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RULES AND REGULATIONS

TRANSPORTATION ADVISORY COMMISSION

2010 PROPOSED AMENDMENTS

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The following rules were amended by the Transportation Advisory Commission on _____ 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:

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- 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 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 policy aspects of various elements of the City's Strategic Plans, Specific Plans, Master

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Transportation Advisory Commission

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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
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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.

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- 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.

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ARTICLE IV

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OFFICERS

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

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SECTION 2. The Chair shall have the following responsibilities:

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- 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;
- k. ~~Excuse~~ absences; and
- l. ~~Conduct~~ Commission business in a manner consistent with these rules and regulations.

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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.

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SECTION 4. The staff to the Commission shall have the following responsibilities:

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- 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.

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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.

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.

SECTION 2. Subcommittees are generally designated as follows:

- a. Standing Subcommittees such as:
 - 1. Annual Report Card monitoring; and

- 2. Capital Improvement Program monitoring.
- b. Ad Hoc Subcommittees may include:
 - 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. 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.

SECTION 6. A matter must be placed on the agenda by request to the Chair.

- a. A matter must 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. 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.

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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.

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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.

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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

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¶ **COMMITTEES AND PANELS**¶

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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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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 the previous meeting of the Commission.

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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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If, due to any of the following factors, a member has a conflict of interest in a matter before the Commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the hearing room during any hearing and deliberations, and not discuss the matter with any other Commission member prior to final action by the Commission:

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Member is a client, employee or business associate of a party with a matter before the Commission;

Member is related by blood, marriage or adoption to a party with a matter before the Commission;

Member has a financial interest in the matter before the Commission;

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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;

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Member is a friend or acquaintance of a party with a matter before the Commission which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission.

No member shall participate in any matter before the Commission which would give the appearance of impropriety.

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and Secretary

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advise the Board of Directors of the names of members with three consecutive, unexcused absences and of upcoming vacancies; and		
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The Commission may adopt and amend by the affirmative vote of four (4) members, any action item and rules and regulations for the conduct of the Commission. Such action, rules and regulations, shall be submitted to the City Council and shall not become effective until approved by the Council.		
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SECTION 7. 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, and the Pasadena Municipal Code, or the Ralph M. Brown Act.

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unless the Commission votes to extend discussion for an additional ten (10) minutes maximum.

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SECTION 2.

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SECTION 4. Members should not prolong discussions by repeating an argument already made.

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Reading and approval/correction of Minutes of previous meeting
Comments on the Agenda

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Chairman's Statement

Public Comments

Old Business

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