



**SPECIAL MEETING  
HUMAN RELATIONS COMMISSION  
Tuesday, June 1, 2021  
4:30 P.M.**

**MEMBERS**

Brandon Lamar, Vice-Chair, Mayor  
Wilhelmina Robertson, District 1  
Theresa Robinett, District 2  
Rene H. Gonzalez, District 3  
Kevork Keushkerian, District 4  
Katie Young, District 5  
Sandy Greenstein, District 6  
Hamed Shirmohammadi, At Large  
Vacant, Chair, District 7

**STAFF**

LaWayne Williams, Parks, Recreation and Community Services Superintendent  
Alexis Taylor, Program Coordinator I  
Tamer Sabha, Recording Secretary

Human Relations Commission meetings are held on the 1<sup>st</sup> Tuesday of each month

Agendas and related documents are available for public review on the City website at:  
[www.cityofpasadena.net/commissions/human-relations-commission](http://www.cityofpasadena.net/commissions/human-relations-commission)

To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the Parks, Recreation, and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Providing at least 72-hour advance notice will help ensure availability.

Language translation services may also be requested with 72-hour advance notice by at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.

## **PUBLIC PARTICIPATION**

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE SOLELY BY TELECONFERENCE/VIDEOCONFERENCE.

MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY IN THE OPEN SESSION PORTION OF THE MEETING.

ACCESS TO THE MEETING IS AS FOLLOWS:

**Video Conference:** <https://us02web.zoom.us/j/87248001735>

**OR**

**Phone:** 1 (669) 900-6833 – Webinar ID: 872 4800 1735

## **PUBLIC COMMENT INSTRUCTIONS**

If you wish to provide comments, you may do so as follows:

### **1. ADVANCE CORRESPONDENCE, TO BECOME PART OF THE RECORD:**

Submit public comment of any length to [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net) prior to the meeting day. Please be aware that, while these comments will be provided to the members of the body and will become part of the meeting record, they will not be read aloud.

### **2. COMMENTS TO BE READ ALOUD AT THE MEETING**

Submit public comment of up to 200 words regarding items on the agenda to: [www.cityofpasadena.net/commissions/public-comment](http://www.cityofpasadena.net/commissions/public-comment). The body reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All comments in their entirety will become part of the meeting record.

If you need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act because you are unable to participate electronically as set forth above, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net).



**AGENDA**  
**SPECIAL MEETING**  
**HUMAN RELATIONS COMMISSION**  
**Tuesday, June 1, 2021**  
**4:30 P.M.**

**1. CALL TO ORDER**

- WELCOME TO NEW COMMISSIONER WILHELMINA ROBERTSON (DISTRICT 1)

**2. ROLL CALL**

**3. NEW BUSINESS**

**ACTION ITEMS**

- REVIEW AND APPROVAL OF COMMISSION ATTENDANCE RECORD FOR FY 2020-2021\*
- REVIEW AND APPROVAL OF COMMISSION ACCOMPLISHMENTS FOR FY 2020-2021\*
- REPORT FROM THE NOMINATING COMMITTEE FOR RECOMMENDED FY 2021-2022 COMMISSION OFFICERS (ORAL REPORT)
- ELECTION OF COMMISSION OFFICERS FOR FY 2021-2022
- CHAIR TO APPOINT PARLIAMENTARIAN FOR FY 2021-2022
- ESTABLISH WORK PLAN FOR FY 2021-2022\*

**4. OLD BUSINESS**

- NONE

**5. REPORTS/COMMENTS FROM THE CHAIR**

**6. COMMENTS FROM COMMISSIONERS**

**7. STAFF COMMENTS**

- FORMAT UPDATES TO COMMISSION MEETING AGENDA, MEETING MINUTES, AND WORK PLAN TEMPLATES

## 8. UPCOMING MEETING AGENDA ITEMS

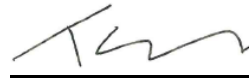
## 9. ADJOURNMENT

### \*Attachments

Note to Public: Public comment is limited to items on this special meeting agenda and will be heard at the time the item is considered.

Posting statement: I hereby certify that this Agenda, in its entirety was posted on the City Council Chamber Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 28<sup>th</sup> day of May 2021, by 5:30 p.m. The agenda may be viewed at the City's website at [www.cityofpasadena.net/commissions/human-relations-commission/](http://www.cityofpasadena.net/commissions/human-relations-commission/).

