



**Regular Meeting  
Human Relations Commission  
Tuesday, August 3, 2021  
6:30 P.M.**

**Members**

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

**Staff**

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

**Meeting Information**

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) 744-7292 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/81881320395>

**OR**

**Phone:** 1 (669) 900-6833 – Webinar ID: 818 8132 0395

## **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**  
**Regular Meeting**  
**Human Relations Commission**  
**Tuesday, August 3, 2021**  
**6:30 P.M.**

1. **Call to order**
2. **Roll call**
3. **Public comments**
4. **Approval of minutes**
  - July 6, 2021\*
5. **New business**
  - Action Items**
    - Review and approval of an update to the Pasadena Municipal Code Chapter 2.85, Human Relations Commission, to remove functions related to the police department and law enforcement agencies, as these functions are being absorbed by the Community Police Oversight Commission\*
    - Review and approval of an update to the Human Relations Commission Rules and Regulations to remove functions related to the police department as these functions are being absorbed by the Community Police Oversight Commission\*
  - Information Items**
    - Presentation regarding Pasadena Water and Power's approach to organizing their annual "Water is Life" Student Art Contest – Renae Plave (Events and Education Coordinator, Pasadena Water and Power)
    - Discussion of new formatting for the Multimedia High School contest
6. **Old business**
  - Action Item**
    - Review and approval of final Human Relations Commission Work Plan FY 2021-2022\*
7. **Reports/comments from the Chair**

**8. Comments from Commissioners**

**9. Staff comments**

**10. Upcoming meeting agenda items**

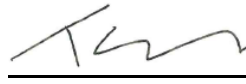
**11. Adjournment**

\*Attachments

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 29<sup>th</sup> day of July 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, Chair  
Human Relations Commission



Tamer Sabha, Recording Secretary



**\*Draft Minutes\***

**Regular Meeting  
Human Relations Commission  
Tuesday, July 6, 2021  
6:30 P.M.**

**Commissioners Present:** Rene Gonzalez (joined at 6:35 P.M.), Sandy Greenstein, Kevork Keushkerian, Wilhelmina Robertson, Theresa Robinett, Hamed Shirmohammadi, Katie Young

**Commissioners Absent:** Brandon Lamar (excused)

**Staff Present:** Alexis Taylor, LaWayne Williams, Tamer Sabha

**1. Call to Order**

Vice-Chair Greenstein called the meeting to order at 6:32 P.M.

**2. Roll call**

Staff (Sabha) called the roll and a quorum was established for the Commission.

**3. Approval of minutes**

After review, it was moved (Keushkerian) and seconded (Robertson) to approve the minutes of the May 4, 2021 regular meeting. (Motion unanimously carried)

In Favor: Greenstein, Robertson, Robinett, Gonzalez, Keushkerian, Young, Shirmohammadi

After review, it was moved (Keushkerian) and seconded (Robertson) to approve the minutes of the June 1, 2021 special meeting. (Motion unanimously carried)

In Favor: Greenstein, Robertson, Robinett, Gonzalez, Keushkerian, Young, Shirmohammadi

**4. New Business**

- **Review and approval of final Human Relations Commission Work Plan FY 2021-2022**

The Commission reviewed the draft work plan for FY 2021-2022 and will vote to approve the updated work plan at the next meeting in August.

**5. Old business**

- None

## **6. Reports/comments from the Chair**

None

## **7. Comments from Commissioners**

Vice-Chair Greenstein commented on reviewing Human Relations Commission meeting minutes from FY 2020-2021, and will send a list of unfinished items to the Commission and staff.

Commissioner Robertson commented on the response she received from Councilmember Hampton regarding issues in District 1 that should be relayed to the Commission for discussion and action. These items include assessing: where and how are hate crimes reported, permanent supportive housing, jobs and small local business support.

Staff (Williams) clarified that hate crimes can be reported to the Pasadena Police Department by contacting them directly or to the Pasadena Citizen Service Center.

