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The following rules and regulations were approved by the City Council on \_\_\_\_\_, 2021 for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

**ACCESSIBILITY AND DISABILITY COMMISSION**

**RULES AND REGULATIONS**

**ARTICLE I**

**NAME**

The name of this advisory body is the Accessibility and Disability eCommission.

**ARTICLE II**

**PURPOSE**

SECTION 1. The purposes and function of this eCommission are set forth in Chapter 2.48 of the Pasadena Municipal Code.:

I. ~~Study and examine (a) existing inequities in access to the physical, work, communication, civic involvement, social, and cultural environments for all residents of Pasadena, particularly persons with disabilities and (b) policies, procedures, programs and legislation for eliminating those inequities.~~

II. ~~Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, communication, civic involvement, social, and cultural environments to all residents of Pasadena, particularly those who have disabilities.~~

III. ~~Consult and cooperate with other public agencies and commissions on matters relevant to the commission.~~

IV. ~~Assist the Accessibility and Disability Issues Coordinator to carry out assigned~~

programs and responsibilities.

### ARTICLE III

#### MEMBERSHIP

SECTION 1. The membership of this eCommission shall be limited to ~~eleven~~nine members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.48.030, Title 2 of the Pasadena Municipal Code.

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

~~SECTION 4. Any member with three consecutive unexcused absences will be removed from the commission. The chair of the commission is empowered to excuse absences for good cause. A member must advise the chair and/or staff liaison in advance of any anticipated absence from a scheduled meeting.~~

SECTION ~~5~~4. Absent members cannot vote by proxy on issues before the commission at scheduled meetings.

SECTION ~~6~~5. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.48 of the Pasadena Municipal Code relating to this Commission.

SECTION ~~7~~6. 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 87. No member shall purport to represent or speak on behalf of the Commission without the prior approval of a majority of the Commission.

SECTION 98. ~~Code of Ethics~~Conflict of Interest

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-meeting~~ room during any ~~hearing-meeting~~ and deliberations and not discuss the matter with any other commission member prior to final action by the eCommission:

- (1) Member is a client, employee or business associate of a party with a matter before the eCommission;
- (2) Member is related by blood, marriage or adoption to a party with a matter before the eCommission;
- (3) Member has a financial interest in the matter before the eCommission;
- (4) Member and the party with a matter before the eCommission are affiliates in an association which would cause a reasonable person to question the eCommission member's impartiality in resolving the matter before the eCommission;
- (5) Member is a friend or acquaintance of a party with a matter before the

eCommission which would cause a reasonable person to question the eCommission member's impartiality in resolving the matter before the eCommission.

b. No member shall participate in any matter before the eCommission in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

c. If a member is required by City ordinance ~~and or~~ 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 eCommission.

#### ARTICLE IV

#### OFFICERS

SECTION 1. ~~From its membership~~The officers of the eCommission shall elect the a eChair and ~~and~~ Vice-eChair. ~~From its membership, the commission may elect a~~The secretary or ~~decide to have~~shall be a member of the City staff ~~responsible for the duties of a secretary~~. The commission ~~may~~shall have a Parliamentarian ~~at its option~~, who is appointed by the Chair at the annual meeting.

SECTION 2. The eChair shall have the following responsibilities: preside at all meetings of the commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the pParliamentarian for the commission; prepare the annual report for submission to the ~~Board of Directors~~City Council; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign orders or recommendations of the commission; ~~advise the Board of Directors of the names of members~~

~~with three unexcused absences and of upcoming vacancies;~~ and conduct eCommission business in a manner consistent with these ~~bylaws~~rules and regulations.

SECTION 3. The ~~v~~Vice-eChair shall perform the duties of the chair in the absence of the eChair and perform such other duties as are assigned by the eChair. In the absence of both the eChair and ~~v~~Vice-eChair, the members shall select a temporary chairperson.

SECTION 4. The ~~s~~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 eChair and City Council of any members with three consecutive unexcused absences and of upcoming vacancies; assist in the preparation of the agendas; and make and ~~serve post~~all notices.