Brandon Lamar  
Brandon Lamar, Vice-Chair  
Human Relations Commission

  
Tamer Sabha, Recording Secretary

**HUMAN RELATIONS COMMISSION  
DRAFT MEETING ATTENDANCE RECORD  
August 2020 - June 2021**

MEMBERS	08/04/20 SPECIAL	09/01/20 SPECIAL	10/06/20 SPECIAL	11/03/20 SPECIAL	11/10/20 SPECIAL	12/01/20 SPECIAL	01/05/21 SPECIAL	02/02/21 SPECIAL	03/02/21 SPECIAL	04/06/21 SPECIAL	05/04/21 REGULAR	06/01/21 SPECIAL	TOTAL MEETINGS ATTENDED	ATTENDANCE RECORD PERCENTAGE
NAT NEHDAR	P	P	P	XX	P	P							5	100.00%
CHARLOTTE LACEY	P	P	P	XX	A	A	P	P	P	P	P		8	80.00%
BRANDON LAMAR	P	P	P	XX	P	A	P	P	P	P	P		9	90.00%
BRENDA MORALES	P	A	U	XX	U	U	U	U	U	P			2	20.00%
WILHELMINA ROBERTSON													N/A	N/A
THERESA ROBINETT	P	P	P	XX	P	P	P	P	P	P	P		10	100.00%
RENE GONZALEZ	P	P	P	XX	U	P	P	P	P	P	P		9	90.00%
KEVORK KEUSHKERIAN	P	P	U	XX	P	P	P	P	P	P	P		9	90.00%
KATIE YOUNG											P		1	100.00%
SANDY GREENSTEIN	P	P	P	XX	P	P	P	P	P	U	P		9	90.00%
HAMED SHIRMOHAMMADI			P	XX	P	P	P	P	P	P	P		8	100.00%

LEGEND
P - PRESENT
A - EXCUSED ABSENCE
U - UNEXCUSED ABSENCE
XX - CANCELED MEETING

Total Meetings Held	10
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## CITY OF PASADENA HUMAN RELATIONS COMMISSION

### REPORT OF ACCOMPLISHMENTS: 08/01/20 – 06/30/21

#### MISSION (as stated in Charter/Ordinance):

The purpose of the Human Relations Commission is to aid the city in achieving better human relations in city government, and to provide assistance to private persons and groups in promoting good will and better relations among all people. The Human Relations Commission is an advisory body.

#### OBJECTIVES:

1. To advise City Council on Human Relations issues of public, local and national concerns with regular updates to provide an opportunity to review and understand issues for the decision making process.

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#### Work Plan Updates:

August 2020: The Commission established a draft of the FY20-21 work plan.

September 2020: The Commission approved the work plan for FY 20-21.

October 2020: No update was provided.

November 2020: No update was provided.

December 2020: No update was provided.

January 2021: The Commission approved submitting a public comment to the City Council about recognizing Dr. Martin Luther King Jr's birthday.

February 2021: Chair Lacey submitted a public comment on behalf of the Commission recognizing Dr. Martin Luther King Jr's birthday for the City Council meeting on Monday, January 11.

March 2021: No update was provided.

April 2021: No update was provided.

May 2021:

- The Commission discussed the existing plaques in Old Pasadena that reference historical inaccuracies regarding the fire from 1885 at the Chinese

	<p>laundry and staff (Osborne) presented the history of the incident and how the city was notified about the inaccuracies. A staff memo provided to the Commission offered the following corrective options for consideration at their July meeting.</p> <ul style="list-style-type: none"> <li>- Begin the process to create new plaques solely dedicated to acknowledging this event</li> <li>- Commission to host a public event to educate the public about the atrocious events from 1885</li> <li>- Work with city staff to initiate a press release to share with the Pasadena community</li> </ul> <ul style="list-style-type: none"> <li>• The Commission requested: <ul style="list-style-type: none"> <li>- Staff to contact the Library and the Planning and Community Development Department to request their assistance in the development of the text for a new plaques.</li> <li>- Staff to invite representatives from Asian American organizations and Pasadena Heritage to be included in the process of developing the language for the new plaques.</li> </ul> </li> <li>• Commissioner Greenstein contacted Councilmember Madison’s office to request to speak about the work of the Human Relations Commission at the next scheduled virtual District 6 community meeting.</li> </ul> <p><b>Status:</b></p>
<p><b>2.</b></p>	<p>To present public forums, panels, and programs on issues that affect human relations in the City of Pasadena.</p> <p>Lacey, Lamar, Gonzalez</p> <p>Rekindling the Light of Peace ad hoc: Lacey (Lead), Gonzalez, Shirmohammadi</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Rekindling the Light of Peace</li> <li>• Multimedia High School Essay Contest</li> <li>• Human Relations Commission Annual Awards Ceremony</li> <li>• Investigate alternatives to in-person forums, panels, and programs</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>August 2020: The Commission established a draft of the FY20-21 work plan.</p>

