

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

SECTION 6. A matter must be on the agenda to be discussed and acted upon 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 7: 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
8. Comments from Commissioners
9. Staff Comments
10. Next Meeting Agenda Items
11. Adjournment

SECTION 8: Discussion on any agenda item shall be limited to 15 minutes unless the commission votes to extend discussion. ~~by a roll call vote.~~

SECTION 9: A member may be asked not to speak longer than 3 minutes during discussion.

SECTION 10: Discussion by members shall be monitored by the chair.

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. E.g., “I move that the commission request additional information from Ms. O’Neill regarding the tax exempt status of the Red Cross.”
- 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, 1993” after the words “tax exempt status.”
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection, or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.) E.g., “I move that the action recommending specific allocations of grant amounts be rescinded.”
- 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.g., “I move that the motion be tabled until the commission has a chance to review the committee’s report.”
- 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. E.g., “I move that the order of business be suspended immediately after the reading of the minutes to discuss the impact of the merge of two of our grant applicants.”

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

SECTION 3. All voting on issues before the commission shall be by voice vote unless a roll call is requested by ~~the chair or~~ a member of the commission. No action may be taken without an affirmative vote of at least 4 members. There shall be no secret ballots. Absent members may not vote by proxy.

SECTION 4. Chair or secretary may repeat a motion after it has been seconded and before voting. After motion has been made and seconded, the chair 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 by stating whether the motion carried or failed and number of votes for and against, and indicate abstentions. on the motion. In announcing the vote, the chair shall state whether the motion carried or failed, state the number of votes for and against, and indicate the recusals among commissioners.

ARTICLE VIII

COMMISSION MATTERS RELATED TO HUD GRANT FUNDING

SECTION 1. Applications, appeals relating to the processing of applications, and agenda items related to grant funding from the U.S. Department of Housing & Urban Development shall be processed and handled in the form and manner as provided by the Housing Department, prominently displayed on their website and/or available to the public upon request.

ARTICLE IX

COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.86 of the Pasadena Municipal Code, the chair may appoint members of ad hoc committees ~~or panels~~ necessary to carry on the work 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 commission hereby establishes a nominating committee which shall recommend nominees for office on the commission. The nominating committee shall consist of three members appointed by the chair to nominate officers. The committee shall be activated at the May meeting ~~be no later than the April meeting~~ and shall report its nominees at the June May meeting.

ARTICLE X

AMENDMENT OF RULES

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.

~~SECTION 1. These rules may be amended at any regular meeting of the commission by affirmative vote of a 7 majority of 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.~~

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.

RULES AND REGULATIONS

ARTICLE I

NORTHWEST COMMISSION

The name of this Advisory body is the Northwest Commission.

ARTICLE II

PURPOSES

SECTION 1. The purpose and function of this Commission are set forth in Chapter 2.95, Title 2 of the Pasadena Municipal Code.

~~SECTION 1. The purposes of this commission are:~~

- ~~A. Serve as a monitoring body for the northwest community.~~
- ~~B. Work with the city manager and staff on updating and revising the northwest strategic plan.~~
- ~~C. Provide ongoing oversight on the implementation of the plan.~~
- ~~D. Provide periodic advice to the city council on northwest issues.~~
- ~~E. Work with the city manager and staff to promote economic development activities in northwest Pasadena.~~
- ~~F. Provide periodic advice to the council on economic development activities in northwest Pasadena.~~
- ~~G. Present an annual review of the implementation of the plan's projects and programs to the city council and the community.~~

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 2.95, 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. In the event a member has Any member with three consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. will be removed from the commission. 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 is empowered to excuse absences for good cause. A member must advise notify the chair and or the secretary in advance of any anticipated absence or absence is unexcused from a scheduled meeting.~~

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

SECTION 5 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.95 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. ~~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 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.
6. 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.
7. If a member is required by City ordinance ~~and~~ 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.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the commission shall be chair, vice chair, secretary and parliamentarian. The secretary shall ~~may~~ be a member of the City staff.

SECTION 2. The chair shall have the following responsibilities: Preside at all meetings of the commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the parliamentarian for the commission; prepare the annual report for submission to the City Council; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign or make recommendations of the Commission; ~~advise the City Council of the names of members absences and of upcoming with three unexcused vacancies;~~ and conduct commission business in a manner consistent with these rules and regulations

SECTION 3. The vice chair shall perform the duties of an ~~absent or disabled~~ chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vice-chair, the members shall select a temporary chairperson.

