

Bylaws (August 31, 2026)
South Lake Parking Place Commission

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this Commission shall be the South Lake Parking Place Commission.

ARTICLE II

PURPOSES

SECTION 1. The purpose of this Commission is to manage, operate and control the South Lake Parking District and the parking spaces therein; to adopt and enforce all necessary rules for their use; and to ensure that the South Lake Parking Place District is operated for the benefit of all its members

SECTION 2. The South Lake Parking Place Commission shall manage the District independently of the City Council except for annual budget approval by the City Council, appeals to the City Council concerning a Commission decision, and such other direction as the City Council may provide from time to time.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to five (5) members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.130, 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 Mayor.

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 a good cause. A member must advise the staff for the Commission 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 2.130 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;
- d. To debate motions;
- 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, 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 he/she may have a bias prejudicial to the interests of the Public or the Parking District, 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 South Lake Parking Place Commission shall be automatically terminated without further notice, if that member fails to pay all South Lake Parking District charges for which he/she is liable within ten (10) days of receiving notice of nonpayment from City.

ARTICLE IV

OFFICERS

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, or the Ralph M Brown Act.

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 Chairman 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. Three members 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, 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 meetings at the first meeting of the City's fiscal year (July – June).

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.

SECTION 7. The order of business at all 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
(Items e – g will be presented once for the Shopper's Lane surface lot fund, and once for the on-street meter fund)
- 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 Rescind: 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.)
- 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 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. 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.

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 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 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 Chapter 2.130 of the Pasadena Municipal Code, 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 as hoc committee's area of operation and concern, and establish rules of operation.

ARTICLE IX
COMMITTEES AND PANELS

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 to all commissioners prior to the meeting. Proposed amendments must be submitted to the City Council for final approval.