September 2020:

- Chair Nehdar appointed Commissioners Nehdar, Lacey, Greenstein, and Gonzalez to the Rekindling the Light of Peace ad hoc committee.
- Chair Nehdar appointed Commissioners Greenstein (lead), Lamar, Nehdar, and Robinett to an ad hoc committee to discuss meeting regarding social justice.

October 2020: The ad hoc committee decided and approved holding the Rekindling the Light of Peace event through Zoom on Saturday, January 9, 2021.

November 2020:

- The ad hoc committee confirmed the Rekindling the Light of Peace virtual event will take place on Saturday, January 9, 2021 from 10:00am-11:30am on Zoom.
- Vice-Chair Lacey will contact potential speakers for the event and select the keynote speaker.
- Chair Nehdar confirmed a musical performance and the Commission discussed the logistics of pre-recording portions of the event.
- The Commission requested Staff (Williams) look into the possibility of recognizing the 2020 Human Relations Commission Annual Award winners at a future City Council meeting.
- Commissioners discussed requesting certificates of appreciation for the 2020 Human Relations Commission Annual Award winners from Senator Anthony Portantino and Assembly member Chris Holden.

December 2020:

- Chair Nehdar shared that the Multimedia High School Essay Contest will be postponed due to COVID-19.
- Chair Nehdar contacted Pasadena Media (KPAS) to participate in the Rekindling the Light of Peace event and will be emailing invitations, selecting a speaker, and finding a performer for the national anthem.

January 2021:

- The Commission discussed cancelling the Rekindling the Light of Peace event due to COVID-19.
- The Commission requested Staff (Williams) to confirm that the scholarship money for the essay contest was deposited with the Pasadena Recreation and Parks Foundation. Staff confirmed that funds for the Multimedia High School Essay Contest have been deposited.

February 2021:



	<ul style="list-style-type: none"> <li>• The Commission resumed their discussion about the Multimedia High School Essay Contest and decided to hold the contest and accept virtual submissions with a deadline of Friday, April 16.</li> <li>• The Commission discussed postponing the Human Relations Commission Annual Awards Ceremony due to COVID-19, selecting award winners for 2021 during this fiscal year, and recognizing three years of award winners (2020-2022) in person next year.</li> </ul> <p>March 2021:</p> <ul style="list-style-type: none"> <li>• Chair Lacey provided an update that the draft flyer for the Human Relations Commission Multimedia High School Essay Contest was submitted to Staff (Williams) for review and the revised flyer was submitted to the Parks, Recreation and Community Services Department for review and approval.</li> <li>• The Commission discussed recognizing the 2020 Human Relations Commission Annual Award winners and asked Staff (Sabha) to send a list of the 2020 award winners, along with winners from previous years.</li> </ul> <p>April 2021:</p> <ul style="list-style-type: none"> <li>▪ The Commission voted to extend the deadline for submissions for the Human Relations Commission Multimedia High School Essay contest to Saturday, May 1, to give time to distribute the contest flyer and receive submissions.</li> <li>▪ The Commission discussed that the Commission meeting in May will include a discussion of a method for selecting the award winners with the winners decided by Saturday, June 1.</li> <li>▪ The Commission decided to cancel the 2021 Human Relations Commission Annual Awards due to COVID-19 and celebrating the 2020 winners along with the 2022 winners next year.</li> </ul> <p>May 2021: The Commission unanimously voted to cancel the selection process for the Multimedia High School Essay Contest due to receiving no submissions and resume the contest during FY 2021-2022.</p> <p><b>Status:</b></p>
<p><b>3.</b></p>	<p>To identify and bring attention to collaborations existing within the City of Pasadena that provide assistance to private persons and groups, and/or promote goodwill and better relations among all people.</p> <p>Greenstein (Lead), Robinett, Lamar, Morales</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Assessment of local collaborations <ul style="list-style-type: none"> <li>○ Pasadena Ministerial Alliance</li> </ul> </li> </ul>

- Nonprofit social service organizations
  - Social justice meeting
- 

**Work Plan Updates:**

August 2020: The Commission established a draft of the FY20-21 work plan.

