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AGENDA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
May 14, 2018

MEMBERS

Lorena Yepez-Hernandez, Chair, District 7
Norma Estela Fernandez, Vice-Chair, Mayor
Vacant, District 1
Lorraine Montgomery, District 2
Nichelle Holliday, District 3
Charlotte Bland, District 4
Jessica Rivas, District 5
Anne Wolf, District 6
Marna Cornell, At Large/D2

STAFF

Susana Porras, Senior Community Relations Representative

MISSION STATEMENT

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

In compliance with the Americans with Disabilities Act of 1990, assistive listening devices are available from the Human Services and Recreation Department with a 24-hour advance notice. Please call (626) 744-4386 to request use of a listening device.

Language translation services are available for this meeting by calling (626) 744-7333 at least 24 hours in advance.

Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7333 al por lo menos con 24 horas de anticipación.

Public meeting begins at 6:30 p.m. Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the internet.

Materials related to an item on this Agenda submitted to the Commission on the Status of Women after distribution of the agenda packet are available for public inspection at the reception counter at the Jackie Robinson Community Center at 1020 N. Fair Oaks Ave. during normal business hours.



AGENDA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
May 14, 2018
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103

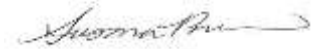
- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**
Please limit comments to 3 minutes per speaker.
- 3. REVIEW AND APPROVAL OF MINUTES, April 09, 2018***
- 4. OLD BUSINESS**
INFORMATION ITEM ONLY
 - **WORK PLAN UPDATE**
- 5. NEW BUSINESS**
ACTION ITEM
 - **POSTCARD EVENT WITH LEAGUE OF WOMEN VOTERS**
 - **DISCUSS DATE, TIME, LOCATION FOR ANNUAL MEETING**
 - **ESTABLISH NOMINATING COMMITTEE FOR FY 2018-2019 COMMISSION OFFICERS**
 - **REVIEW OF MINOR MODIFICATIONS TO THE COMMISSION ON THE STATUS OF WOMEN PROCEDURES AND POLICIES AS WELL AS TO THE P.M.C. CHAPTER 2.65**
- 6. REPORTS, COMMENTS, UPDATES**
 - **COMMENTS FROM COMMISSIONERS**
- 7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 8. ADJOURNMENT**

*Attachment

Lorena Yopez-Hernandez, Chair
Commission on the Status of Women

Note to Public: An opportunity for Public Comment will be provided at the time the above items are discussed.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, and the Bulletin Board in the rotunda area of City Hall, Jackie Robinson Community Center and a copy was distributed to the Central Library for posting on this 11 day of May 2018, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 72 hours prior to the meeting, to each member of the Commission on the Status of Women and emailed to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which media recipients are identified on the distribution list below.



Susana Porras, Recording Secretary
Human Services and Recreation Department

DISTRIBUTION:

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-4386. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

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Items on the agenda may not be called in the order listed.

3.
Minutes of April 09, 2018

MINUTES



**CITY OF PASADENA
HUMAN SERVICES COMMISSION
REGULAR MEETING
APRIL 09, 2018
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Chair Lorena Yopez-Hernandez, Vice-Chair Norma Fernandez, Commissioners, Lorraine Montgomery, Charlotte Bland, Jessica C. Rivas, Anne Wolf, Marna Cornell

COMMISSIONERS ABSENT: Nichelle Holliday (excused)

STAFF PRESENT: Porras, Susana – Recording Secretary

OTHERS PRESENT:

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Yopez-Hernandez called the meeting to order at 6:35 P.M. Recording Secretary Susana Porras called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT

None

3. REVIEW AND APPROVAL OF MINUTES, March 12, 2018

After review, it was moved by Commissioner Yopez-Hernandez and seconded by Commissioner Wolf to approve the Minutes of the March 12, 2018 meeting. (Motion unanimously carried) (Absent: Holliday)

4. OLD BUSINESS

Commission Reviewed Work Plan and Discussed:

- FRIENDS OF THE COMMISSION UPDATE (OBJECTIVE #5)
- SOCIAL MEDIA (OBJECTIVE #9)
- ASSOCIATION OF CALIFORNIA COMMISSIONS FOR WOMEN (ACCW) (OBJECTIVE #15)
- NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN (NACW) (OBJECTIVE #15)
- SURVIVAL GUIDE (OBJECTIVE #14)
- WOMEN'S HISTORY MONTH EVENT: "HERSTORY" MARCH 15, 2018

5. NEW BUSINESS

- CITY OF PASADENA JOIN THE CONVERSATION PRESENTATION BY BRENDA HARVEY WILLIAMS
- ESSENTIAL HEALTH ACCESS (OBJECTIVE #8) SILVIA CASTILLO INFORMATIVE LECTURE AND DISCUSSION
- JUNIOR LEAGUE OF PASADENA PARTNERSHIP (OBJECTIVE #3 & #13) DISCUSSION
- DENIM DAY APRIL 25, 2018 (OBJECTIVE #12)

6. REPORTS, COMMENTS, UPDATES

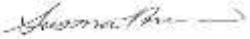
NONE

A. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

8. ADJOURNMENT

It was moved by Commissioner Hernandez and seconded Commissioner Wolf to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:35 P.M.



