

The following rules and regulations were approved by the City Council on October 24, 2011 for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

## **RULES AND REGULATIONS**

### **TRANSPORTATION ADVISORY COMMISSION**

#### **ARTICLE I**

##### **NAME**

The name of this advisory body is the Transportation Advisory Commission (hereinafter referred to as Commission).

#### **ARTICLE II**

##### **PURPOSE**

The purpose of this Commission is to discuss, analyze, evaluate and make policy recommendations to the City Council on short and long range measures to improve the City's transportation system. Specifically, the Commission shall study and make policy recommendations on policy issues including, but not limited to:

- a. Measures affecting the traffic circulation and transportation in the City of Pasadena.
- b. Annual and long range allocation of Proposition A and C funds and Measure R Metro Sales Tax Funds.
- c. Annual capital programs and five-year Capital Improvement Program of the City affecting streets and transportation.
- d. Federal, state and regional funding actions affecting the transportation network serving Pasadena, including existing and proposed freeways.
- e. Inclusion of Pasadena in Southern California's Light Rail Transit Network.
- f. Transportation Demand Management (TDM) programs and measures designed to manage or reduce traffic congestion, including ridesharing, vanpooling, alternative work-hours strategies, application of new technologies, and encouragement of existing and alternative modes of transit.
- g. Provision for a public transit system, including streetcar/trolley and shuttle bus systems.
- h. Protection of residential neighborhoods from negative transportation system impacts.
- i. Provision for service to those with limited access to transportation.
- j. Promotion of energy conservation aspects of transportation.

- k. If and to the extent requested by the City Council, leadership of and participation in local and regional studies and committees or task forces dealing with transportation issues.
- l. If and to the extent requested by the City Council, assistance to other City Commissions, Committees and Task Forces regarding transportation-related issues including review of and comment on transportation related policy aspects of various elements of the City's Strategic Plans, Specific Plans, Master Plans, development projects, and associated environmental impact reports.
- m. Such other matters as shall be referred from time to time to the Commission by the City Council.

### **ARTICLE III**

#### **MEMBERSHIP**

**SECTION 1.** The membership of this Commission shall be limited to nine (9) members, appointed from the residents of the City having experience, knowledge, or interest in the fields of transportation, urban planning, and public services. Members may be appointed to represent the diverse transportation modes in the City, including drivers, pedestrians, transit users, bicyclists, and wheelchair users.

**SECTION 2.** Members shall be appointed in conformity with applicable provisions in Chapter 2.135, Title 2 of the Pasadena Municipal Code.

**SECTION 3.** Any member desiring to resign from the Commission shall submit his/her resignation in writing to the Chair of the Commission and to the Office of Mayor and City Council.

**SECTION 4.** Any member with three (3) consecutive unexcused absences may be removed from the Commission by the City Council. A member must advise the Chair twenty-four (24) hours in advance of any anticipated absence from a scheduled meeting. The Chair may excuse an absence.

**SECTION 5.** Members absent from meetings of the Commission may not vote except pursuant to teleconference participation as specified in these rules and regulations.

**SECTION 6.** Teleconference participation is acceptable in accordance with certain circumstances under the Brown Act if:

- a. It is noticed on the agenda in advance;
- b. The member can be found at one location accessible to the public;
- c. The agenda is posted at the remote location; and
- d. Staff legal counsel is consulted in advance.

**SECTION 7.** Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.135 of the Pasadena Municipal Code relating to this Commission.

**SECTION 8.** Each member has the right to:

- a. Receive timely notice of all meetings with accompanying documents;
- b. Request that a matter be placed on the agenda;
- c. Receive a copy of the minutes prior to approval;
- d. Make motions or second them;
- e. Debate motions;
- f. Vote on motions;
- g. Hold office on the Commission
- h. Make inquiries, parliamentary or informational; and
- i. Make recommendations to the Commission.

**SECTION 9.** No member shall purport to represent to speak on behalf of the Commission without the prior approval of a majority of the Commission.