SECTION 5. The ~~p~~Parliamentarian shall assist the eCommission to resolve questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order ~~(newly revised)~~ shall govern the Commission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting which they were elected and for appointed the Parliamentarian position~~immediately upon election at the annual meeting.~~

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

**ARTICLE V**

**MEETINGS - GENERAL RULES**

SECTION 1. The regular meetings of the eCommission shall be held on the ~~4<sup>st</sup>~~ fourth Tuesday of the month at ~~4<sup>5</sup>:0<sup>3</sup>0 P.M~~ at Jackie Robinson Community Center (1020 N. Fair Oaks Avenue, Pasadena, CA 91103). Written notice of these meetings, including the date, time and location, shall be given to each member, the ~~Board of Directors~~ City Council and the City Manager.

~~SECTION 42.~~ Scheduled Regular meetings should begin no later than 56:00 P.M. and adjourn by 78:00 P.M. unless otherwise extended by the commission.

SECTION ~~23.~~ The regular meeting in ~~September~~ June shall be known as the annual meeting and shall be for the purpose of electing officers, appointing a Parliamentarian, and for any other business that may arise.

SECTION ~~34.~~ Special meetings may be scheduled by the eChair or a majority of the eCommission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

~~SECTION 4.~~ ~~Six members of the commission shall constitute a quorum.~~

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

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

SECTION 67. The order of business at all regular meetings shall be generally

include the following items:

- a. Call to order and roll call
- b. Roll call
- c. Public comments
- d. Correction and aApproval of minutes  
~~Staff report~~
- e. Old business
- f. New business (including public hearings if applicable)
- g. Reports/comments from the Chair
  - a. Comments from the Commissioners  
~~Public comments~~
- h. Staff comments
- i. Upcoming meeting agenda items
- j. Adjournment

SECTION 28. At the discretion of the chair, dDiscussion on any agenda item  
may shall be limited to three 15 minutes unless the eCommission votes to extend discussion.

SECTION 49. A member may be asked not to speak longer than three minutes  
during discussion.

SECTION 10. Discussions by members shall be monitored by the chair.

## ARTICLE VI

### MEETINGS - PROTOCOL

SECTION 1. Scheduled meetings should begin no later than 5:00 P.M. and adjourn



~~by 7:00 P.M. unless otherwise extended by the commission.~~

~~SECTION 2. — At the discretion of the chair, discussion on any agenda item may be limited to three minutes unless the commission votes to extend discussion.~~

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

~~SECTION 4. — A member may be asked not to speak longer than three minutes during discussion.~~

~~SECTION 5. — Members should not prolong discussions by repeating an argument already made by another member. Discussions by members shall be monitored by the chair.~~

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

- ~~• Call to order and roll call~~
- ~~• Correction and approval of minutes~~
- ~~• Staff report~~
- ~~• Old business~~
- ~~• New business~~
- ~~• Public comments~~
- ~~• Adjournment~~

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

## ARTICLE VII

### MEETINGS - MOTIONS

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

- a. Motion for Action: A proposal by a member that the commission do a special thing; e.g., "I move that the ~~commission issue an order to Mr. \_\_\_\_\_ directing him to remove the abandoned cars from the property.~~"
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution; e.g., "I move to amend the motion by insertion of the words "by February 9, 1988" after the words "rat harborage."
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided; for example, "I move that the ~~action ordering demolition of the building be rescinded.~~" (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minutes, it must be repealed.)
- d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made; for example, "I move that the ~~motion be tabled until the commission has a chance to review the committee report.~~" (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.)
- e. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda; for example, "I move that the ~~order of business be suspended immediately after the reading of the minutes to discuss the after effects of the earthquake.~~"

SECTION 2. Once a motion is before the eCommission, the ~~chair~~public shall

not be permit the public to speak nor comment during the eCommission'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 eChair or a member of the eCommission. There shall be no secret ballots.

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

SECTION 5. The eChair or Secretary 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 and indicate abstentions.