Susana Porras, Recording Secretary
Human Services and Recreation Department

The following rules and regulations were adopted by the Pasadena Commission on the Status of Women, for the conduct of its business consistent with the Pasadena Municipal Code.

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Pasadena Commission on the Status of Women.

ARTICLE II

PURPOSES

SECTION 1. The purposes of this commission are as set forth in Chapter 2.65 of the Pasadena Municipal Code.

- a. The purpose of the commission is to advise the council on the needs and concerns of women of all ages, races, religions, ethnic and cultural backgrounds, and economic and social circumstances.
- b. The commission shall:
Study and examine inequality and access encountered by women. Recommend procedures, programs and legislation to promote and ensure equal rights and opportunities for all women in the City.
- c. In connection with the foregoing functions, the commission may:
 1. Participate in activities of community groups and organizations dealing with equal rights and special concerns of women.
 2. Collect, coordinate and disseminate information concerning women.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to 11 members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.65, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the commission shall submit his/her resignation in writing to the chair of the commission and to the person who appointed and/or nominated the member to the commission, or his/her successor.

SECTION 4. Any member with three consecutive unexcused absences may be removed from the commission by the city council. The chair of the commission may excuse absences. If a member does not advise the chair in advance of any anticipated absence from a scheduled meeting, such absence shall be considered unexcused.

SECTION 5. Absent members cannot vote by proxy on issues before the commission at schedule meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.65 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;
- f. To hold office on the commission; and
- g. To make recommendations to the commission.

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

SECTION 9. Members shall comply with Resolution No. 4830 passed by the Board of Directors of the City of Pasadena on December 14, 1982 entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees". A copy of said resolution shall be attached to these Rules and Regulations and incorporated herein as if set forth in full.

ARTICLE IV OFFICERS

SECTION 1. The officers of the commission shall be a chair, vice chair, and secretary. The secretary shall be a member of the City staff. Commission may have a parliamentarian at its option, who is appointed by the chair at the annual meeting.

SECTION 2. The chair shall have the following responsibility: preside at all meetings of the commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; prepare the annual report for submission to the Board of Directors; set the date, hour and place of meeting with approval of the commission required; make appointments to committees; execute official communications; sign orders or recommendations of the commission; advise the Board of Directors 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 absence of both the chair and vice-chair, the members shall select a temporary chairperson.

SECTION 4. The secretary shall have the following responsibilities: record the minutes of all proceedings before the commission; maintain the records of the commission in complete and up-to-date order; report all correspondence to the commission; advise the chair three months prior to expiration of appointments; advise the chair of any members with three consecutive unexcused absences; assist in the preparation of the agendas; and make and post all notices.

SECTION 5. The parliamentarian shall assist the commission in resolving 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 officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they were elected.

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V
MEETINGS – GENERAL RULES

SECTION 1. The regular meetings of the commission shall be held on the second Monday of each month. 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 June shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business that may arise.

SECTION 3. Scheduled meetings should begin no later than 6:45 p.m. and adjourn by 8:15 p.m.

SECTION 4. Discussion on any agenda item shall be limited to 20 minutes unless the commission votes to extend discussion.

SECTION 5. A member may not speak more than twice for or against any agenda item.

SECTION 6. A member may be asked not to speak longer than three minutes during discussion.

SECTION 7. Members should not prolong discussions by repeating an argument already made by another member.

SECTION 8. Discussion by members shall be monitored by the chair.

SECTION 9. The order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Public comment
- d. Review and approval of minutes previous meeting.
- e. Old business.
- f. New business.
- g. Reports , comments, and updates and announcements.
- h. Adjournment.

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. Notice of special meetings shall be given at least 24 hours in advance.

SECTION 4. Six (6) members of the commission shall constitute a quorum. Majority of seats filled by City Council. A seat is deemed to be filled when an appointee has been confirmed by the city clerk.

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 shall be on the agenda to be discussed and acted upon. A matter may be placed on the agenda by a member, by a request from a non-member agreed to by a member, or by staff.

ARTICLE VI
MEETINGS – MOTIONS

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

- a. Motion for Action: A proposal by a member that the commission do a special thing.
- 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. (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. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda.

SECTION 2. Once a motion is before the commission, the 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 on the motion, the chair shall state whether the motion carried or failed.

ARTICLE VIII
MEETINGS – HEARING PROCEDURES

SECTION 1. The commission shall follow the procedure outlined below in conducting public hearings:

- a. The title of the matter shall be announced by the chair.
- b. A city staff member shall then present the matter to the commission.
- c. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The chair shall call for the 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 public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing.

ARTICLE IX
COMMITTEES

SECTION 1. Unless otherwise provided in Chapter 2.65 of the Pasadena Municipal Code, the chair may appoint members to ad hoc committees necessary to carry on the work of the commission. The chair shall define their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all committees so created.

ARTICLE X
AMENDMENT OF RULES

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 at the previous meeting. Proposed amendments must be submitted to the Board of directors for final approval.

CYW:js

LXD:COMM2/1
10-27-88