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

SECTION 5. The parliamentarian shall assist the commission to resolve question parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order 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 at which they were elected and appointed for the Parliamentarian position. A Nominating Committee consisting of 3 members shall be appointed by the chair to nominate officers. It shall be activated at the May meeting and report at the June 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 commission shall be held on the 2nd Tuesday of every month at 6:30 pm at the 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. 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 that may arise.

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

SECTION 4. A majority of the seats ~~members~~ filled by the City Council ~~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 must be on the agenda to be discussed and acted upon. A matter may be placed on the agenda by a Commissioner ~~member~~, by a request from a ~~non-member agreed to by a member~~, or by staff.

ARTICLE VI

MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings should begin no later than 7:00 pm and adjourn no later than 8:30 pm.

SECTION 2. Discussion on any agenda item shall be limited to 15 minutes unless the Commission votes to extend discussion. The discussion shall be monitored by the chair. ~~for an additional 30 minutes (maximum).~~

SECTION 3. A member may not speak more than twice for or against any agenda item.

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

SECTION 5. Members should not prolong discussion by repeating an argument already made by another member.

SECTION 6. The order of business at all meetings shall be as follows:

1. ~~a.~~ Call to order
2. ~~b.~~ Roll call
3. ~~c.~~ Public comments
4. ~~d.~~ Review and Approval of minutes of previous meeting
5. ~~e.~~ Old business
6. ~~f.~~ New business (including public hearings if applicable)
7. ~~g.~~ Public hearings
8. ~~h.~~ Reports/Comments from the Chair/commission
9. ~~i.~~ Comments from the Commissioners, Reports, correspondence, announcements
9. Comments from Staff
10. Upcoming Next meeting agenda items
11. 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; 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. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.) E. g. “I move that the action ordering demolition of the building be rescinded.”
- 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. g. , “I move that the motion be tabled until the commission has a chance to review the committee’s report.”
- 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; e. g., “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 commission, the public will not be permitted to speak nor comment during the commission’s discussion of that motion.

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

SECTION 4. After a motion has been made and seconded, the ~~chair~~ 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~~ secretary shall announce the vote on the motion. In announcing the vote, the ~~chair~~ secretary shall state whether the motion carried or failed and the number of votes for and against.

ARTICLE VIII

COMMISSION MATTERS RELATED TO HUD GRANT FUNDING

SECTION 1. Applications, appeals relating to the processing of applications, and agenda items related to grant funding from the U.S. Department of Housing & Urban Development shall be processed and handled in the form and manner as provided by the Housing Department, prominently displayed on their website and/or available to the public upon request.

MEETINGS – HEARING PROCEDURES – IF APPLICABLE

~~SECTION 1. The commission shall follow the procedure outlined below in conducting hearings: review of action items~~

- ~~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 regarding action items requiring a public hearing shall be in writing and shall be mailed, sent to the parties within a reasonable time after the hearing~~

ARTICLE IX

COMMITTEES

SECTION 1. Unless otherwise provided in Chapter 2.95 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.

ARTICLE X

AMENDMENT OF RULES

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.

~~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.~~

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.

RECREATION AND PARKS COMMISSION
RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Parks and Recreation and Parks Commission.

ARTICLE II

PURPOSE

SECTION 1. The purpose and functions of this Commission are set forth in Chapter 2.100.440 of the Pasadena Municipal Code. The Recreation and Parks Commission is to advise City Council on all matters concerning recreation, recreational use and programs and all related features of "dedicated parkland," as defined and designated in Chapter 3.23 and of "parks," as defined and designated in Section 3.24.020(f) of the Pasadena Municipal Code.

A. The Commission shall have the following powers and functions:

- To advise the city council on all matters pertaining to recreation, recreational use and programs and all related features of "dedicated parkland," as defined and designated in Chapter 3.23 and of "parks," as defined and designated in Section 3.24.020(F);
- 1. To stimulate interest in parks and recreation programs and to obtain the greatest possible cooperation and participation of citizens and public and private agencies in such programs;
- 2. To pursue a policy of public acquisition of land or easements within open space districts;
- 3. To cooperate and assist in coordinating on a city-wide basis the work of community agencies, social organizations, and special interest groups which support parks and recreation;
- 4. To cooperate with school districts and other public agencies to maximize the recreational use

~~of school facilities and other public lands;~~

~~5. To cooperate with other city commissions and committees in reviewing and evaluating matters pertaining to parks and recreation;~~

~~6. To review, evaluate and recommend the establishment of goals and objectives and plans for the acquisition, improvements and utilization of park and recreation facilities and for any other activity over which the commission has responsibility, and issue periodic reports to the city council and city manager concerning the accomplishment of goals and objectives;~~

