to be cancelled. This schedule shall be distributed to the full City Council prior to finalization.

RULE 2. ORDER OF BUSINESS

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

**CLOSED SESSION** (To be heard at 5:30 p.m., and/or at the conclusion of the meeting)

**PUBLIC MEETING** (To be called to order at 6:30 p.m. or shortly thereafter)

**ROLL CALL, PLEDGE OF ALLEGIANCE, AND CEREMONIAL MATTERS**

(Presentations, Proclamations, and Introductions)

**PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA** (*Public comment will be limited to a total of 20 minutes at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Please limit comments to 3 minutes each.*)

**CONSENT CALENDAR** (*The Consent Calendar consists of routine items submitted by the City Manager, Mayor/City Council, Advisory Bodies, City Attorney, and City Clerk, which will be approved by one motion and one vote unless removed for separate discussion, including the approval of minutes, receive and file claims, and the setting of public hearings*)

**OLD BUSINESS**

**REPORTS AND COMMENTS FROM COUNCIL & COMMITTEE MEMBERS**

Economic Development and Technology Committee

Finance Committee

Legislative Policy Committee

Municipal Services Committee

Public Safety Committee

Reports from Representatives / Reports on Travel

**PUBLIC HEARINGS** (Scheduled for 7:00 p.m. or shortly thereafter)

**RECOMMENDATIONS FROM OFFICERS AND DEPARTMENTS**

**ORDINANCES**

First Reading

Second Reading

**INFORMATION ITEM/WORKSHOP**

**ADJOURNMENT**

A posting statement by the City Clerk will be provided on the next page following the agenda. Departures from said order of business may be authorized from time to time at the discretion of the Mayor and/or by consent of the City Council.

### RULE 3. AGENDA

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

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

C. Placement of Items on Agenda. An item may be placed on a future agenda of the City Council by any of the following methods:

1. Five affirmative votes of the City Council.
2. By consensus of the City Council.
3. By any one member of the City Council placing a written request for consideration of a future agenda item with the City Clerk, when the request takes place at a time outside a meeting of the City Council, to be formally approved through five affirmative votes of the City Council. Said request will be placed on the next regular agenda.
4. By the Mayor, City Manager, City Attorney, or City Clerk.

If a member of the City Council notifies the City Clerk of his/her request to place an item on the agenda (e.g. a call for review or a request for consideration of a future item), the City Clerk shall notify the Mayor and City Manager prior to preparing the final agenda.

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

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

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

F. Availability of Agenda Materials. The City Clerk shall post the agenda, agenda materials, and supplemental agenda materials on the City's agenda webpage.

Any interested person may request copies of agenda reports by contacting the City Clerk and paying the established rate of reproduction, as provided by the City Council by resolution, or may make copies on their own from the agenda materials posted on the City's agenda webpage or from those copies found at the Central Library.

G. Advance Distribution of Documentation for Major Matters. Documentation prepared relating to major policies, that may be associated with or supporting discussion items, public hearings, or ordinances, which have attracted or are prospectively believed to attract significant public attention and interest, should be, whenever possible, distributed at least one week in advance to allow for public dissemination and encourage public comment. This excludes agenda reports and presentation materials, which will be prepared and disseminated to the public in accordance with the Brown Act.

#### RULE 4. PUBLIC HEARINGS

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

B. Continuance of Hearings. Any public hearing being held or noticed to be held by the City Council at any meeting of the City Council may, by order or vote of the Council, be continued or recontinued to any subsequent meeting of the City Council.

C. Public Discussion at Hearings. Upon opening a public hearing and before any motion is adopted relating to the merits of the matter to be heard, the Mayor shall inquire if there are any persons present who desire to speak on the matter which is to be heard or to present evidence relating to such matter. Any person desiring to so speak or present evidence will be asked to complete a speaker's request card and submit it to the City Clerk or Sergeant at Arms (see Rule 6-C below for additional details). Upon being recognized by the Mayor, such person may speak or present evidence relevant to the matter being heard, limited to three minutes. The Mayor, in his/her discretion, and/or in consultation with the City Council, may limit or extend time for public comment as he/she may find reasonable under the circumstances. No person shall be permitted to speak or present evidence until he/she is recognized by the Mayor and given permission by the Mayor to speak or present evidence. Members of the City Council who wish to ask questions of the person, or of each other, or who wish to discuss the subject matter

of the hearing during the course of the hearing, may do so, but only after being recognized by the Mayor.

All persons interested in the matter which is the subject of the hearing shall be entitled to submit written evidence which will be part of the record and shall be given reasonable opportunity to present oral evidence relevant to such subject. All evidence presented shall be retained by the City as part of the City Clerk's official record for the item being discussed or considered; however, parties displaying models and large exhibits may substitute photographs to be placed in the official record. Also, interested persons shall be given reasonable opportunity to present arguments for or against any proposed action. However, no person shall be permitted, during such hearing, to speak or present evidence relating to matters not relevant to the matter which is the subject of the hearing.

It shall be the policy of the City Council that legally required and advertised public hearings may have higher time priority over other time scheduled agenda items which have been so scheduled in the normal course of City business rather than for statutory or other legal reasons.

#### RULE 5. ROBERT'S RULES OF ORDER

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

#### RULE 6. PETITIONS AND COMMUNICATIONS

A. Petitions and Communications Not on the Agenda. If a person or group wishes to present to the City Council at its meeting a written or oral petition or communication, such submission will be permitted at the time the City Council takes up "Public Comment on matters not on the agenda" as indicated on the agenda format as adopted herein.

B. Addressing the City Council. Each person addressing the City Council will be asked to approach the audience microphone, give his/her name and address in an audible tone of voice for the record, and unless further time is granted by the Mayor or presiding officer, shall limit his/her comments to three minutes. Members of the public will be asked to direct comments to the City Council as a body. Any person making personal, impertinent or slanderous remarks, or who shall become boisterous or threatening or personally abusive while addressing the City Council shall be asked by the Mayor to cease and desist such activity, and may be requested to leave the meeting in the event the behavior continues to disrupt the meeting proceedings (see RULE 7 – DISORDERLY CONDUCT).

C. Speaker Cards. The City of Pasadena encourages and welcomes public participation on matters related to the City's business. Any person desiring to speak to the City Council during public comment on matters not on the agenda, or during the comment period for items on the agenda, is asked to submit a speaker card. Speaker cards may be submitted to the City Clerk or Sergeant at Arms at the start of the City Council meeting (no earlier than 5:30 p.m. for regular meetings), or any time after the start of the meeting, up to, and during, consideration of the item.

Public comment on matters not on the agenda will be limited to a total of 20 minutes at the beginning of the meeting, and will continue, if necessary, in the event that not all speakers are heard in the initial 20-minute period, after all other business of the meeting is concluded. Speaker cards for public comment on matters not on the agenda must be received by the Sergeant at Arms or City Clerk prior to the completion of the initial 20-minute period. Public comment speakers shall limit comments to no more than 3 minutes each. The Mayor, in his/her discretion, and/or in consultation with the City Council, may limit or extend time for public comment as he/she may find reasonable under the circumstances.

#### RULE 7. DISORDERLY CONDUCT

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

ADOPTED at the regular meeting of the City Council of the City of Pasadena on the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Mark Jomsky, City Clerk

Approved as to form:

\_\_\_\_\_  
Michele Beal Bagneris, City Attorney