

# Agenda Report

October 24, 2011

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Transportation and City Attorney's Office  
**SUBJECT: STAFF REVIEW OF COMMISSION-REQUESTED AMENDMENTS TO "RULES AND REGULATIONS" FOR TRANSPORTATION ADVISORY COMMISSION**

**RECOMMENDATION:**

It is recommended that the City Council adopt the proposed amendments to "Rules and Regulations" for the Transportation Advisory Commission, as set forth in Attachment A and direct the City Attorney's Office to draft an ordinance modifying the corresponding sections of the Pasadena Municipal Code, regarding TAC purpose, qualifications and the term of the TAC appointee to the Design Commission, to make them consistent with the TAC Rules and Regulations.

**ADVISORY COMMISSION REVIEW:**

The Transportation Advisory Commission (TAC) reviewed the proposed amendments to the Commission's Rules and Regulations at its regular meetings of October 28, 2010, and January 27, 2011. The proposed amendments were approved by the seven members who were in attendance at the January 27, 2011 meeting and are as set forth in Attachment B. Minor modifications, primarily for clarification and consistency with City Council practice, were made and incorporated into Attachment A, which has not been sent back to the TAC for further review.

**BACKGROUND:**

On September 28, 2011, the Legislative Policy Committee of the City Council received a request from the TAC for consideration of amendments to the TAC's Rules and Regulations (Attachment B). The Committee directed staff in the City Attorney's Office and the Transportation Department to evaluate the requested amendments with reference to the Pasadena Municipal Code. Subsequently, and in the effort to move this matter expeditiously, the Office of the Mayor was consulted in order to ascertain whether further clarifications were advisable for consistency with City Council practice. Based upon that consultation, the final proposed version is set forth in Attachment A.

The Rules and Regulations of the TAC were originally approved by the City's Board of Directors on June 13, 1988. Subsequently on December 22, 1992, the City Council

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received and filed minor suggested revisions to the Rules and Regulations as part of the TAC's Annual Report and Work Plan for 1992-1993.

On May 13, 2010, the TAC formed a subcommittee of two of its members to prepare a set of desired amendments to the Rules and Regulations. Over a period of several months, the subcommittee members met with staff from the Transportation Department, the City' Attorney's Office, and the City Clerk's Office to receive guidance on preparing the amendments in a manner that is consistent with various City policies and the City's Municipal Code.

The TAC's intent for these amendments was three fold:

1. Make the Rules and Regulations of the TAC consistent with the provisions of PMC 2.135. For example, several terms such as Board of Directors, number of members, and quorum requirements have been updated in the Municipal Code but have never been reflected in the Rules and Regulations of the TAC.
2. Clarify and expand on a number of areas on how the TAC conducts its business and where there have been questions or ambiguities in the past. These issues included:
  - Clarifications on teleconferencing requirements,
  - The protocol on how an item may be placed on the commission's agenda for discussion,
  - The conflict of interest provisions adopted by the city council,
  - The responsibilities of the officers of the commission,
  - Term requirements to serve as an officer of the commission,
  - The purpose of subcommittees, and
  - The notion of preparing Action Minutes of the meetings as adopted by the City Council.
3. Seek the City Council's approval to expand on:
  - (a) The purpose and function of the TAC,
  - (b) Broaden the qualification requirements to be a member of the TAC, and
  - (c) Introduce procedures on nominating a member to serve on the Design Commission.

Staff has reviewed the modifications requested by the TAC and believes that many of the suggested amendments are routine in nature and within the purview of the TAC to revise subject to the City Council's approval. As formulated by the TAC, there are three particular areas of the amendments to the Rules and Regulations (Purpose, Membership Qualifications, and Design Commission Nomination) which also suggest

STAFF REVIEW OF COMMISSION-REQUESTED AMENDMENTS TO "RULES AND REGULATIONS" FOR TRANSPORTATION ADVISORY COMMISSION

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amendments to the Pasadena Municipal Code. Specifically, revision of PMC Section 2.135.110, adding the following to the TAC's area of responsibility: Measure R and Metro Sales Tax funds, streetcars and certain other regional studies, committees and task forces. In addition, revision of PMC Section 2.135.040, to indicate that TAC members have "experience, knowledge or interest in the fields of transportation, urban planning and public service" is suggested. Finally, revision of PMC Section 2.80.030 to indicate that TAC appointees serve for a period of time governed by the TAC Rules and Regulations, but for no greater a term than other Design Commissioners, is also suggested.

The request for specific additions to the Rules and Regulations is explained in more detail and highlighted in yellow for easy reference in the TAC Memorandum of September 28, 2011 to the Legislative Policy Committee (Attachment B). The further modifications made to the TAC proposal after consultation with the Office of the Mayor to ensure consistency with City Council practice are set forth in the redline version at Attachment A, which is the version recommended by staff.

The Legislative Policy Committee has also asked for advice on the proposed Rules and Regulations, with particular attention to any precedent being set by the TAC approach to the Council on these issues and whether it might have unintended consequences. In that regard, it should be noted that City Commissions are charged with developing Rules and Regulations consistent with their foundational ordinances and submitting them to the City Council for approval and filing. The Rules and Regulations which were submitted by the TAC for Council approval seek not only to update the TAC Rules in a routine fashion, as envisioned by the Code, but they also propose an expanded TAC mission as well as some changes to the mechanics of TAC representation on the Design Commission.

With respect to the precedential value of the request of the TAC, the request is consistent with the general direction of the Pasadena Municipal Code, Section 2.45.060, which directs Commissions to approach the City Council for clarification on roles and jurisdiction. Further, there is no other avenue prescribed for a Commission to make suggestions to the City Council on the issues of a Commission's role and composition. The comprehensive, revised set of Rules and Regulations, as offered by the TAC, appears to be an appropriate vehicle and one that places the request in context so that the City Council can review its effect on the entire work program of the TAC. It should be noted that the TAC spent many hours working through these issues with Department of Transportation staff and the City Attorney's and the City Clerk's Offices in order to narrow the issues to be put before the City Council. In that regard, the TAC, in its Memorandum of September 28, 2011, to the Legislative Policy Committee (Attachment B), has made clear the specifics of the changes sought, recognizing which issues implicate policies strictly within the purview of the City Council to make. It has framed these issues for Council consideration with an understanding that the Commission can request, and only the City Council has the authority to direct any changes. This has been a complex, deliberative process for the TAC. The only

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evident, unintended consequence from encouraging or allowing other Commissions to proceed in this fashion is the investment of time in developing and in reviewing the suggestions.