## **ARTICLE VIII**

### **MEETINGS – HEARING PROCEDURES (IF APPLICABLE)**

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

- a. The title of the matter shall be announced by the eChair.
- b. A city staff member shall then present the matter to the eCommission.
- c. The eChair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The eChair shall call for the 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 eChair shall declare the hearing closed.
- g. By motion, the eCommission shall take action on the matter.
- h. The eChair shall announce the decision of the eCommission.
- i. All decisions of the eCommission 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 VIII

### COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.48 of the Pasadena Municipal Code, the eChair may appoint members to ad hoc or standing committees ~~or panels~~ necessary to carry on the work of the eCommission, ~~which may include individuals who are not members of the commission.~~ Each ad hoc committee shall consist of at least one member of the commission. ~~Recommendations from an ad hoc committee shall be advisory to the commission.~~ The chair shall define their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all committees so created.

SECTION 2. The eCommission hereby establishes a nominating committee to recommend nominees for office on the eCommission. The nominating committee shall consist of ~~three persons~~ members appointed by the eChair. The Committee shall be activated at the ~~July~~ May meeting and shall report its nominees at the ~~August~~ June meeting.

**ARTICLE IX**

**AMENDMENT OF RULES**

SECTION 1. ~~These rules may be amended at any regular meeting of the commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the Board of Directors for final approval.~~ These rules may be proposed to be amended by a majority vote of the Commission, upon which the rules shall be submitted to the City Council for approval. In the event of a conflict between these rules and any rules established by the City Council for the conduct of meetings of all Council, committee, board, and commission meetings (such as Resolution no. 9716, dated June 3, 2019, as may be amended or superseded), the broader City Council rules (including, but not limited to, rules applicable to all City Council, committee, board, and commission meetings) shall prevail.

The following rules and regulations were approved by the City Council on \_\_\_\_\_, 2021 for  
the conduct of the Commission's business consistent with the Pasadena Municipal Code.

**COMMISSION ON THE STATUS OF WOMEN**

**RULES AND REGULATIONS**

**ARTICLE I**

**NAME**

The name of this advisory body is the Pasadena Commission on the Status of Women.

**ARTICLE II**

**PURPOSES**

SECTION 1. The purposes and function of this eCommission are as-set forth in Chapter 2.65 of  
the Pasadena Municipal Code.

~~a. The commission shall:~~

- ~~1. Study and examine through the conduct of meetings, conferences, public hearings or  
other appropriate methods those conditions which indicate discrimination or prejudice  
encountered by women.~~
- ~~2. Recommend procedures, programs and legislation to promote and ensure equal rights  
and opportunities for all women in the city.~~
- ~~3. Consult and cooperate with other public agencies and commissions on matters  
relevant to the commission~~

~~b. In connection with the foregoing functions, the commission may:~~

- ~~1. Act as conciliator or mediator in disputes within the scope of the commission's  
functions with the approval of the parties.~~

- ~~2. Request of any city department or agency information, services, facilities, and assistance in furtherance of the objectives of the commission.~~
- ~~3. Coordinate activities of community groups and organizations dealing with equal rights and special concerns of women.~~
- ~~4. Collect, coordinate and disseminate information concerning women~~
- ~~○ Develop and maintain a talent bank of women to assist the city in performing its functions.~~

### ARTICLE III

#### MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to ~~11~~9 members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.65.030, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the eCommission shall submit his/her resignation in writing to the eChair of the Commission and to the person who appointed and/or nominated the member to the eCommission, 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~~4. Absent members cannot vote by proxy on issues before the eCommission at scheduled meetings.

SECTION ~~6~~5. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.65 of the Pasadena Municipal Code relating to this eCommission.

SECTION 76. 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 eCommission; and
- g. To make recommendations to the eCommission.

SECTION 87. No member shall purport to represent or speak on behalf of the eCommission without the prior approval of a majority of the eCommission.

