

Rules and Regulations (August 31, 2026)
Pasadena Playhouse Parking Meter Zone Advisory Commission

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this Commission shall be the Pasadena Playhouse Parking Meter Zone Advisory Commission ("Commission").

ARTICLE II

PURPOSES

SECTION 1. The purposes of this Commission are to:

1. Recommend to the City Council the priority expenditures of net revenues from parking meters within the Pasadena Playhouse Parking Meter Zone ("Zone") for street and parking-related expenditures which regulate and control traffic and parking within this Zone and its surrounding area.
2. Study and examine any other parking-related issues referred to it by the City Council or by the Director of Transportation which may include, but without limitation, proposed changes and amendments to the parking meter rates.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to seven (7) members.

SECTION 2. Members shall be appointed, and vacancies shall be filled, in conformity with applicable provisions in Chapter 2.98, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the Commission shall submit their resignation in writing to the Chair of the Commission and to the Office of the Mayor and the City Council.

SECTION 4. In the event a member has three (3) consecutive unexcused absences from Commission meetings, the City Council may declare the office of such member vacant. The Chair of the Commission may excuse absences for good cause. A member must advise Commission staff in advance of any anticipated absence from any meeting.

SECTION 5. Absent members cannot vote by proxy on issues before the Commission.

SECTION 6. Upon appointment, all members shall receive a copy of these Rules and Regulations in Chapter 2.98 of the Pasadena Municipal Code relating to this Commission.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them, unless there is a conflict of interest;
- d. To debate motions, unless there is a conflict of interest;
- e. To vote on motions, unless there is a conflict of interest;
- f. To hold office on the Commission;
- g. To make recommendations to the Commission;
- h. To request items to be placed on the agenda.

SECTION 8. No member shall purport to represent or speak on behalf of the Commission without the prior approval of a majority of the members of the Commission.

SECTION 9. 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,

Rules and Regulations (August 31, 2026)
Pasadena Playhouse Parking Meter Zone Advisory Commission

abstain from voting on the matter, and not discuss the matter with any other Commission member at any time prior to final action by the Commission:

- (1) Member is a client, employee, landlord, or a 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 direct 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, associate or close 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 they may have a bias prejudicial to the interests of the public or the Zone, or which would give the appearance of impropriety.
 - c. If a member is required by City ordinance and 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. The membership of a member on the Pasadena Playhouse Parking Meter Zone Advisory Commission shall be automatically terminated without further notice if that member fails to pay all Playhouse Parking Zone charges for which they are liable within ten (10) days of receiving notice of nonpayment from City.

ARTICLE IV
OFFICERS

Rules and Regulations (August 31, 2026)
Pasadena Playhouse Parking Meter Zone Advisory Commission

SECTION 1. The officers of the Commission shall be a Chair, Vice-Chair, Parliamentarian and Secretary. The Parliamentarian and Secretary 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 do; call special meetings when necessary; review the agenda with staff; appoint the Parliamentarian for the Commission; prepare the annual report for submission to the City Council; fix the date, hour, and place of meetings; make appointments to sub-committees; execute official communications; sign orders or recommendations of the Commission; advise the City Council of the names of members with three unexcused absences and of upcoming vacancies; and conduct Commission business in a manner consistent with these rules and regulations.

SECTION 3. The Vice-Chair shall perform the duties of an absent or disabled chair and perform such other duties as are assigned by the Chair. In the case of the resignation or death of the Chair, the Vice-Chair shall perform the duties of the Chair until such time as the Commission elects a new Chair.

SECTION 4. The Secretary may, at the Chair's option, be designated by the Director of Transportation. 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 agenda; and prepare and 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 ("PMC"), or the Ralph M Brown Act (California Government Code Section 54950, *et seq.*).

SECTION 6. The Chair and Vice-Chair 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.

SECTION 8. Should the office of the Chair or the Vice-Chair become vacant, the Commission shall elect a successor at its next regular meeting. Should the Chair and Vice-Chair be temporarily absent, the Commission shall select a temporary Chair.

ARTICLE V

MEETINGS – GENERAL RULES

SECTION 1. The regular meetings of the Commission shall be held at least once each calendar quarter. Notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager and posted at the Council Chambers bulletin board, the main Public Library public information Kiosk, on the City's website, and such other locations as determined by the Commission.

SECTION 2. The regular meeting in the third quarter of each calendar year 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 3. Special meetings may be scheduled by the Chair or a majority of the members 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. Pursuant to PMC Section 2.98.070, a quorum shall be a majority of the Commission seats filled by City Council.

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, unless otherwise provided by law, be placed on the agenda by a member, by a request from a non-member agreed to by a member or staff, or by staff.

ARTICLE VI

MEETINGS – SPECIAL RULES

SECTION 1. The Commission shall decide the time and place of regular meetings at or about the first meeting of the City's fiscal year.

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

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

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

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

SECTION 6. Public comments shall be limited to a total of twenty (20) minutes. Any individual may be asked to not speak longer than three minutes, or for a shorter amount of time at the Chair's discretion, in consideration of the length of the agenda and/or the prospect of losing a quorum.

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

- a. Call to order
- b. Roll call
- c. Public comments on items not on the agenda
- d. Approval of minutes
- e. New business
- f. Old business
- g. Information items
- h. Commissioner comments
- i. Chair's comments
- j. Other reports
- k. Adjournment

ARTICLE VII
MEETINGS – MOTIONS

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

- a. Motion for Action: A proposal by a member that the Commission takes an action; e.g., "I move that the Commission issue an order to Mr. _____."
- 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 _____ after the words _____."
- c. Motion to Reconsider or Rescind: At the same meeting, a proposal to repeal a motion before a different course of action is decided; e.g., "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 minute book, it must be repealed.) Reconsideration or repeal of an action(s) taken at prior meeting requires compliance with the Brown Act's notice and agenda requirements.
- 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: Subject to compliance with the Brown Act's notice and agenda requirements, a proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the order of 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. Provided members of the public have been afforded the opportunity to provide comment before or during consideration of the item, 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. There shall be no secret ballots.

SECTION 4. After a 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. No action of the Commission shall be valid without the affirmative vote of at least three members.

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

ARTICLE VIII

MEETINGS – HEARING PROCEDURES

SECTION 1. The Commission shall follow the procedure outlined below in conducting 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 and opponent each 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 hearing shall be confirmed in writing and shall be mailed to the parties within a reasonable time after the hearing.

ARTICLE IX

COMMITTEES AND PANELS

SECTION 1. Unless otherwise provided in PMC Chapter 2.98, the Chair may appoint members to ad hoc committees or panels as necessary to conduct the work of the Commission. The Chair shall define the ad hoc committee's area of operation and concern, and establish rules of operation.

ARTICLE X

ADOPTION AND AMENDMENT OF RULES AND REGULATIONS

SECTION 1. Pursuant to PMC Section 2.98.080, these rules shall be adopted and amended at any meeting of the Commission by the affirmative vote of four members, provided that the proposed rules, regulations and amendments thereto have been submitted in writing to all commissioners prior to the meeting. Proposed amendments must be submitted to the City Council for final approval.