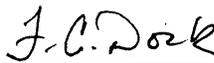
**COUNCIL POLICY CONSIDERATION:**

The request for City Council's approval of these amendments is consistent with the provisions of the Pasadena Municipal Code, Sections, 2.45.060 and 2.135.080, relating to a Commission seeking guidance of the Council and to the Rules and Regulations of the TAC.

**FISCAL IMPACT:**

There are no fiscal impacts associated with the approval of these potential amendments.

Respectfully submitted,



FREDERICK C. DOCK

Director

Department of Transportation

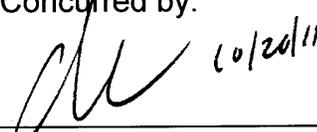
Prepared by:



Bahman Janka

Transportation Administrator

Concurred by:



Nicholas George Rodriguez

Assistant City Attorney

Approved by:



For MICHAEL J. BECK

City Manager

Attachment A – Revised Rules and Regulations (Finalized and Redlined)

Attachment B – TAC Memorandum to the Legislative Policy Committee,  
September 28, 2011

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

## **RULES AND REGULATIONS**

### **TRANSPORTATION ADVISORY COMMISSION**

#### **ARTICLE I**

##### **NAME**

The name of this advisory body is the Transportation Advisory Commission (hereinafter referred to as Commission).

#### **ARTICLE II**

##### **PURPOSE**

The purpose of this Commission is to discuss, analyze, evaluate and make policy recommendations to the City Council on short and long range measures to improve the City's transportation system. Specifically, the Commission shall study and make policy recommendations on policy issues including, but not limited to:

- a. Measures affecting the traffic circulation and transportation in the City of Pasadena.
- b. Annual and long range allocation of Proposition A and C funds and Measure R Metro Sales Tax Funds.
- c. Annual capital programs and five-year Capital Improvement Program of the City affecting streets and transportation.
- d. Federal, state and regional funding actions affecting the transportation network serving Pasadena, including existing and proposed freeways.
- e. Inclusion of Pasadena in Southern California's Light Rail Transit Network.
- f. Transportation Demand Management (TDM) programs and measures designed to manage or reduce traffic congestion, including ridesharing, vanpooling, alternative work-hours strategies, application of new technologies, and encouragement of existing and alternative modes of transit.
- g. Provision for a public transit system, including streetcar/trolley and shuttle bus systems.
- h. Protection of residential neighborhoods from negative transportation system impacts.
- i. Provision for service to those with limited access to transportation.
- j. Promotion of energy conservation aspects of transportation.

- k. If and to the extent requested by the City Council, leadership of and participation in local and regional studies and committees or task forces dealing with transportation issues.
- l. If and to the extent requested by the City Council, assistance to other City Commissions, Committees and Task Forces regarding transportation-related issues including review of and comment on transportation related policy aspects of various elements of the City's Strategic Plans, Specific Plans, Master Plans, development projects, and associated environmental impact reports.
- m. Such other matters as shall be referred from time to time to the Commission by the City Council.

### **ARTICLE III**

#### **MEMBERSHIP**

**SECTION 1.** The membership of this Commission shall be limited to nine (9) members, appointed from the residents of the City having experience, knowledge, or interest in the fields of transportation, urban planning, and public services. Members may be appointed to represent the diverse transportation modes in the City, including drivers, pedestrians, transit users, bicyclists, and wheelchair users.

**SECTION 2.** Members shall be appointed in conformity with applicable provisions in Chapter 2.135, 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 Office of Mayor and City Council.

**SECTION 4.** Any member with three (3) consecutive unexcused absences may be removed from the Commission by the City Council. A member must advise the Chair twenty-four (24) hours in advance of any anticipated absence from a scheduled meeting. The Chair may excuse an absence.

**SECTION 5.** Members absent from meetings of the Commission may not vote except pursuant to teleconference participation as specified in these rules and regulations.

**SECTION 6.** Teleconference participation is acceptable in accordance with certain circumstances under the Brown Act if:

- a. It is noticed on the agenda in advance;
- b. The member can be found at one location accessible to the public;
- c. The agenda is posted at the remote location; and
- d. Staff legal counsel is consulted in advance.

**SECTION 7.** Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.135 of the Pasadena Municipal Code relating to this Commission.

**SECTION 8.** Each member has the right to:

- a. Receive timely notice of all meetings with accompanying documents;
- b. Request that a matter be placed on the agenda
- c. Receive a copy of the minutes prior to approval;
- d. Make motions or second them;
- e. Debate motions;
- f. Vote on motions;
- g. Hold office on the Commission
- h. Make inquiries, parliamentary or informational; and
- i. Make recommendations to the Commission.

**SECTION 9.** No member shall purport to represent to speak on behalf of the Commission without the prior approval of a majority of the Commission.

**SECTION 10.** All members disqualified due to a conflict of interest from participation in a matter before the Commission shall excuse themselves from the meeting room while the Commission deliberates and takes action on the matter as to which they are disqualified.

- a. The one exception is that a disqualified member with an application pending before the Commission shall have the right to address the Commission as a member of the public regarding the merits of the application.

**ARTICLE IV**

**OFFICERS**

**SECTION 1.** The officers of the Commission shall be Chair and Vice-Chair.

**SECTION 2.** The Chair shall have the following responsibilities:

- a. Preside at all meetings of the Commission;
- b. Vote on every motion as other members;
- c. Call special meetings when necessary;
- d. Assist the City Department of Transportation in preparing Commission meeting agendas;
- e. Prepare the annual report for submission to the City Council;
- f. Fix the date, hour and place of meeting;
- g. Make appointments to subcommittees and panels subject to Commission review and concurrence;
- h. Create and/or convene an Ad Hoc committee whenever necessary;
- i. Execute official communications;
- j. Sign orders or recommendations of the Commission;
- k. Excuse absences; and
- l. 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.** Subject to general direction of the City Department of Transportation, the staff to the Commission shall have the following responsibilities:

- a. Record the Minutes of all proceedings before the Commission;
- b. Maintain the records of the Commission in complete and up-to-date order;
- c. Advise the Chair and the secretary to the Mayor three (3) months prior to expiration of appointments;
- d. Advise the Chair and the secretary to the Mayor of any members with three (3) consecutive, unexcused absences;
- e. Assist in the preparation of the agendas; and make and serve all notices; and
- f. Poll members to ensure that a quorum will be present.