~~SECTION 98. Members shall comply with Resolution No. 4830 passed by the Board of Directors of the City of Pasadena on December 14, 1982 entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees". A copy of said resolution shall be attached to these Rules and Regulations and incorporated herein as if set forth in full.~~Conflict of Interest

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 meeting room during any meeting and deliberations and not discuss the matter with any other Commission member prior to final action by the Commission:

- (1) Member is a client, employee or business associate of a party with a matter before the Commission;
- (2) Member is related by blood, marriage or adoption to a party with a matter



before the Commission;

- (3) Member has a financial interest in the matter before the Commission;
- (4) Member and the party with a matter before the Commission are affiliates in an association which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission;
- (5) Member is a friend or acquaintance of a party with a matter before the Commission which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission.

b. No member shall participate in any matter before the Commission in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

c. If a member is required by City ordinance or the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the Commission.

#### **ARTICLE IV**

##### **OFFICERS**

SECTION 1. The officers of the Commission shall be a eChair and ~~†~~Vice-eChair. ~~A~~The ~~s~~Secretary may shall be a member of the City staff ~~and the commission may appoint a~~ parliamentarian. The Commission shall have a Parliamentarian who is appointed by the Chair at the annual meeting.

SECTION 2. The eChair shall have the following responsibility: preside at all meetings of the eCommission; 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~~City Council; set the date, hour and place of meeting ~~with approval of the commission required~~; make appointments to committees; execute official communications; sign orders or recommendations of the eCommission; ~~advise the Board of Directors of the names of members with three unexcused absences and of upcoming vacancies~~; and conduct Ccommission business in a manner consistent with these rules and regulations.

SECTION 3. The vVice-eChair shall perform the duties of ~~an absent or disabled~~the eChair in the absence of the Chair and perform such other duties as are assigned by the eChair. In the absence of both the Cchair and vVice-Cchair, the members shall select a temporary eChairperson.

SECTION 4. The sSecretary shall have the following responsibilities: record the minutes of all proceedings before the Ccommission; maintain the records of the eCommission in complete and up-to-date order; report all correspondence to the Ccommission; ~~advise the chair three months prior to expiration of appointments~~; advise the eChair and City Council of any members with three consecutive unexcused absences and of upcoming vacancies; assist in the preparation of the agendas; and make and ~~serve post~~ all notices.

SECTION 5. The Pparliamentarian shall assist the eCommission in resolving 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 eCommission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they were elected and for the appointed Parliamentarian position.

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 eCommission shall be held on the ~~second Monday~~first Wednesday of each month at 6:00 P.M. at Jackie Robinson Community Center (1020 North Fair Oaks Avenue, Pasadena, CA 91103). 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.~~ ScheduledRegular meetings should begin no later than ~~7:00~~6:30 P.M. and adjourn by ~~9:00~~8:30 P.M. unless otherwise extended by the Commission.

SECTION ~~2~~3. The regular meeting in ~~July~~June shall be known as the annual meeting and shall be for the purpose of electing officers, appointing the Parliamentarian, and for any other business that may arise.

SECTION ~~3~~4. Special meetings may be scheduled by the eChair or a majority of the eCommission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, Nnotice 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 eCommission 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~~must be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be placed on the agenda by a member, or by staff. If a member timely requests that an item be included on the agenda, the item shall be included on the next regular meeting agenda.

SECTION 57. The order of business at all regular meetings shall be as follows:

1. Call to order
  2. Roll call
  3. Public comments
  4. Approval of minutes
  5. Old business
  6. New business (including public hearings if applicable)
  7. Reports/comments from the Chair
    - a. Comments from the Commissioners
  8. Staff Comments
  9. Next meeting agenda items
  10. Adjournment
- ~~Reading of minutes of previous meeting~~
- ~~Approval or correction of minutes~~
- ~~Old business~~
- ~~New business~~
- ~~Reports, correspondence~~
- ~~Public hearings (if applicable)~~
- ~~Public comment~~

—Adjournment

SECTION 8. Discussion on any agenda item shall be limited to 15 minutes unless the Commission votes to extend discussion.

SECTION 9. A member may be asked not to speak longer than three minutes during discussion.