September 2020: Commission ad hoc will identify specific social organizations to discuss at next meeting.

October 2020:

- Chair Nehdar dissolved the ad hoc committee regarding the social justice meeting and added the item into work plan objective #3.
- Commissioner Greenstein updated the Commission in that the ad hoc committee met on Tuesday, September 15 and discussed:
  - Developments with the Pasadena Community Police Oversight Commission.
  - Hosting a Zoom job and resource fair for formerly incarcerated residents.
  - Holding a forum to bridge the gap between the various sections in Pasadena.
  - Community Bill of Rights released by the NAACP and NDLO (National Day Laborer Organization Network) that was released in June 2020.
  - The Parks, Recreation and Community Services Department Commission work plans for FY 2020-2021 to see how they relate to the work of the Human Relations Commission.

November 2020: The Commission discussed holding a virtual public forum and inviting local community based organizations to present about what they are working on.

December 2020: Commissioner Greenstein shared a recommendation for the program name, format, and potential speakers for the social justice meeting:

- Event Name: Human Relations Commission Public Forum on Social Justice in Pasadena
- Content: A curated group of representatives from each Council District will be panel presenters and discussants.
- Potential Presenters: NAACP Pasadena, NDLO, Flintridge Foundation, Community Pastors Coalition, Pasadena Ministerial Alliance, Hood Liberation

January 2021:

- The Commission continued their discussion of holding a virtual public forum on issues that affect human relations in Pasadena.

- Commissioner Gonzalez suggested inviting the group, Pasadenans Empowering Parent Participation in Education Governance (PEPPEG) as a potential presenter for the virtual forum, and will bring information about the group to the next Commission meeting in February.

February 2021:

- The Commission continued their discussion of holding a special meeting on human relations issues that affect human relations in Pasadena.
- The Commission requested that staff (Williams) contact the City Attorney's office for guidance on naming the special meeting item.

March 2021:

- The Commission continued their discussion on holding a special meeting on human relations issues that affect human relations in Pasadena with a targeted meeting date during Fall 2021 or Spring 2022, and decided to schedule brief presentations on social justice issues from local organizations beginning in April 2021.

April 2021:

- The Commission received a presentation from Pasadenans Empowering Parent Participation in Education Governance (PEPPEG) on the group's purpose and function to expand voting rights to all Pasadena Unified School District (PUSD) parents regardless of their citizenship status.
- The Commission discussed recent racially motivated attacks against Asian community members and how they might be able to collaborate with local organizations and educate the public about these types of incidents and how to report them.

May 2021: The Commission discussed creating a calendar for upcoming Commission meeting presentations from local organizations to present at a future meeting on issues that affect human relations in the City of Pasadena.

**Status:**

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

**City of Pasadena Human Relations Commission**

**DRAFT WORK PLAN: 07/01/21 – 06/30/22**

**Mission:**

The purpose of the Human Relations Commission is to aid the city in achieving better human relations in city government, and to provide assistance to private persons and groups in promoting good will and better relations among all people. The Human Relations Commission is an advisory body.

**FY 21-22 Objectives:**

Objective #1 – xxxxxxxx

## **Objective #1 – XXXXXX**

Objective statement (if applicable)

Commissioners: Name, Name, Lead

### **Action Items:**

- Action 1
- Action 2
- Action 3
- Action 4

### **Work Plan Updates:**

July 2021:

**Status:**

The following rules and regulations were approved by the City Council on May 3, 2021 for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

**HUMAN RELATIONS COMMISSION  
RULES AND REGULATIONS**

**ARTICLE I**

**NAME**

The name of this advisory body is the Human Relations Commission.

**ARTICLE II**

**PURPOSE**

SECTION 1. The purpose and function of this Commission are set forth in Chapter 2.85 of the Pasadena Municipal Code.

**ARTICLE III**

**MEMBERSHIP**

SECTION 1. The membership of this Commission shall be limited to 9 members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.85, 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. Absent members cannot vote by proxy on issues before the commission at scheduled meetings.

SECTION 5. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.85 of the Pasadena Municipal Code relating to this commission.

SECTION 6. 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 7. No member shall purport to represent or speak on behalf of the Commission without the prior approval of a majority of the Commission.