**SECTION 5.** At the July annual meeting of the Commission, the members shall elect by open ballot a Chair and a Vice-Chair to serve for one year. In the absence or disability of the Chair and Vice-Chair, the Chair shall designate a temporary Chair.

**SECTION 6.** No member shall hold more than one office at a time.

**SECTION 7.** No member shall serve as an officer for more than two consecutive one year terms unless the Commission waives this provision.

## ARTICLE V

### DESIGN COMMISSION NOMINATION

**SECTION 1.** The Pasadena Municipal Code (Section 2.80.30) specifies that the Transportation Advisory Commission shall nominate one of its members to the City Council to serve on the Design Commission.

**SECTION 2.** The primary purpose of service on the Design Commission shall be to provide advice on transportation issues related to projects under review.

**SECTION 3.** All members of the Transportation Advisory Commission may be nominated for service on the Design Commission.

- a. Representation on the Design Commission will rotate periodically among the members who express a desire to serve in this capacity.

**SECTION 4.** A member shall be nominated to serve on the Design Commission for a one year term.

- a. A nominee shall have served for at least one year on the Transportation Advisory Commission; and
- b. This nomination will be approved as part of the election of officers at the July Annual Meeting.

## **ARTICLE VI**

### **SUBCOMMITTEES**

**SECTION 1.** Unless otherwise provided in Chapter 2.135, Title 2, of the Pasadena Municipal Code, the Chair may establish subcommittees necessary to carry on the work of the Commission in the following manner:

- a. Define the area of operation and concern of subcommittees, and establish rules of operation;
- b. Appoint members to subcommittees based on their areas of greatest interest;
- c. Confirm that members on a subcommittee do not constitute a quorum; and
- d. Act as an ex officio member of all subcommittees.

**SECTION 2.** Subcommittees are generally designated as follows:

- a. Standing Committees such as:
  1. Annual Report Card monitoring; and
  2. Capital Improvement Program Monitoring.
- b. Ad Hoc Subcommittees such as:
  1. Bicycle Master Plan;
  2. General Plan Mobility Element;
  3. Pedestrian Plan; and
  4. Public Transit/ARTS.

## **ARTICLE VII**

### **MEETINGS – GENERAL RULES**

**SECTION 1.** The regular meetings of the Commission shall be held each month, except for August.

- a. Special meetings may be scheduled based upon need and action by the Commission; and
- b. 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 July 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 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 twenty-four (24) hours in advance.

**SECTION 4.** A majority of the Commission seats filled by the Mayor and City Council shall constitute a quorum for convening meetings.

- a. A seat is deemed to be filled after a nominee has been sworn in by the City Clerk;
- b. No action of the Commission shall be valid without the affirmative vote of at least three (3) members; and
- c. If the quorum no longer exists during the course of a duly convened meeting, the meeting shall be adjourned.

**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.** Meeting minutes shall be recorded as “Action Minutes” to include:

- a. Name of the body, date, hour, and place of the meeting;
- b. Names of members present, absent, arriving late, leaving early;
- c. Whether it is a regular or special meeting with proper notice given;
- d. Time meeting commenced and recessed;
- e. Topics of business and action taken (i.e. motions, votes, directions to staff);
- f. Statements made “for the record” as requested by a member;
- g. Public comment to only reference name of person and subject matter addressed; and
- h. Adjournment time.

## ARTICLE VIII

### MEETINGS – SPECIAL RULES

**SECTION 1.** Robert’s Rules of Order shall be used to ensure the orderly conduct of meetings and efficient flow of agendas provided the rules are not inconsistent with the Pasadena Municipal Code and the Ralph M. Brown Act.

**SECTION 2.** Discussion of any agenda item may be limited to ten (10) minutes by the Chair.

- a. A member may not speak more than twice for or against any agenda item unless an extension is granted by the Chair; and
- b. A member may be asked by the Chair not to speak longer than three (3) minutes during discussion.

**SECTION 3.** The order of business at meetings shall be as follows unless changed by the Chair:

- a. Call to order;
- b. Roll Call;
- c. Public comment on matters not on the agenda;
- d. Approval of the minutes;

- e. Informational reports from the Chair and Vice-Chair; the last Commission meeting or upcoming matters of interest not likely to be covered by the agenda or subcommittee report;
- f. Informational reports from the Department of Transportation:
  - 1. Status updates;
  - 2. Environmental studies;
  - 3. Staff activities.
- g. Unfinished business (designated action or information);
- h. New business (designated action or information);
- i. Commissioner comments/questions/requests;
- j. Subcommittee reports;
- k. Correspondence; and
- l. Adjournment

## **ARTICLE IX**

### **MEETINGS – MOTION**

**SECTION 1.** The Commission may employ five (5) motions in reaching decisions:

- a. Motion for action: A proposal by a member that the Commission do something;
- 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 (may have been found to be impractical);
- d. Motion to table: A proposal to cut off discussion and action on a motion that has been made until a later time;
- e. Motion to call the question: A proposal to cut off discussion and proceed with a vote on a motion under consideration.

**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, with the assistance of the secretary, if the Chair requests. 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 X**

**HEARING PROCEDURES**

**SECTION 1.** The Commission shall adhere to the following procedures in conducting hearings:

- a. The title of the matter shall be announced by the Chair;
- b. A City staff member or other appropriate person shall present the matter to the Commission;
- c. The Chair shall:
  1. Call for all proposers, applicants, proponents, or opponents to individually present their views, proposals, additional facts, or evidence;
  2. Call for statements from other persons favoring the matter, opposing the matter or having additional comments concerning the matter under consideration;
  3. Give the proposer, applicant, proponent or opponent and opportunity for rebuttal at the completion of the statements;
  4. The Chair shall declare the hearing closed, call for a motion on the matter, and announce the decision of the Commission; and
  5. All decisions of the Commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties concerned within a reasonable time after the hearings.