SECTION 10. Discussion by members shall be monitored by the Chair.~~ARTICLE VI~~

MEETINGS—SPECIAL RULES

~~SECTION 1. Scheduled meetings should begin no later than 7:00 P.M. and adjourn by 9:00 P.M.~~

~~SECTION 2. A member may not speak more than twice for or against any agenda item.~~

~~SECTION 3. A member may be asked not to speak longer than three minutes during discussion.~~

~~SECTION 4. Members should not prolong discussions by repeating an argument made by another member.~~

~~SECTION 5. The order of business at all meetings shall be as follows:~~

- ~~○ Call to order~~
- ~~○ Roll call~~
- ~~○ Reading of minutes of previous meeting~~
- ~~○ Approval or correction of minutes~~
- ~~○ Old business~~
- ~~○ New business~~
- ~~○ Reports, correspondence~~
- ~~○ Public hearings (if applicable)~~
- ~~○ Public comment~~

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

SECTION 2. Once a motion is before the eCommission, the ~~chair~~ public shall not be permitted ~~the public to speak nor~~ comment during the Commission's discussion of that motion.

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

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

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

## **ARTICLE VIII**

### **MEETINGS – HEARING PROCEDURES (IF APPLICABLE)**

SECTION 1. The eCommission 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 eCommission.
- c. The eChair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The eChair shall call for the 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 eChair shall declare the hearing closed.
- g. By motion, the eCommission shall take action on the matter.
- h. The eChair shall announce the decision of the eCommission.
- 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 VIII**

**COMMITTEES AND PANELS**

SECTION 1. Unless otherwise provided in Chapter 2.65 of the Pasadena Municipal Code, the eChair may appoint members to ad hoc or standing committees ~~or panels~~ necessary to carry on the work of the eCommission. The eChair shall define their area of operation and concern, and establish rules of operation. The eChair shall be an ex officio member of all committees so created.

SECTION 2. The Commission hereby establishes a nominating committee to recommend nominees for office on the Commission. The nominating committee shall consist of three members appointed by the Chair. The Committee shall be activated at the May meeting and shall report its nominees at the June meeting.

**ARTICLE IX**

**AMENDMENT OF RULES**

SECTION 1. ~~These rules may be amended at any regular meeting of the commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the Board of Directors for final approval.~~ These rules may be proposed to be amended by a majority vote of the Commission, upon which the rules shall be submitted to the City Council for approval. In the event of a conflict between these rules and any rules established by the City Council for the conduct of meetings of all Council, committee, board, and commission meetings (such as Resolution no. 9716, dated June 3, 2019, as may be amended or superseded), the broader City Council rules (including, but not limited to, rules applicable to all City Council, committee, board, and commission meetings) shall prevail.



The following rules and regulations were approved by the City Council on \_\_\_\_\_, 2021 for the conduct of the Commission's 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

PURPOSE 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.~~

The purpose and function of this Commission are set forth in Chapter 2.85 of the Pasadena Municipal Code.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to 9 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. A member must advise the Chair and staff in advance of any anticipated absence from a scheduled meeting or absence is unexcused.~~

SECTION ~~4~~5. Absent members cannot vote by proxy on issues before the commission at schedule meetings.

SECTION ~~5~~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 ~~6~~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 ~~7~~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 ~~8~~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:~~

- a) Member is a client, employee or business associate of a party with a matter before the commission;
- b) Member is related by blood, marriage or adoption to a party with a matter before the commission;
- c) ~~Member has a financial interest in the matter before the commission~~Member is required by City ordinance and or the Political Reform Act;
- d) 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;
- e) 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.

- f) 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 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 and for the appointed Parliamentarian position.

SECTION 2. The officers of the Commission shall be a Chair, Vice Chair, and secretary. The secretary shall be a member of the City staff. The commission may have a parliamentarian at its option, who is appointed by the chair at the annual meeting.

SECTION 3. The Chair shall have the following responsibility: 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; make appointments to committees; execute official communications; recommendations of the commission; and conduct commission business in a manner consistent with these rules and regulations.

SECTION 4. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such other duties as are assigned by the Chair. In the absence of both the chair and vice-chair, the members shall select a temporary Chairperson.

SECTION 5. 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 and upcoming vacancies; assist in the preparation of the agendas; and make and post all notices.