SECTION 8. Conflict of Interest

a. If, due to any of the following factors, a member has a conflict of interest in a matter before the Commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, 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:

1. Member is a client, employee or business associate of a party with a matter before the Commission;
2. Member is related by blood, marriage or adoption to a party with a matter before the Commission;
3. Member has a financial interest in a matter before the Commission;
4. Member and the party with a matter before the Commission are affiliates in an association which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission;
5. Member is a friend 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.

b. No member shall participate in any matter before the Commission in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

c. If a member is required by City ordinance or the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the Commission.

d. All members shall comply with City Resolution 4830, passed by the City Council on December 14, 1982, entitled "Standards of Conduct for Members of



Pasadena Boards, Commissions and Committees." A copy of the Resolution is attached to these rules and incorporated by this reference.

## **ARTICLE IV**

### **OFFICERS**

SECTION 1. The officers of the Commission shall be a Chair and Vice-Chair. The Secretary shall be a member of the City staff. The Commission shall have a Parliamentarian, 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; appoint the Parliamentarian for the Commission; prepare the annual report for submission to the City Council; set the date, hour and place of meeting; make appointments to committees; sign recommendations of the Commission; and conduct Commission business in a manner consistent with these rules and regulations.

SECTION 3. The Vice-Chair shall perform the duties of the Chair in the absence of the 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 and City Council of any members with three consecutive

unexcused absences and upcoming vacancies; assist in the preparation of agendas; and make and post all notices.

SECTION 5. The Parliamentarian shall assist the Commission to resolve questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order 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 and appointed for the Parliamentarian position.

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 first Tuesday of each month at 6:30 p.m. at the Jackie Robinson Community Center (1020 N. Fair Oaks Avenue Pasadena, CA 91103). Written notice of these meetings, including the date, time and location, shall be given to each member, City Council and the City Manager.

SECTION 2. Regular meetings should begin no later than 7:00 p.m. and adjourn by 8:30 p.m. unless otherwise extended by the Commission.

SECTION 3. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers, appointing a Parliamentarian and for any other business that may arise.

SECTION 4. 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 emergency, notice of special meetings shall be given at least 24 hours in advance.

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

SECTION 6. A matter must be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be included on the agenda by a member or by staff.

SECTION 7. The order of business at all regular meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of Minutes
5. Old Business
6. New Business

7. Reports/Comments from the Chair
8. Comments from Commissioners
9. Staff Comments
10. Upcoming Meeting Agenda Items
11. Adjournment

SECTION 8. Discussion on any agenda item shall be limited to 15 minutes unless the Commission votes to extend discussion.

SECTION 9. A member may be asked not to speak longer than 3 minutes during a discussion.

SECTION 10. Discussion by members shall be monitored by the Chair.

## **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 minutes 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 public shall not be permitted to speak nor comment during the Commission's discussion of that motion.

SECTION 3. All votes 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 Secretary 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 Secretary shall announce the vote on the motion. In announcing the vote, the Secretary shall state whether the motion carried or failed and the number of votes for and against and indicate abstentions.

## **ARTICLE VII**

### **MEETINGS – HEARING PROCEDURES (IF APPLICABLE)**

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 VIII**

### **COMMITTEES**

SECTION 1. Unless otherwise provided in Chapter 2.85 of the Pasadena Municipal Code, the Chair may appoint members to ad hoc committees created to assist in the work of the Commission and select delegates to represent the

Commission, as appropriate. The Chair shall establish their area of operation and concern, and establish rules of operation. The Chair shall be an ex officio member of all committees so created.

SECTION 2. The Commission hereby establishes a nominating committee which shall recommend nominees for office on the Commission. The nominating committee shall consist of three members appointed by the Chair. The committee shall be activated at the May meeting and shall report its nominees at the June meeting.

SECTION 3. The Commission hereby establishes a police community relations committee to execute the police community relations function of the ordinance. Actions agreed upon in meetings shall be reported to the full Commission. The police community relations committee shall consist of three members.

## **ARTICLE IX**

### **AMENDMENT OF RULES**

SECTION 1. These rules may be proposed to be amended by a majority vote of the Commission, upon which the rules shall be submitted to the City Council for approval. In the event of a conflict between these rules and any rules established by the City Council for the conduct of meetings of all Council, committee, board, and commission meetings (such as Resolution no. 9716, dated June 3, 2019, as may be amended or superseded), the broader City Council rules (including, but not limited to, rules applicable to all City Council, committee, board, and commission meetings) shall prevail.