~~7. To consider, advise and make recommendations to the city council relative to:~~

~~a. A budget for operating expenditures, capital improvements and all other expenditures relating to public recreation facilities, including parks, playgrounds and special use facilities;~~

~~b. Methods and policies for the acquisition, planning, development and improvement of public recreation facilities, including parks, playgrounds and special use facilities and including the selection of contract consultants for the implementation of such activities;~~

~~c. Permits, fees and charges to be made for recreation programs and for the use of public recreation facilities, including parks, playgrounds and special use facilities;~~

~~d. Rules and regulations for the use of existing public recreation facilities, including parks, playgrounds and special use facilities, with an emphasis on equal opportunity of use and on minimizing adverse environmental impacts;~~

~~8. To perform such other duties as may be described by the Charter or ordinances of the city, or as may be requested by the city council or the city manager.~~

~~B. The city council shall respect the responsibilities of the commission and, accordingly, will endeavor, in good faith, to refer matters pertaining to parks and recreation to the commission for advice and recommendations.~~

~~Notwithstanding the forgoing, nothing in this code shall prohibit the city council from acting on~~

~~urgent or other matters without referring the same to the commission.~~

ARTICLE III

MEMBERSHIP

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

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.100.030, 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 eChair of the eCommission 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 eChair of the Commission may excuse absences. If a member does not advise the chair in advance of any anticipated absence from a schedule meeting, such absence shall be considered unexcused. A member must notify the Chair and staff in advance of an absence or absence is unexcused.~~

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

SECTION 5. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.100 of the Pasadena Municipal Code relating to this Commission.

SECTION 6. Each member has the right:

1. To receive timely notice of all meetings with accompanying documents;
2. To receive a copy of the minutes prior to approval;
3. To make motions or to second them;
4. To debate motions;
5. To vote on motions;
6. To hold office on the eCommission; and

7. To make recommendations to the Commission.

SECTION 7. 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. Conflict of Interest ~~Code of Ethics.~~

~~a.~~ If, due to any of the following factors, a member has a conflict of interest in a matter before the Commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the ~~hearing-meeting~~ room during any ~~hearing meeting~~ and deliberations and not discuss the matter with any other eCommission 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 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 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.a.~~ 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.

~~e.b.~~ 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 Commission.

ARTICLE IV

OFFICERS

SECTION 51. ~~The officers shall be elected by open ballot to serve for one year or until their successors are elected. The officers' term of office shall begin at the close of the annual July meeting at which they were elected.~~ Their term begins at the close of the annual meeting at which they were elected.

SECTION 42. The officers of the Commission shall be eChair and ~~+~~Vice-eChair. ~~A~~sSecretary shall be a member of the City staff.

SECTION 23. The eChair shall have the following ~~authority~~ responsibilities: 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 eCity eCouncil; set the date, hour and place of meeting ~~with approval of the commission~~; make appointments to committees; assign eCommissioners to have oversight responsibilities for specific parks; execute official communications; sign orders or recommendations of the Commission; ~~advise the city council of the names of members with three unexcused absences and of upcoming vacancies;~~ and conduct Commission business in a manner consistent with these rules and regulations.

SECTION 34. The ~~+~~Vice-eChair shall perform the duties of ~~an absent or disabled chair~~ the Chair in the absence of the Chair and perform such other duties as are assigned by the eChair. In the absence of both the eChair and ~~+~~Vice-eChair, the members shall select a temporary chairperson.

SECTION 45. ~~†~~The sSecretary 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 City Council and eChair 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 6. 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 5.~~ ~~The officers shall be elected by open ballot to serve for one year or until their successors are elected. The officers' term of office shall begin at the close of the annual July meeting at which they were elected.~~

SECTION 67. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V

MEETINGS - GENERAL RULES

SECTION 1. The regular meetings of the Commission shall be held on the ~~second~~ first Tuesday of the month ~~on Tuesday~~, at 6:00 p.m., located at the City Yards, 233 W. Mountain, second floor. 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 42.~~ ~~Scheduled~~ Regular meetings should begin no later than 7:00 ~~6:30 P.M., and adjourn by 8:30 P.M., unless otherwise extended by the Commission, and held at 233 W. Mountain, second floor, City Yard, unless the Commission votes to extend the meeting (no roll call vote is required).~~

SECTION 23. The regular meeting in ~~July~~ June shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business.