**SECTION 10.** All members disqualified due to a conflict of interest from participation in a matter before the Commission shall excuse themselves from the meeting room while the Commission deliberates and takes action on the matter as to which they are disqualified.

- a. The one exception is that a disqualified member with an application pending before the Commission shall have the right to address the Commission as a member of the public regarding the merits of the application.

**ARTICLE IV**

**OFFICERS**

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

**SECTION 2.** The Chair shall have the following responsibilities:

- a. Preside at all meetings of the Commission;
- b. Vote on every motion as other members;
- c. Call special meetings when necessary;
- d. Assist the City Department of Transportation in preparing Commission meeting agendas;
- e. Prepare the annual report for submission to the City Council;
- f. Fix the date, hour and place of meeting;
- g. Make appointments to subcommittees and panels subject to Commission review and concurrence;
- h. Create and/or convene an Ad Hoc committee whenever necessary;
- i. Execute official communications;
- j. Sign orders or recommendations of the Commission;
- k. Excuse absences; and
- l. 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.** Subject to general direction of the City Department of Transportation, the staff to the Commission shall have the following responsibilities:

- a. Record the Minutes of all proceedings before the Commission;
- b. Maintain the records of the Commission in complete and up-to-date order;
- c. Advise the Chair and the secretary to the Mayor three (3) months prior to expiration of appointments;
- d. Advise the Chair and the secretary to the Mayor of any members with three (3) consecutive, unexcused absences;
- e. Assist in the preparation of the agendas; and make and serve all notices; and
- f. Poll members to ensure that a quorum will be present.

**SECTION 5.** At the July annual meeting of the Commission, the members shall elect by open ballot a Chair and a Vice-Chair to serve for one year. In the absence or disability of the Chair and Vice-Chair, the Chair shall designate a temporary Chair.

**SECTION 6.** No member shall hold more than one office at a time.

**SECTION 7.** No member shall serve as an officer for more than two consecutive one year terms unless the Commission waives this provision.

## **ARTICLE V**

### **DESIGN COMMISSION NOMINATION**

**SECTION 1.** The Pasadena Municipal Code (Section 2.80.30) specifies that the Transportation Advisory Commission shall nominate one of its members to the City Council to serve on the Design Commission.

**SECTION 2.** The primary purpose of service on the Design Commission shall be to provide advice on transportation issues related to projects under review.

**SECTION 3.** All members of the Transportation Advisory Commission may be nominated for service on the Design Commission.

- a. Representation on the Design Commission will rotate periodically among the members who express a desire to serve in this capacity.

**SECTION 4.** A member shall be nominated to serve on the Design Commission for a one year term.

- a. A nominee shall have served for at least one year on the Transportation Advisory Commission; and
- b. This nomination will be approved as part of the election of officers at the July Annual Meeting.

## **ARTICLE VI**

### **SUBCOMMITTEES**

**SECTION 1.** Unless otherwise provided in Chapter 2.135, Title 2, of the Pasadena Municipal Code, the Chair may establish subcommittees necessary to carry on the work of the Commission in the following manner:

- a. Define the area of operation and concern of subcommittees, and establish rules of operation;
- b. Appoint members to subcommittees based on their areas of greatest interest;
- c. Confirm that members on a subcommittee do not constitute a quorum; and
- d. Act as an ex officio member of all subcommittees.

**SECTION 2.** Subcommittees are generally designated as follows:

- a. Standing Committees such as:
  1. Annual Report Card monitoring; and
  2. Capital Improvement Program Monitoring.
- b. Ad Hoc Subcommittees such as:
  1. Bicycle Master Plan;
  2. General Plan Mobility Element;
  3. Pedestrian Plan; and
  4. Public Transit/ARTS.

## **ARTICLE VII**

### **MEETINGS – GENERAL RULES**

**SECTION 1.** The regular meetings of the Commission shall be held each month, except for August.

- a. Special meetings may be scheduled based upon need and action by the Commission; and
- b. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager.

**SECTION 2.** The regular meeting in July shall be known as the Annual Meeting and shall be for the purpose of electing officers, and for any other business that may arise.