**ARTICLE XI**

**AMENDMENT OF RULES AND REGULATIONS**

**SECTION 1.** Subject to submission to and approval by the City Council, these rules and regulations may be amended at any regular meeting of the Commission by an affirmative vote of at least five (5) members, provided the matter has been:

- a. Listed on the agenda in compliance with the Brown Act;
- b. Reviewed by the City Attorney's Office; and
- c. Submitted in writing at a previous meeting of the Commission.

**SECTION 2.** After approval by a majority vote of the Commission, the amended rules and regulations shall be submitted by the Chair to the City Council for final approval.

The following rules and regulations were ~~amended by the Transportation Advisory Commission on January 27, 2011 and~~ approved by the City Council on \_\_\_\_\_ for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

**RULES AND REGULATIONS**

**TRANSPORTATION ADVISORY COMMISSION**

**ARTICLE I**

**NAME**

The name of this advisory body is the Transportation Advisory Commission (hereinafter referred to as Commission).

**ARTICLE II**

**PURPOSE**

The purpose of this Commission is to discuss, analyze, evaluate and make policy recommendations to the City Council on short and long range measures to improve the City's transportation system. Specifically, the Commission shall study and make policy recommendations on policy issues including, but not limited to:

- a. Measures affecting the traffic circulation and transportation in the City of Pasadena.
- b. Annual and long range allocation of Proposition A and C funds and Measure R Metro Sales Tax funds.
- c. Annual capital programs and five-year Capital Improvement Program of the City affecting streets and transportation.
- d. Federal, state, and regional funding actions affecting the transportation network serving Pasadena, including existing and proposed freeways.
- e. Inclusion of Pasadena in Southern California's Light Rail Transit Network.
- f. Transportation Demand Management (TDM) programs and measures designed to manage or reduce traffic congestion, including ridesharing, vanpooling, alternative work-hours strategies, application of new technologies, and encouragement of existing and alternative modes of transit.
- g. Provision for a public transit system, including streetcar/trolley and shuttle bus systems.
- h. Protection of residential neighborhoods from negative transportation system impacts.
- i. Provision for service to those with limited access to transportation.
- j. Promotion of energy conservation aspects of transportation.
- k. ~~If and to the extent requested by the City Council, L~~eadership of and participation in local and regional studies and committees or task forces dealing with transportation issues.
- l. ~~If and to the extent requested by the City Council, A~~ssistance to other City Commissions, Committees and Task Forces regarding transportation-related issues including review of and comment on transportation related policy aspects of various elements of the City's Strategic Plans, Specific Plans, Master Plans, development projects, and associated environmental impact reports.
- m. Such other matters as shall be referred from time to time to the Commission by the City Council.

**ARTICLE III**

**MEMBERSHIP**

**SECTION 1.** The membership of this Commission shall be limited to nine (9) members, appointed from the residents of the City having experience, knowledge, or interest in the fields of transportation, urban planning, and public services. Members ~~shall~~ may be appointed to represent the diverse transportation modes in the City ~~to the extent practical~~ including drivers, pedestrians, transit users, bicyclists, and wheelchair users.

**SECTION 2.** Members shall be appointed in conformity with applicable provisions in Chapter 2.135, 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 ~~office that appointed the member~~ Office of Mayor and City Council.

**SECTION 4.** Any member with three (3) consecutive unexcused absences may be removed from the Commission by the City Council. A member must advise the Chair twenty-four (24) hours in advance of any anticipated absence from a scheduled meeting. The Chair may excuse an absence.

**SECTION 5.** ~~Absent m~~Members absent from meetings of cannot vote by proxy on questions before the Commission at scheduled meetings with the exception of teleconferencing may not vote except pursuant to teleconference participation as specified in these rules and regulations.

**SECTION 6.** Teleconference participation is acceptable in accordance with certain circumstances under the Brown Act if:

- a. It is noticed on the agenda in advance;
- b. The member can be found at one location accessible to the public;
- c. The agenda is posted at the remote location; and
- d. Staff legal counsel is consulted in advance.

**SECTION 7.** Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.135 of the Pasadena Municipal Code relating to this Commission.

**SECTION 8.** Each member has the right to:

- a. Receive timely notice of all meetings with accompanying documents;
- b. Request that a matter be placed on the agenda;
- c. Receive a copy of the minutes prior to approval;
- d. Make motions or second them;
- e. Debate motions;
- f. Vote on motions;
- g. Hold office on the Commission;
- h. Make inquiries, parliamentary or informational; and
- i. Make recommendations to the Commission.

**SECTION 9.** No member shall purport to represent to speak on behalf of the Commission without the prior approval of a majority of the Commission.

Transportation Advisory Commission

**SECTION 10.** All members disqualified due to a conflict of interest from participation in a matter before the Commission shall excuse themselves from the meeting room while the Commission deliberates and takes action on the matter as to which they are disqualified.

- a. The one exception is ~~when those that a~~ disqualified members ~~have with an~~ applications pending before the Commission ~~and shall~~ have the right to address the Commission as a member of the public regarding the merits of the application.

## ARTICLE IV

### OFFICERS

**SECTION 1.** The officers of the Commission shall be a Chair and Vice-Chair.

**SECTION 2.** The Chair shall have the following responsibilities:

- a. Preside at all meetings of the Commission;
- b. Vote on every motion as other members;
- c. Call special meetings when necessary;
- d. ~~Prepare the Commission meeting agenda which considers the TAC responsibilities under its Purpose and the requests of Commissioners and City Department of Transportation staff; Assist the City Department of Transportation in preparing Commission meeting agendas:~~
- e. Prepare the annual report for submission to the City Council;
- f. Fix the date, hour and place of meeting;
- g. Make appointments to subcommittees and panels subject to Commission review and concurrence;
- h. Create and/or convene an Ad Hoc committee whenever necessary;
- i. Execute official communications;
- j. Sign orders or recommendations of the Commission;
- k. Excuse absences; and
- l. 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.** ~~Subject to general direction of the City Department of Transportation,~~ the staff to the Commission shall have the following responsibilities:

- a. Record the Minutes of all proceedings before the Commission;
- b. Maintain the records of the Commission in complete and up-to-date order;
- c. Report all correspondence to the Commission;
- d. Advise the Chair and the secretary to the Mayor three (3) months prior to expiration of appointments;
- e. Advise the Chair and the secretary to the Mayor of any members with three (3) consecutive, unexcused absences;
- f. Assist in the preparation of the agendas; and make and serve all notices; and
- g. Poll members to ensure that a quorum will be present.