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

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~~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, that item shall be included on the next regular meeting agenda.~~

SECTION ~~7.48.~~ The order of business at all meetings shall be:

- ~~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)
- ~~3.7.~~ Reports/Comments from the Chair
- ~~a.~~ 8. Comments from Commissioners
- ~~8.~~ 9. Staff Comments
- ~~4.~~ Reports
- ~~5.~~ Correspondence
- ~~6.~~ Public Comment
- ~~7.~~ Action Items
- ~~8.~~ Public Hearings
- ~~9.~~ Information Items and Staff Reports
- ~~10.~~ Comments from the Commission
- ~~11.9.~~ Next meeting agenda items
- ~~12.10.~~ Adjournment

SECTION 829. Discussion on any agenda item shall may be limited to 30fifteen 15 minutes, at the discretion of the chair, unless the commission votes to extend discussion.

SECTION 9 10. A member may be asked not to speak longer than three minutes during

discussion.

~~SECTION 1044.~~ 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.

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

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

ARTICLE VII

MEETINGS - MOTIONS

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

- a. Motion for Action: A proposal by a member that the Commission do a special thing;
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution.
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minutes, 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 Commission shall be by voice vote unless a roll call is requested by the eChair or a member of the Commission. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the eChair or Secretary may 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 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 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 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 X

COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.100 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 Ccommission. 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. ~~A nominating committee consisting of three (3) members shall be appointed by the chair at the regular March meeting. The nominating committee shall receive recommendations from any member or any other person; and shall meet as necessary to nominate one member for chair and one for vice chair after obtaining the consent of each nominee. Additional candidates for either office may be nominated by a member at the meeting scheduled to elect officers. The Commission hereby shall establish a nominating committee to recommend nominees for officers 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 X

AMENDMENT OF RULES

These rules may be amended at any regular meeting of the Ccommission 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~~City Council for final approval and shall not become effective until approved and ordered filed by the City Council.

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.

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Senior Commission

ARTICLE II

PURPOSES

SECTION 1. The purpose and function of this commission are as set forth in Chapter 2.120.110 of the Pasadena Municipal Code.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to 13 members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.120, Title 2 of the Pasadena Municipal Code.

SECTION 3. With respect to the appointment of Senior agency members, the following procedures shall be followed: Staff shall mail applications to agencies providing services to Seniors; after these applications are returned to the city, they shall be forwarded to the full commission which shall review the applications and forward a final recommendation to the City Council for ratification.

SECTION 43. 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 54. Absent members cannot vote by proxy on issues before the Commission at schedule meetings.

SECTION 65. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.120 of the Pasadena Municipal Code relating to this Commission.

SECTION 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 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. 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 deliberation, 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 members 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 members impartiality in resolving the matter before Commission;
- (6) Member may have a bias prejudicial to the interest of the public or which would give the appearance of impropriety.

- b. If a member is required by City ordinance and or the political reform Act to file statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the Commission.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the Commission shall be a chair and vice chair. . The secretary shall be a member of the city staff. The Commission shall have a Parliamentarian who is appointed by the Chair at the annual meeting.

SECTION 2. 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 with approval of the Commission; 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 the chair in the chair's absence and perform other duties as assigned by the chair. In the absence of both the chair and vice-chair, the members shall select a temporary chair person.

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 of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and post 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 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 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 close of the annual meeting at which they were elected and ~~for the~~ appointed for the 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 meeting of the Commission shall be held the second Tuesday of each month at 2:00 p.m. at the Jackie Robinson Community Center, 1020 N. Fair Oaks Ave., Pasadena, . 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 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 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. 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 5. 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- GENERAL RULES

SECTION 1. Scheduled meetings should begin no later than 2:30 P.M. and adjourn by 3:30 P.M. commission.

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

SECTION 3. Discussion on any agenda item may be limited to 15minutes at the discretion of the chair unless the Commission votes to extend the discussion.

SECTION 4. Member may be asked not to speak for more than three minutes, discussion shall be monitored by the chair.

SECTION 5. The order of business at all regular meetings shall be:

1. Call to order

2. Roll call
3. Public Comment
4. Approval of Minutes
5. Old Business
6. New business (including public hearings in applicable)
7. Reports/Comments from the Chair
8. Comments from Commissioners
9. Staff Comments
10. Next meeting Agenda items
11. 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 public shall not be permitted to speak or 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 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 Secretary shall announce the vote on the motion. In announcing the vote, the chair or Secretary 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)

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 IX

COMMITTEES

SECTION 1. The Chair may appoint members to ad hoc or standing 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 members appointed by the chair. The committee shall be activated at the May meeting and shall report its nominees at the June meeting.

ARTICLE X

AMENDMENT OF RULES

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.