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**AGENDA**  
**COMMISSION ON THE STATUS OF WOMEN**  
**SPECIAL MEETING**  
**August 20, 2018**

**MEMBERS**

Norma Estela Fernandez, Chair, Mayor  
Jessica C. Rivas, Vice-Chair, District 5  
Vacant, District 1  
Lorraine Montgomery, District 2  
Nichelle Holliday, District 3  
Charlotte Bland, District 4  
Vacant, District 6  
Juli Canavan, District 7  
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.

**COMMISSION ON THE STATUS OF WOMEN MISSION STATEMENT**

To advise City Council on the special needs and concerns of women of all ages, races, ethnic and cultural backgrounds, religious convictions, and economic and social circumstances. Duties include recommending programs and legislation to promote and insure equal rights and opportunities for all women in Pasadena.

*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.*

*Habr  servicio de interpretaci n disponible para  stas juntas llamando (626) 744-7333 al por lo menos con 24 horas de anticipaci n.*

*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**  
**SPECIAL MEETING**  
**August 20, 2018**  
**6:30 P.M.**  
**JACKIE ROBINSON COMMUNITY CENTER**  
**1020 N. FAIR OAKS AVE.**  
**PASADENA, CA 91103**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT - LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA**  
Please limit comments to 3 minutes per speaker.
- 3. REVIEW AND APPROVAL OF MINUTES, July 9, 2018\***
- 4. OLD BUSINESS**  
**ACTION AND INFORMATION ITEMS**
  - REVIEW AND APPROVE THE 2018-2019 WORK PLAN
  - REVIEW AND APPROVE AMMENDMENTS CSW RULES AND REGULATIONS
  - DISCUSS SECTION 2.65.110 PURPOSE AND FUNCTIONS
  - POST CARD EVENT WITH LEAGUE OF WOMEN VOTERS
  - SURVIVAL GUIDE SPONSORSHIP
  - FRIENDS OF THE COMMISSION
- 5. NEW BUSINESS**  
**INFORMATION ITEM ONLY**
  - OUTREACH & AWARENESS: IDENTIFY ORGANIZATIONS TO ENGAGE AND PLAN OUTREACH
  - CALIFORNIA COALITION AGAINST SEXUAL ASSULT
  - MEET & GREET KENNETH JAMES, JACKIE ROBINSON COMMUNITY CENTER HUMAN SERVICES AND RECREATION SUPERVISOR
- 6. REPORTS, COMMENTS, UPDATES**  
**INFORMATION ITEM ONLY**  
**STAFF REPORTS**
  - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
    - ASSOCIATION OF CALIFORNIA COMMISSIONS FOR WOMEN
    - NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN
- 7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 8. ADJOURNMENT**

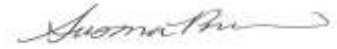
\*Attachment



Norma Estela Fernandez, 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, and a copy was distributed to the Central Library for posting on this 16 day of August 2018, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 24 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

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

**3.**  
**Minutes of JULY 12, 2018**

**\*MINUTES\***



**CITY OF PASADENA  
COMMISSION ON THE STATUS OF WOMEN  
ANNUAL MEETING  
JULY 12, 2018  
5:30 P.M.  
La CASITA Del ARROYO  
177 S. Arroyo Boulevard  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Chair Norma Estela Fernandez, Vice Chair Jessica C. Rivas, Lorraine Montgomery, Charlotte Bland, Marna Cornell

**COMMISSIONERS ABSENT:** Nichelle Holliday (Excused)

**STAFF PRESENT:** Susana Porras, Senior Community Relations Representative

**1. CALL TO ORDER; WELCOME; ROLL CALL**

Chair Fernandez called the meeting to order at 5:41 P.M. Recording Secretary Susana Porras called the roll and a quorum was established for the Commission.

**2. PUBLIC COMMENT**

There was no public comment.

**3. REVIEW AND APPROVAL OF MINUTES, June 12, 2018**

After review, it was moved by Commissioner Montgomery and seconded Commissioner Bland to approve the Minutes of the June 12, 2018 meeting. Unanimously carried.

**4. OLD BUSINESS**

- NONE

**5. NEW BUSINESS**

**ACTION ITEMS**

- ESTABLISH COMMISSION WORK PLAN FOR FY 2018-2019

**6. REPORTS, COMMENTS, UPDATES**


**INFORMATION ITEM ONLY**

- STAFF UPDATES
- COMMENTS AND ANNOUNCEMENTS FROM CHAIR
- COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

**7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETNGS**

**8. ADJOURNMENT**

It was moved by Commissioner Rivas and seconded Commissioner Bland to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:07 P.M.



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Susana Porrás, Recording Secretary  
Human Services and Recreation Department

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 Commission shall:

(1) Study and examine through the conduct of meetings, conferences, public hearings or other appropriate methods those conditions which indicate discrimination or prejudice encountered by women.

(2) Recommend procedures, programs and legislation to promote and ensure equal rights and opportunities for all women in the city.

(3) Consult and cooperate with other public agencies and commissions on matters relevant to the commission.

b. In connection with the foregoing functions, the commission may:

(1) Act as a conciliator or mediator in disputes within the scope of the commission's functions with the approval of the parties.

(2) Request of any city department or agency information, services, facilities, and assistance in furtherance of the objectives of the commission.

(3) Coordinate activities of community groups and organizations dealing with equal rights and special concerns of women.

(4) Collect, coordinate and disseminate information concerning women. (5)

Develop and maintain a talent bank of women to assist the city in performing its functions.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to nine (9) 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 un- excused 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 scheduled 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 City Council 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 and vice chair. A secretary may be a member of the City staff and the commission may appoint a parliamentarian.