Transportation Advisory Commission

**SECTION 5.** At the July annual meeting of the Commission, the members shall elect by open ballot a Chair and a Vice-Chair to serve for one year. In the absence or disability of the Chair and Vice-Chair, the Chair shall designate a temporary chair.

**SECTION 6.** No member shall hold more than one office at a time.

**SECTION 7.** No member shall serve as an officer for more than two consecutive one year terms unless the Commission waives this provision.

## ARTICLE V

### DESIGN COMMISSION NOMINATION

**SECTION 1.** The Pasadena Municipal Code (Section 2.80.30) specifies that the Transportation Advisory Commission shall nominate one of its members to the City Council to serve on the Design Commission.

**SECTION 2.** The primary purpose of service on the Design Commission shall be to provide advice on transportation issues related to projects under review.

**SECTION 3.** All members of the Transportation Advisory Commission may be nominated for service on the Design Commission.

- a. Representation on the Design Commission will rotate periodically among the members who express a desire to serve in this capacity.

**SECTION 4.** A member shall be nominated to serve on the Design Commission for a one year term.

- a. A nominee shall have served for at least one year on the Transportation Advisory Commission.
- b. This nomination will be approved as part of the election of officers at the July Annual Meeting.

## ARTICLE VI

### SUBCOMMITTEES

**SECTION 1.** Unless otherwise provided in Chapter 2.135, Title 2, of the Pasadena Municipal Code, the Chair ~~shall ensure that there are~~ may establish subcommittees necessary to carry on the work of the Commission in the following manner:

- a. Define the area of operation and concern of subcommittees, and establish rules of operation;
- b. Appoint members to subcommittees based on their areas of greatest interest;
- c. Confirm that members on a subcommittee do not constitute a quorum; and
- d. Act as an ex officio member of all subcommittees. ~~so created.~~

**SECTION 2.** Subcommittees are generally designated as follows:

- a. Standing Subcommittees such as:
  1. Annual Report Card monitoring; and
  2. Capital Improvement Program monitoring.

Transportation Advisory Commission

- b. Ad Hoc Subcommittees such as:
  - 1. Bicycle Master Plan;
  - 2. General Plan Mobility Element;
  - 3. Pedestrian Plan; and
  - 4. Public Transit/ARTS.

**ARTICLE VII**

**MEETINGS – GENERAL RULES**

**SECTION 1.** The regular meetings of the Commission shall be held each month, except for August.

- a. ~~M~~**Special** meetings may be scheduled based upon need and action by the Commission.
- b. 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 July 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 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 twenty-four (24) hours in advance.

**SECTION 4.** ~~Five (5) or more~~ **A majority of the** Commission seats filled by the Mayor and City Council shall constitute a quorum for convening meetings.

- a. A seat is deemed to be filled after a nominee has been sworn in by the City Clerk. No action of the Commission shall be valid without the affirmative vote of ~~the majority~~ **of at least three (3) members, constituting the quorum**
- b. If the quorum no longer exists during the course of a duly convened meeting, the meeting shall be adjourned

**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 placed on the agenda by request to the Chair.~~

- ~~a. A matter must be placed on the agenda in order for it to be discussed and acted upon.~~
- ~~b. 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 by staff.~~

**SECTION 7.6.** Meeting minutes shall be recorded as “Action Minutes” to include:

- a. Name of the body, date, hour, and place of the meeting;
- b. Names of members present, absent, arriving late, leaving early;
- c. Whether it is a regular or special meeting with proper notice given;
- d. Time meeting commenced and recessed;
- e. Topics of business and action taken (i.e., motions, votes, directions to staff);
- f. Statements made “for the record” as requested by a member;
- g. Public comment to only reference name of person and subject matter addressed; and
- h. Adjournment time.

**ARTICLE VIII**

**MEETINGS – SPECIAL RULES**

**SECTION 1.** Robert's Rules of Order shall be used to ensure the orderly conduct of meetings and efficient flow of agendas provided the rules are not inconsistent with the Pasadena Municipal Code and the Ralph M. Brown Act.

- ~~a. — Roberts Rules of Order provides for constructive and democratic meetings, to help, — not hinder, the business of the Commission.~~
- ~~b. — Meetings shall be conducted in a manner which encourages deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of business is controlled by the general will of the whole membership giving the majority the right to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate — to act according to its considered judgment after a full and fair “working through” of the issues involved.~~

**SECTION 2.** Discussion of any agenda item may be limited to ten (10) minutes by the Chair.

- a. A member may not speak more than twice for or against any agenda item unless an extension is granted by the Chair.
- b. A member may be asked by the Chair to not speak longer than three (3) minutes during discussion.

**SECTION 3.** The order of business at meetings shall be as follows unless changed by the Chair:

- a. Call to order;
- b. Roll Call;
- c. Public comment on matters not on the agenda;
- d. Approval of the minutes;
- e. Informational reports from the Chair and Vice-Chair;  
the last Commission meeting or upcoming matters of interest not likely to be covered by the agenda or subcommittee report;
- f. Informational reports from the Department of Transportation:
  - 1. Status updates
  - 2. Environmental studies
  - 3. Staff activities;
- g. Unfinished business (designated action or information);
- h. New business (designated action or information);
- i. Commissioner comments/questions/requests;
- j. Subcommittee reports;
- k. Correspondence; and
- l. Adjournment

**ARTICLE IX**

**MEETINGS – MOTION**

**SECTION 1.** The Commission may employ five (5) motions in reaching decisions:

- a. Motion for action: A proposal by a member that the Commission do something.
- 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 (may have been found to be impractical).
- d. Motion to table: A proposal to cut off discussion and action on a motion that has been made until a later time.
- e. Motion to call the question: A proposal to cut off discussion and proceed with a vote on a motion under consideration.

**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, with the assistance of the secretary if the Chair requests. 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 X**

**HEARING PROCEDURES**

**SECTION 1.** The Commission shall adhere to the following procedures in conducting hearings:

- a. The title of the matter shall be announced by the Chair.
- b. A City staff member or other appropriate person shall present the matter to the Commission.
- c. The Chair shall:
  1. Call for all proposers, applicants, proponents, or opponents to individually present their views, proposals, additional facts, or evidence.
  2. Call for statements from other persons favoring the matter, opposing the matter or having additional comments concerning the matter under consideration.
  3. Give the proposer, applicant, proponent or opponent an opportunity for rebuttal at the completion of the statements.
  4. The Chair shall declare the hearing closed, call for a motion on the matter, and . announce the decision of the Commission.
  5. All decisions of the Commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties concerned within a reasonable time after the hearings.