Commissioner Robinett commented on contacting Councilmember Williams after the June meeting, and inviting her to attend a future meeting to speak to the Human Relations Commission.

Commissioner Young commented on contacting Councilmember Rivas, who is looking forward to the Commission's recommendation on improving two-way communication between Commissioners and the Councilmembers they represent.

## **8. Staff Comments**

Staff (Taylor) provided the following comments:

- Reminded the Commission that in person meetings will resume after Labor Day (Monday, September 6);
- Encouraged the ad hoc committees to meet and finalize action items that were discussed at tonight's meeting; and
- Informed the Commission that Mark Workman can deliver a presentation regarding the Parson's Pproject (Cultural Signage Project) in November or December.

## **9. Upcoming meeting agenda items**

- Continued discussion of historical plaques at Mill's Place
- Continued discussion of Pasadenans Empowering Parent Participation in Education Governance (PEPPEG)
- Discussion of new format for Multimedia High School contest

## **10. Adjournment**

It was moved (Young) and seconded (Robertson) to adjourn the regular meeting. The meeting was adjourned at 7:43 PM.

**City of Pasadena Human Relations Commission**  
**Work Plan: 07/01/21 – 06/30/22**

**Mission:**

The purpose of this 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.

**FY 21-22 Objectives:**

Objective #1 – Advise and Engage City Council

Objective #2 – Public Forums

Objective #3 – Collaborations

## **Objective #1 – Advise and Engage City Council**

To advise and engage 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.

Commissioners: Robertson, Greenstein, Young

### **Action Items:**

- Encourage City Councilmembers to enhance their online presence in order to foster diverse community relationships and increase interpersonal communication with residents.
- Engage youth interns to perform social media analyses of community connectedness and responsiveness to Councilmembers' content in order to assess local issues.
- Inform, on a monthly basis, Councilmembers of HRC meeting action items and local needs in order to report discussion outcomes during commission meetings.
- Design, solicit, and evaluate a Human Relations Commission Community Survey; concurrently remove the existing published survey from the Commission's webpage. (Completed July 2021)
- Submit a request to the Historic Preservation Commission to include an addition to their policies that ensures historical accuracy on plaques.
- Render a recommendation regarding the Mill's Place plaque:
  - For staff to begin the process to create new plaques solely dedicated to acknowledging this event,
  - To host a public event to educate the public about the atrocious events from 1885, or
  - To work with city staff to initiate a press release to share with the Pasadena community.
- Attend District meetings to share the progress of Commission-related activities as needed.

### **Work Plan Updates:**

July 2021: Staff removed the link to the existing Human Relations Commission Community Survey from the Commission's webpage.



## **Objective #2 – Public Forums**

To present public forums, panels, and programs on issues that affect human relations in the City of Pasadena.

Commissioners: Lamar, Robertson, Robinett

### **Action Items:**

- Support programs that highlight the principles of Martin Luther King Jr.
- Sponsor a Multimedia High School Contest.
- Sponsor Human Relations Commission Annual Awards Ceremony .
- Investigate alternatives to in-person forums, panels, and programs.

### **Work Plan Updates:**

July 2021: The Commission worked on defining action items for the Public Forums work plan objective.

## **Objective #3 – Collaborations**

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.

Commissioners: Young, Greenstein, Robinett

### **Action Items:**

- Identify local collaborations that support the Human Relations Commission's objectives.
- Create a presentation calendar for FY 2021-2022 to better engage community organizations towards achieving Human Relations Commission action items.

### **Work Plan Updates:**

July 2021: The Commission worked on defining action items for the Collaborations work plan objective.