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 City Council; set the date, hour and place of meeting with approval of the commission; make appointments to committees; execute official communications; sign orders or recommendations of the commission; advise the City Council of the names of members with three unexcused absences and of upcoming vacancies; and conduct commission business in a manner consistent with these rules and regulations.

SECTION 3. The vice-chair shall perform the duties of an absent or disabled chair and perform such other duties as are assigned by the chair. In the absence of both the chair and vicechair, 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 serve 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. 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. A majority of the commission seats filled by the City Council shall constitute a quorum.

SECTION 5. All meetings of the commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 6. A matter shall be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be placed on the agenda by a member, or by staff. If a member timely

requests that an item be included on the agenda, that item shall be included on the next regular meeting agenda.

## ARTICLE VI

### MEETINGS - SPECIAL RULES

SECTION 1. Scheduled meetings should begin no later than 7:00 p.m. and adjourn by 9:00 p.m.

SECTION 2. A member may not speak more than twice for or against any agenda item.

SECTION 3. A member may be asked not to speak longer than three minutes during discussion.

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

SECTION 5. The order of business at all meetings shall be as follows:

- a. Call to order
- b. Roll call
- c. Public comments
- d. Reading of minutes of previous meeting
- e. Approval or correction of minutes
- f. Old business
- g. New business
- h. Reports, correspondence
- i. Public hearings (if applicable)
- j. Adjournment

## ARTICLE VII

### 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 may repeat the motion for the commission. The chair may rule the motion out of order or restate the motion so that the commission may know what is before it for consideration and action.

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

## ARTICLE VIII

### MEETINGS - HEARING PROCEDURES

SECTION I. 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 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 AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.65 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.

#### ARTICLE X

##### AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the commission by an affirmative vote of five (5) members. Proposed amendments must be submitted to the City Council for their approval.

**FINAL**

**MISSION** (as stated in Charter/Ordinance): To **advise** City Council on the special needs and concerns of women of all ages, races, ethnic and cultural backgrounds, religious convictions, and economic and social circumstances. Duties include recommending programs and legislation to promote and insure equal rights and opportunities for all women in Pasadena.

	<b>OBJECTIVE</b>	<b>ACTIVITY</b>
1.	STRATEGY DEVELOPMENT	By July 2019, the full commission will conduct a commission Annual Meeting to review accomplishments of the Work Plan for July 2018 through June 2019; review and discuss attendance for July 2018 through June 2019; and discuss potential Commission activities and Work Plan items for July 2019 through June 2020. Status:
2.	STRATEGY DEVELOPMENT	By August 31, 2019, submit to City Council an Annual Report of Accomplishments per the FY 2018-2019 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/19, and a Work Plan for FY2019-2020 (July 1, 2019 to June 30, 2020). Status:
3.	SURVIVAL GUIDE	From July 1, 2018 through June 30, 2019, continue to market, distribute and update the 2016-2018 Survival Guide. Identify a fiscal sponsor. Status:
4.	SURVIVAL GUIDE	Establish a Standing Committee during FY18-19, to coordinate with staff and collaborate with external organizations to update and publish the 2018–2020 Survival Guide. <i>*cost: \$10,000</i> Status:
5.	FUNDRAISING	By June 2019, explore/identify funding sources for FY 2018/20189 in order to fulfill the Commissions obligations as stated in the Municipal Code 2.65.110 – Purpose and Functions. Status:
6.	OUTREACH & AWARENESS	Continue to raise the profile of the Commission throughout the Community and publicize meetings, resources and events in order to ensure that the Commission is accessible to community members throughout Pasadena. <i>*cost \$150</i> Status:

7.	OUTREACH & AWARENESS	In March 2019, celebrate Women's History Month with events that involve the greater community and include various ethnically, culturally and generationally diverse groups of Pasadena women. *cost \$750 Status:
8.	OUTREACH & AWARENESS	By June 2018, the Commission will engage in appropriate opportunities to stimulate discussion on the Status of Women and will support and engage in efforts to improve the quality of life for women of all ages in the City of Pasadena by supporting events such as the YWCA Racial Justice Breakfast, the Southern California Women's Health Conference, and the League of Women voters. *cost \$1,000 Status:
9.	OUTREACH & AWARENESS	Continue to identify opportunities to participate in media, especially local media, print and social media, on subject matter related to women of all ages and ethnic backgrounds. Status:
10.	OUTREACH & AWARENESS	In the 2018-2019 year, host a town hall meeting on topics involving women's issues. *cost - \$1,500 - \$2,000 Status:
11.	OUTREACH & AWARENESS	In 2018-2019 FY, continue involvement with Mount Saint Mary's College, regarding the annual report on the Status of Women and Girls in the state of California. Status:
12.	CITY-LEVEL PARTNERSHIPS	Seek and engage Council support and visibility for topics related to issues that the Commission supports regarding women of all ages. These efforts are to include support of Women's History Month and domestic violence. Status:
13.	CITY-LEVEL PARTNERSHIPS	In the 2018-2019 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations. *cost \$500 Status:
14.	CITY-LEVEL PARTNERSHIPS	In FY 2018-2019 continue to support Title IX. Status:

15.	MEMBERSHIPS	<p>In FY 2018/2019, the Commission will continue to hold membership in and participate with the Association of California Commissions for Women (ACCW) and the National Association of Commissions for Women (NACW).</p> <p>*cost associated: Memberships \$150, Conference ACCW \$500, Conference NACW \$1,500</p> <p>Status:</p>

\*These are approximate costs based on market value.

NOTE: Objectives and dates are subject to change with approval by the Commission.