**ARTICLE XI**

**AMENDMENT OF RULES AND REGULATIONS**

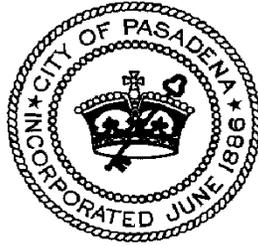
**SECTION 1.** ~~Subject to submission to and approval by the City Council,~~ these rules and regulations may be amended at any regular meeting of the Commission by an affirmative vote of at least five (5) members provided they have been

a. ~~Listed on the agenda in compliance with the Brown Act;~~

b. Reviewed by the City Attorney's Office; and

c. Submitted in writing at a previous meeting of the Commission.

**SECTION 2.** After approval by a majority vote of the Commission, the amended rules and regulations shall be submitted by the Chair to the City Council for final approval.



## TRANSPORTATION ADVISORY COMMISSION

September 28, 2011

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**THROUGH:** LEGISLATIVE POLICY COMMITTEE

**FROM:** TRANSPORTATION ADVISORY COMMISSION

**SUBJECT:** AMENDMENTS TO "RULES AND REGULATIONS" FOR  
TRANSPORTATION ADVISORY COMMISSION

The Transportation Advisory Commission engaged in a review of the Commission's Rules and Regulations during Fiscal Year 2011. The Commission engaged in this activity on the basis of Chapter 2.135.080 of the Pasadena Municipal Code (PMC), which states "*the commission shall adopt and amend, by the affirmative vote of 5 members, 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 Rules and Regulations of the Commission were originally approved by the City's Board of Directors on June 13, 1988. Subsequently on December 22, 1992 the City Council received and filed minor suggested revisions to the rules and regulations as part of the Commission's annual report and work plan for 1992-1993.

On May 13, 2010 the Commission formed a subcommittee of two of its members to work with staff in preparing a set of desired amendments to the rules and regulations. Over a period of several months, the subcommittee members met with staff from the Department of Transportation, the City' Attorney's Office, and the City Clerk's Office in an effort to receive guidance on various City policies and the City's Municipal Code.

The Commission's intent in evaluating potential amendments was three fold:

1. Make the Rules and Regulations of the Commission consistent with the provisions of PMC 2.135. For example, several terms such as Board of Directors, number of Commission members, and quorum requirements have been updated in the Municipal Code but have never been reflected in the rules and regulations of the Commission.
2. Clarify and expand on a number of areas on how the Commission conducts its business and where there have been questions or ambiguities in the past. These issues included:
  - clarifications on teleconferencing requirements,
  - the protocol on how an item may be placed on the Commission's agenda for discussion,
  - the conflict of interest provisions adopted by the City Council,
  - the responsibilities of the officers of the Commission,
  - term requirements to serve as an officer of the Commission,
  - the purpose of subcommittees, and
  - the notion of preparing Action Minutes of the meetings as adopted by the City Council.
3. Seek the City Council's approval to expand on the purpose and function of the Commission, broaden the qualification requirements to be a member of the Commission, and introduce procedures on nominating a member to serve on the Design Commission.

The subcommittee developed the following proposed amendments and reviewed them with the Commission at its regular meetings of October 28, 2010 and January 27, 2011. The proposed amendments were approved for consideration by the City Council by the seven members who were in attendance at the January 27, 2011 meeting. The Commission's proposed amendments to the rules and regulations are explained in more detail below and highlighted in yellow on the attachment for easy reference:

#### Purpose

1. Page 1, Article II, Item "b": TAC would like to expand this item to include the review of Metro's Measure R funds that have been introduced since the adoption of these rules and regulations.
2. Page 1, Article II, Item "g": TAC would like to expand this item to include the review of a potential streetcar system currently being explored by the City.
3. Page 1, Article II, Items "k and l": Although these items were added in the 1992 TAC report received by the Council, they have not been carried to the Municipal Code. In addition, TAC would like Council's approval to

expand on item “L” to include the review of and comment on the transportation related policy aspects of various elements of the City’s Strategic Plans, Specific Plans, Master Plans, development projects, and associated environmental impact reports.

### Membership Qualifications

1. Page 2, Article III, Section 1: The existing language in both the PMC and TAC’s rules and regulations states that “*members shall have experience and knowledge in the fields of transportation, urban planning and public services.*” However; historically, members appointed to TAC may not have had direct experience and knowledge in all the stated areas. TAC would like to broaden the qualification requirements so that individuals who have experience, knowledge, or interest in the fields of transportation, urban planning, and public services may be able to serve on the Commission. TAC also suggests broadening the language so that members shall represent the diverse transportation modes in the City to the extent practical including drivers, pedestrians, transit users, bicyclists, and wheelchair users.

### Design Commission Nomination

The City Council in 2006 modified the PMC Chapter 2.80.030 regarding membership and makeup of the Design Commission so that it includes one member from each of the following four Commissions: the Transportation Advisory Commission, the Arts and Culture Commission, the Cultural Heritage Commission and the Planning Commission.

The qualification requirements of the Design Commission members in PMC Chapter 2.80.040 were also revised and state that the “*criteria for selection of members shall be a demonstrated interest in the community and professional expertise and experience in a design related field, including one or more of the following fields: Architecture; Landscape architecture; City planning; Historic preservation; Artist; Urban design; Engineering; and Transportation planning.*”

TAC believes that by virtue of appointment to TAC, each member may be presumed to have met the qualifications and to have a level of expertise in the required fields sufficient to allow them to serve on the TAC or on the Design Commission. Therefore, TAC would like the following new terms regarding nominations to the Design Commission be introduced in its rules and regulations:

1. Page 4, Article V, Section 2: The primary purpose of service on the Design Commission shall be to provide advice on transportation issues related to projects under review.
2. Page 4, Article V, Section 3: All members of the Transportation Advisory Commission may be nominated for service on the Design Commission.
  - a. Representation on the Design Commission will rotate periodically among the members who express a desire to serve in this capacity.

