

The following rules and regulations were approved by the City Council on May 3, 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 Recreation and Parks Commission.

ARTICLE II

PURPOSE

SECTION 1. The purpose and functions of this Commission are set forth in Chapter 2.100 of the Pasadena Municipal Code.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to nine 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 Chair of the Commission and to the person who appointed and/or nominated the member to the Commission, or his/her successor.

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:

- 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. 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

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 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.

d. 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 shall be a member of the City staff.

SECTION 2. The Chair shall have the following responsibilities: preside at all meetings of the Commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; prepare the annual report for submission to the City Council; set the date, hour and place of meeting; make appointments to committees; assign Commissioners to have oversight responsibilities for specific parks; sign recommendations of the Commission; 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 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 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 City Council and Chair of any members with three consecutive unexcused absences and of upcoming vacancies; assist in the preparation of the agendas; and make and post all notices.

SECTION 5. 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 the close of the annual meeting at which they were elected.

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than ~~two~~ three 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 the month, at 6:00 P.M. 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 2. Regular meetings should begin no later than 6:30 P.M. and adjourn by 8:30 P.M., unless the Commission votes to extend the meeting.

SECTION 3. 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. 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 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 placed on the agenda by a member, or by staff.

SECTION 7. The order of business at all meetings shall be:

1. Call to order
2. Roll call
3. Public comments
4. Approval of minutes
5. New business (including public hearings if applicable)
6. Old business
7. Reports/comments from the Chair
8. Comments from Commissioners
9. Staff Comments
10. Upcoming meeting agenda items
11. Adjournment

SECTION 8 Discussion on any agenda item may be limited to 15 minutes, at the discretion of the chair, 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 - MOTIONS

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

Motion for Action: A proposal by a member that the Commission do a special thing;

- a. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution.
- b. 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.)
- c. 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.)
- d. 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 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 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 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 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

COMMITTEES

SECTION 1. Unless otherwise provided in Chapter 2.100 of the Pasadena Municipal Code, the Chair may appoint members to ad hoc 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.

SECTION 2. 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

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.