SECTION 6. 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 Robert's Rules of Order, latest revised edition 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 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 Tuesday of each month at 6:30 p.m. at the Jackie Robinson Community Center, 1020 N. Fair Oaks Ave. Pasadena CA 91103. 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. Regular meetings should begin no later than 7:00 p.m. and adjourn by—  
—————8:30 p.m. unless otherwise extended by the commission.

SECTION 3. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers, appointing the parliamentarian and for any other business.

SECTION 4. 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. Majority of members of the commission shall constitute a quorum.

SECTION 5. 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.

SECTION 6. All meetings of the commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

-SECTION 7. A matter must be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter maybe included on the agenda by a member, or by staff.

SECTION 8. Discussion on any agenda item shall be limited to fifteen minutes unless the Commission votes to extend discussion.

SECTION 9~~8~~. The order of business at all regular meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Public comment.

- d. Review and approval of minutes.
- e. Old business.
- f. New business.
- g. Reports/comments from the Chair.
  - i. Comments from the Commissioners
- h. Staff Comments.
- i. Next meeting agenda items
- j. Adjournment.

## ARTICLE VI

### 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 public shall not be permitted 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 or the Secretary shall repeat the motion for the commission. The chair may rule the motion out of order or restate the motion so that the commission may know what is before it for consideration and action.

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

ARTICLE VII

MEETINGS – HEARING PROCEDURES (IF APPLICABLE)

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

- a. The title of the matter shall be announced by the chair.
- b. A city staff member shall then present the matter to the commission.
- c. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The chair shall call for the 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 VIII

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, but shall not count as a committee member for the purposes of quorum.

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 May meeting and shall report its nominees at the June meeting.

~~SECTION 3. Unless otherwise provided in Chapter 2.85 of the Pasadena Municipal Code, the Chair may appoint members to ad hoc or standing Committees 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, but shall not count as a committee member for the purpose of quorum.~~

SECTION 34. 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 IX

### AMENDMENT OF RULES

~~SECTION 1. These rules may be amended at any regular meeting of the Commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the City Council for final approval and shall not become effective until approved and ordered filed by the City Council.~~

SECTION 1. These rules may be proposed to be amended by a majority vote of the Commission, upon which the rules shall be submitted to the City Council for approval. In the event of a conflict between these rules and any rules established by the City Council for the conduct of meetings of all Council, committee, board, and commission meetings (such as Resolution no. 9716, dated June 3, 2019, as may be amended or superseded), the broader City Council rules (including, but not limited to, rules applicable to all City Council, committee, board, and commission meetings) shall prevail.

~~The Commission shall adopt or amend, by the affirmative vote of majority, 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.~~

The following rules were adopted by the Human Services Commission on \_\_\_\_\_, 2021,  
for the conduct of its business consistent with the Pasadena Municipal Code.

RULES AND REGULATIONS

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

SECTION 1. The purposes and function of this Commission are set forth in Chapter 2.86 of the Pasadena Municipal Code. 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, but not limited to the Policy on Children, Youth and Families; Quality of Life Index; Early Child Development Policy; Needs Assessment; Children's Scorecard, and related materials, are as set forth in Chapter 2.86 of the Pasadena Municipal Code, or as thereafter amended.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to thirteen (13) members.

SECTION 2. Members shall be appointed in conformity with applicable provisions of Chapter 2.86.030, Title 2 of the Pasadena Municipal Code. With respect to the appointment of human services agency members, the following procedures shall be followed: Commission shall mail applications to the human services agencies; after these applications are returned to the city, they shall be forwarded to the full commission which shall review the proposal and forward a final recommendation to the City Council for ratification.

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. The chair of the commission may be empowered to excuse absences for good cause. A member must notify chair and staff in advance of absence or~~



~~absence is unexcused, should advise the chair in advance of any anticipated absence from a scheduled meeting within 24 hours of that meeting.~~

SECTION ~~4~~<sup>5</sup>. Absent members cannot vote by proxy on issues before the commission at scheduled meetings.