3. Page 4, Article V, Section 4: A member shall be nominated to serve on the Design Commission for a one year term.
  - a. A nominee shall have served for at least one year on the Transportation Advisory Commission.
  - b. This nomination will be approved as part of the election of officers at the July Annual Meeting.

The Transportation Advisory Commission respectfully requests that the City Council review and consider these proposed amendments to “Rules and Regulations” for adoption.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Higginbotham', written in a cursive style with a large loop at the end.

JENNIFER HIGGINBOTHAM  
Chair  
Transportation Advisory Commission

Attachment – Proposed Rules and Regulations

The following rules and regulations were amended by the Transportation Advisory Commission on January 27, 2011, and approved by the City Council on \_\_\_\_\_ for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

**RULES AND REGULATIONS**

**TRANSPORTATION ADVISORY COMMISSION**

**ARTICLE I**

**NAME**

The name of this advisory body is the Transportation Advisory Commission (hereinafter referred to as Commission).

**ARTICLE II**

**PURPOSE**

The purpose of this Commission is to discuss, analyze, evaluate and make policy recommendations to the City Council on short and long range measures to improve the City's transportation system. Specifically, the Commission shall study and make policy recommendations on policy issues including, but not limited to:

- a. Measures affecting the traffic circulation and transportation in the City of Pasadena.
- b. Annual and long range allocation of Proposition A and C funds, and Measure R Metro Sales Tax funds.
- c. Annual capital programs and five-year Capital Improvement Program of the City affecting streets and transportation.
- d. Federal, state, and regional funding actions affecting the transportation network serving Pasadena, including existing and proposed freeways.
- e. Inclusion of Pasadena in Southern California's Light Rail Transit Network.
- f. Transportation Demand Management (TDM) programs and measures designed to manage or reduce traffic congestion, including ridesharing, vanpooling, alternative work-hours strategies, application of new technologies, and encouragement of existing and alternative modes of transit.
- g. Provision for a public transit system, including streetcar/trolley and shuttle bus systems.
- h. Protection of residential neighborhoods from negative transportation system impacts.
- i. Provision for service to those with limited access to transportation.
- j. Promotion of energy conservation aspects of transportation.
- k. Leadership of and participation in local and regional studies and committees or task forces dealing with transportation issues.
- l. Assistance to other City Commissions, Committees and Task Forces regarding transportation-related issues including review of and comment on transportation related policy aspects of various elements of the City's Strategic Plans, Specific Plans, Master Plans, development projects, and associated environmental impact reports.
- m. Such other matters as shall be referred from time to time to the Commission by the City Council.

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**ARTICLE III**  
**MEMBERSHIP**

**SECTION 1.** The membership of this Commission shall be limited to nine (9) members, appointed from the residents of the City having experience, knowledge, or interest in the fields of transportation, urban planning, and public services. Members shall represent the diverse transportation modes in the City to the extent practical including drivers, pedestrians, transit users, bicyclists, and wheelchair users.

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**SECTION 2.** Members shall be appointed in conformity with applicable provisions in Chapter 2.135, 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 office that appointed the member.

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**SECTION 4.** Any member with three (3) consecutive unexcused absences may be removed from the Commission. A member must advise the Chair twenty-four (24) hours in advance of any anticipated absence from a scheduled meeting. The Chair may excuse an absence.

**SECTION 5.** Absent members cannot vote by proxy on questions before the Commission at scheduled meetings with the exception of teleconferencing.

**SECTION 6.** Teleconference participation is acceptable in accordance with certain circumstances under the Brown Act if:

- a. It is noticed on the agenda in advance;
- b. The member can be found at one location accessible to the public;
- c. The agenda is posted at the remote location; and
- d. Staff legal counsel is consulted in advance.

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**SECTION 7.** Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.135 of the Pasadena Municipal Code relating to this Commission.

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**SECTION 8.** Each member has the right to:

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- a. Receive timely notice of all meetings with accompanying documents;
- b. Request that a matter be placed on the agenda;
- c. Receive a copy of the minutes prior to approval;
- d. Make motions or second them;
- e. Debate motions;
- f. Vote on motions;
- g. Hold office on the Commission;
- h. Make inquiries, parliamentary or informational; and
- i. Make recommendations to the Commission.

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**SECTION 9.** No member shall purport to represent to speak on behalf of the Commission without the prior approval of a majority of the Commission.

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**SECTION 10.** All members disqualified due to a conflict of interest from participation in a matter before the Commission shall excuse themselves from the meeting room while the Commission deliberates and takes action on the matter as to which they are disqualified.

- a. The one exception is when those disqualified members have applications pending before the Commission and have the right to address the Commission as a member of the public regarding the merits of the application.

#### ARTICLE IV

#### OFFICERS

**SECTION 1.** The officers of the Commission shall be a Chair and Vice-Chair.

**SECTION 2.** The Chair shall have the following responsibilities:

- a. Preside at all meetings of the Commission;
- b. Vote on every motion as other members;
- c. Call special meetings when necessary;
- d. Prepare the Commission meeting agenda which considers the TAC responsibilities under its Purpose and the requests of Commissioners and City Department of Transportation staff;
- e. Prepare the annual report for submission to the City Council;
- f. Fix the date, hour and place of meeting;
- g. Make appointments to subcommittees and panels subject to Commission review and concurrence;
- h. Create and/or convene an Ad Hoc committee whenever necessary;
- i. Execute official communications;
- j. Sign orders or recommendations of the Commission;
- k. Excuse absences; and
- l. 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 staff to the Commission shall have the following responsibilities:

- a. Record the Minutes of all proceedings before the Commission;
- b. Maintain the records of the Commission in complete and up-to-date order;
- c. Report all correspondence to the Commission;
- d. Advise the Chair and the secretary to the Mayor three (3) months prior to expiration of appointments;
- e. Advise the Chair and the secretary to the Mayor of any members with three (3) consecutive, unexcused absences;
- f. Assist in the preparation of the agendas; and make and serve all notices; and
- g. Poll members to ensure that a quorum will be present.

**SECTION 5.** At the July annual meeting of the Commission, the members shall elect by open ballot a Chair and a Vice-Chair to serve for one year. In the absence or disability of the Chair and Vice-Chair, the Chair shall designate a temporary chair.

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**SECTION 6.** No member shall hold more than one office at a time.

**SECTION 7.** No member shall serve as an officer for more than two consecutive one year terms unless the Commission waives this provision.