Human Relations Commission  
Draft Presentation Calendar FY 2021-2022  
(updated 07/12/21)

To be scheduled:

- Cultural Signage Project for 10 W. Walnut (Parsons Project) – Mark Workman, LPC West (November or December 2021)

August 2021:

- Presentation regarding Pasadena Water and Power’s approach to organizing their annual “Water is Life” Student Art Contest – Renae Plave (Events and Education Coordinator, Pasadena Water and Power)

September 2021:

October 2021:

November 2021:

December 2021:

January 2022:

February 2022:

March 2022:

April 2022:

May 2022:

June 2022: Annual Meeting

## Chapter 2.85

### HUMAN RELATIONS COMMISSION

#### Sections:

- 2.85.010 Short title.**
- 2.85.020 Establishment.**
- 2.85.030 Membership-Appointment and terms.**
- 2.85.040 Qualifications.**
- 2.85.050 Absences and vacancies.**
- 2.85.060 Elections of officers.**
- 2.85.070 Meetings - Records.**
- 2.85.080 Rules and regulations.**
- 2.85.090 Annual report.**
- 2.85.100 Disclosure requirements.**
- 2.85.110 Purpose and functions.**

#### **2.85.010 Short title.**

This chapter shall be known as the “Human Relations Commission Ordinance.” (Ord. 6229 § 2 (part), 1987)

#### **2.85.020 Establishment.**

There is created and established a commission of the city to be known as the “human relations commission” and hereinafter called “commission.” (Ord. 6229 § 2 (part), 1987)

#### **2.85.030 Membership-Appointment and terms.**

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.
2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.
3. All nominations are subject to ratification by city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30<sup>th</sup> of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has serve 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure. (Ord. 6820 §§ 19,45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### **2.85.040 Qualifications.**

A. All members shall be residents of the city; provided, however, that a person nominated by a city council member need not reside in said city council member’s district.

B. Members should be committed to the principle of equal opportunity for all people and have the ability to function harmoniously within a heterogeneous group. (Ord. 6229 § 2 (part), 1987)

**2.85.050 Absences and vacancies.**

A. In the event a member has three consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the administrative assistant to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.85.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.85.060 Elections of officers.**

In the month of June, the commission, and there after in June each subsequent year, the members shall elect a chair and a vice chair and the newly elected chair shall appoint a parliamentarian. In the absence of the chair and vice chair, the commission may designate a temporary chair. (Ord. 6229 § 2 (part), 1987)

**2.85.070 Meetings-Records.**

A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.

B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled by the city council. 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 at least 3 members.

C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings, and other actions. (Ord. 6820 § 20, 45 (part), 2000; Ord. 6675 § 1 (part), 1996; Ord. 6229 § 2 (part), 1987)

**2.85.080 Rules and regulations.**

The commission shall adopt and amend, by the affirmative vote of a majority of members, rules and regulations for the conduct of the commission's business consistent with the 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. (Ord. 6820 § 21, 2000; Ord. 6229 § 2 (part), 1987)

**2.85.090 Annual report.**

The commission shall submit an annual report and work plan to the city council no later than September 1<sup>st</sup> of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 9, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.85.100 Disclosure requirements.**

Members of the commission shall not be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

## **2.85.110 Purpose and functions.**

A. The purpose of this commission is to aid the city in achieving better human relations in city government, and to provide assistance to private person, and groups in promoting good will and better relations among all people.

B. The purpose of this 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.

C. The commission shall:

1. Formulate ideas and suggest programs in the areas of research and educate for the purpose of lessening racial and religious prejudice and of fostering attitudes among the various-groups which lead to civic peace and intergroup understanding:

2. Develop and participate in plans and programs designed to promote the full acceptance of all citizens in the community in all aspects of community life, without regard to race, religion, national origin, age, sex or minority affiliation:

3. Participate with community agencies engaged in fostering mutual understanding and respect among all racial, religious and cultural groups in the city, or in attempting to discourage discrimination practices against any such group or any of its members.

~~4. Maintain close liaison with the police department through the police chief or his/her representatives and promote understanding and cooperation between the~~

~~police department and residents of the community;~~

~~5. Encourage and assist representatives of the local law enforcement agencies, the judicial system and other interested community groups in developing and maintaining harmonious relationships between the law enforcement agencies and the residents of the city. (Ord. 6905 §§ 1,2, 2002; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)~~

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 nine 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. New Business
6. Old 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 three 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.