SECTION ~~5~~<sup>6</sup>. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.86 of the Pasadena Municipal Code relating to this commission.

SECTION ~~6~~<sup>7</sup>. 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 except in the case of a conflict of interest;
- f. To hold office on the commission; and
- g. To make recommendations to the commission.

SECTION ~~7~~<sup>8</sup>. No member shall purport to represent or speak on behalf of the commission without the prior approval of a majority vote of the Commission. The chair may speak on behalf of the commission.

SECTION ~~8~~<sup>9</sup>. CODE OF ETHICS CONFLICT OF INTEREST

a. To avoid the appearance of the impropriety, a member who sits on the board of another organization, or is employed by a nonprofit organization shall refrain from participating in the Commission's deliberations of all actions performed by the Commission. ~~that organization's human services grant~~The member must declare publicly his or her involvement with the nonprofit and leave the room during the commission's deliberations and the vote.

~~b.~~<sup>b.</sup> Members should also abstain from such deliberation of and voting on all actions performed by the Commission if any of the following conditions exist:

~~c.~~<sup>c.</sup> grant applications if any of the following conditions exist:

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.

c. No member shall participate in any deliberation of a grant application before the Commission which would give the appearance of impropriety. In this context, “the appearance of impropriety” means any action which might reflect adversely on the impartiality of the commissioners in their deliberations regarding grant applications, or which might cause members of the public to question or doubt the integrity of the process.

d. If a member is required by City ordinance or the Political Reform Act to file a statement of Economic Interest and fails to do so, that member is disqualified from further service on the commission. ~~Any member who fails or declines to file a Statement of Economic Interest pursuant to the City’s Conflict of Interest Code is disqualified from further service on the Commission.~~

e. All members shall comply with City Resolution 4830, passed by the City Council on December 14, 1982, entitled “Standards of Conduct for Members of Pasadena Boards, Commissions and Committees.” A copy of the Resolution is attached to these rules and incorporated by this reference.

#### ARTICLE IV

#### OFFICERS

SECTION 1. The officers of the commission shall be a chair and vice-chair. The secretary ~~may~~ shall be a member of the City staff. The commission ~~may~~ shall have a parliamentarian ~~at its option~~ appointed by the chair.

SECTION 2. The chair shall have the following responsibilities: preside at all meetings of the commission; vote on every motion as other members; call special meetings when necessary;

compose the agenda; appoint the parliamentarian for the commission; prepare the annual report for the submission to the City Council; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign ~~orders of~~ 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 the vice-chair, the members shall select a temporary chairperson.

SECTION 4. The secretary shall have the following responsibilities: record the minutes of all proceedings before the commission; maintain the records of the commission in complete and up to date order; report all correspondence to the commission; advise the chair three months prior to expiration of appointments; advise the chair of any members with three consecutive unexcused absences; assist in the preparation of the agenda; and make and ~~post-serve~~ all notices.

SECTION 5. The parliamentarian shall assist the commission to resolve questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern the commission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve one year or until a successor is elected. Term begins at the close of the annual meeting at which they were elected. Election

of officers shall occur at the annual meeting in June July. ~~The newly elected chair and vice chair shall assume their respective responsibilities at the next regularly scheduled meeting.~~

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V  
MEETING – GENERAL RULES

SECTION 1. The regular meetings of the commission shall be held on the second Wednesday of each month at 6:00 p.m. at the Jackie Robinson Community Center (1020 North Fair Oaks Avenue, Pasadena, CA 91103). ~~at least once a month, with the day and time to be determined by the commission at the annual meeting. Meetings shall begin no later than 7:30 p.m. one-half hour after the posted meeting time.~~ 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: Regular meetings should begin at 6:00pm but no later than 6:30 p.m. and adjourn no later than 8:30 p.m. unless otherwise extended by the commission.

SECTION ~~3~~2. The regular meeting in June 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 ~~4~~3. Special meetings may be scheduled by the chair of a majority of the commission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION ~~5~~4. ~~The commission quorum shall be set in accordance with section 2.86.070 (B) of the Pasadena Municipal Code.~~