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**ARTICLE V**

**DESIGN COMMISSION NOMINATION**

**SECTION 1.** The Pasadena Municipal Code (Section 2.80.30) specifies that the Transportation Advisory Commission shall nominate one of its members to the City Council to serve on the Design Commission.

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**SECTION 2.** The primary purpose of service on the Design Commission shall be to provide advice on transportation issues related to projects under review.

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**SECTION 3.** All members of the Transportation Advisory Commission may be nominated for service on the Design Commission.

- a. Representation on the Design Commission will rotate periodically among the members who express a desire to serve in this capacity.

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**SECTION 4.** A member shall be nominated to serve on the Design Commission for a one year term.

- a. A nominee shall have served for at least one year on the Transportation Advisory Commission.
- b. This nomination will be approved as part of the election of officers at the July Annual Meeting.

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**ARTICLE VI**

**SUBCOMMITTEES**

**SECTION 1.** Unless otherwise provided in Chapter 2.135, Title 2, of the Pasadena Municipal Code, the Chair shall ensure that there are subcommittees necessary to carry on the work of the Commission in the following manner:

- a. Define the area of operation and concern of subcommittees, and establish rules of operation;
- b. Appoint members to subcommittees based on their areas of greatest interest;
- c. Confirm that members on a subcommittee do not constitute a quorum; and
- d. Act as an ex officio member of all subcommittees so created.

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**SECTION 2.** Subcommittees are generally designated as follows:

- a. Standing Subcommittees such as:
  - Annual Report Card monitoring; and
  - Capital Improvement Program monitoring.
- b. Ad Hoc Subcommittees may include:
  - Bicycle Master Plan;

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- 2. General Plan Mobility Element;
- 3. Pedestrian Plan; and
- 4. Public Transit/ARTS.

**ARTICLE VII**  
**MEETINGS – GENERAL RULES**

**SECTION 1.** The regular meetings of the Commission shall be held each month, except for August.

- a. Meetings may be scheduled based upon need and action by the Commission.
- b. 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 July 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 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 twenty-four (24) hours in advance.

**SECTION 4.** Five (5) or more Commission seats filled by the Mayor and City Council shall constitute a quorum for convening meetings.

- a. A seat is deemed to be filled after a nominee has been sworn in by the City Clerk.
- b. No action of the Commission shall be valid without the affirmative vote of the majority of members constituting the quorum.
- c. If the quorum no longer exists during the course of a duly convened meeting, the meeting shall be adjourned.

**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.

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**SECTION 7.** Meeting minutes shall be recorded as "Action Minutes" to include:

- a. Name of the body, date, hour, and place of the meeting;
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- d. Time meeting commenced and recessed;
- e. Topics of business and action taken (i.e., motions, votes, directions to staff);
- f. Statements made "for the record" as requested by a member;
- g. Public comment to only reference name of person and subject matter addressed; and
- h. Adjournment time.

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**ARTICLE VIII**

**MEETINGS – SPECIAL RULES**

**SECTION 1.** Robert's Rules of Order shall be used to ensure the orderly conduct of meetings and efficient flow of agendas provided the rules are not inconsistent with the Pasadena Municipal Code and the Ralph M. Brown Act.

- a. Roberts Rules of Order provides for constructive and democratic meetings, to help, not hinder, the business of the Commission.
- b. Meetings shall be conducted in a manner which encourages deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of business is controlled by the general will of the whole membership giving the majority the right to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate—to act according to its considered judgment after a full and fair "working through" of the issues involved.

**SECTION 2.** Discussion of any agenda item may be limited to ten (10) minutes by the Chair.

- a. A member may not speak more than twice for or against any agenda item unless an extension is granted by the Chair.
- b. A member may be asked by the Chair to not speak longer than three (3) minutes during discussion.

**SECTION 3.** The order of business at meetings shall be as follows unless changed by the Chair:

- a. Call to order;
- b. Roll Call;
- c. Public comment on matters not on the agenda;
- d. Approval of the minutes;
- e. Informational reports from the Chair and Vice-Chair; the last Commission meeting or upcoming matters of interest not likely to be covered by the agenda or subcommittee report;
- f. Informational reports from the Department of Transportation:
  - 1. Status updates
  - 2. Environmental studies
  - 3. Staff activities;
- g. Unfinished business (designated action or information);
- h. New business (designated action or information);
- i. Commissioner comments/questions/requests;
- j. Subcommittee reports;
- k. Correspondence; and
- l. Adjournment

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**ARTICLE IX**

**MEETINGS – MOTION**

**SECTION 1.** The Commission may employ five (5) motions in reaching decisions:

- a. Motion for action: A proposal by a member that the Commission do something.
- 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 (may have been found to be impractical).
- d. Motion to table: A proposal to cut off discussion and action on a motion that has been made until a later time.
- e. Motion to call the question: A proposal to cut off discussion and proceed with a vote on a motion under consideration.

**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, with the assistance of the secretary if the Chair requests. 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 X**

**HEARING PROCEDURES**

**SECTION 1.** The Commission shall adhere to the following procedures in conducting hearings:

- a. The title of the matter shall be announced by the Chair.
- b. A City staff member or other appropriate person shall present the matter to the Commission.
- c. The Chair shall:
  1. Call for all proposers, applicants, proponents, or opponents to individually present their views, proposals, additional facts, or evidence.
  2. Call for statements from other persons favoring the matter, opposing the matter or having additional comments concerning the matter under consideration.
  3. Give the proposer, applicant, proponent or opponent an opportunity for rebuttal at the completion of the statements.
  4. The Chair shall declare the hearing closed, call for a motion on the matter, and announce the decision of the Commission.
  5. All decisions of the Commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties concerned within a reasonable time after the hearings.

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**ARTICLE XI**

**AMENDMENT OF RULES AND REGULATIONS**

**SECTION 1.** These rules and regulations may be amended at any regular meeting of the Commission by an affirmative vote of at least five (5) members, provided they have been

a. Reviewed by the City Attorney's Office: and

b. Submitted in writing at a previous meeting of the Commission.

**SECTION 2.** After approval by a majority vote of the Commission, the amended rules and regulations shall be submitted by the Chair to the City Council for final approval.

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- Unless otherwise provided in Chapter 2.135, Title 2, of the Pasadena Municipal Code, the Chair may appoint members to ad hoc committees or panels 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.¶
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