**SECTION 3.** Special meetings may be scheduled by the Chair or a majority of the Commission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least twenty-four (24) hours in advance.

**SECTION 4.** A majority of the Commission seats filled by the Mayor and City Council shall constitute a quorum for convening meetings.

- a. A seat is deemed to be filled after a nominee has been sworn in by the City Clerk;
- b. No action of the Commission shall be valid without the affirmative vote of at least three (3) members; and
- c. If the quorum no longer exists during the course of a duly convened meeting, the meeting shall be adjourned.

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

**SECTION 6.** Meeting minutes shall be recorded as “Action Minutes” to include:

- a. Name of the body, date, hour, and place of the meeting;
- b. Names of members present, absent, arriving late, leaving early;
- c. Whether it is a regular or special meeting with proper notice given;
- d. Time meeting commenced and recessed;
- e. Topics of business and action taken (i.e. motions, votes, directions to staff);
- f. Statements made “for the record” as requested by a member;
- g. Public comment to only reference name of person and subject matter addressed; and
- h. Adjournment time.

## **ARTICLE VIII**

### **MEETINGS – SPECIAL RULES**

**SECTION 1.** Robert’s Rules of Order shall be used to ensure the orderly conduct of meetings and efficient flow of agendas provided the rules are not inconsistent with the Pasadena Municipal Code and the Ralph M. Brown Act.

**SECTION 2.** Discussion of any agenda item may be limited to ten (10) minutes by the Chair.

- a. A member may not speak more than twice for or against any agenda item unless an extension is granted by the Chair; and
- b. A member may be asked by the Chair not to speak longer than three (3) minutes during discussion.

**SECTION 3.** The order of business at meetings shall be as follows unless changed by the Chair:

- a. Call to order;
- b. Roll Call;
- c. Public comment on matters not on the agenda;
- d. Approval of the minutes;

- e. Informational reports from the Chair and Vice-Chair; the last Commission meeting or upcoming matters of interest not likely to be covered by the agenda or subcommittee report;
- f. Informational reports from the Department of Transportation:
  - 1. Status updates;
  - 2. Environmental studies;
  - 3. Staff activities.
- g. Unfinished business (designated action or information);
- h. New business (designated action or information);
- i. Commissioner comments/questions/requests;
- j. Subcommittee reports;
- k. Correspondence; and
- l. Adjournment

## **ARTICLE IX**

### **MEETINGS – MOTION**

**SECTION 1.** The Commission may employ five (5) motions in reaching decisions:

- a. Motion for action: A proposal by a member that the Commission do something;
- b. Motion to amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution;
- c. Motion to rescind: A proposal to repeal a motion before a different course of action is decided (may have been found to be impractical);
- d. Motion to table: A proposal to cut off discussion and action on a motion that has been made until a later time;
- e. Motion to call the question: A proposal to cut off discussion and proceed with a vote on a motion under consideration.

**SECTION 2.** Once a motion is before the Commission, the Chair shall not permit the public to speak or comment during the Commission's discussion of that motion.

**SECTION 3.** All voting on issues before the Commission shall be by voice vote unless a roll call is requested by the Chair or a member of the Commission. There shall be no secret ballots.

**SECTION 4.** After a motion has been made and seconded, the Chair shall repeat the motion for the Commission, with the assistance of the secretary, if the Chair requests. The Chair may rule the motion out of order or restate the motion so that the Commission may know what is before it for consideration and action.

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

## **ARTICLE X**

### **HEARING PROCEDURES**

**SECTION 1.** The Commission shall adhere to the following procedures in conducting hearings:

- a. The title of the matter shall be announced by the Chair;
- b. A City staff member or other appropriate person shall present the matter to the Commission;
- c. The Chair shall:
  1. Call for all proposers, applicants, proponents, or opponents to individually present their views, proposals, additional facts, or evidence;
  2. Call for statements from other persons favoring the matter, opposing the matter or having additional comments concerning the matter under consideration;
  3. Give the proposer, applicant, proponent or opponent and opportunity for rebuttal at the completion of the statements;
  4. The Chair shall declare the hearing closed, call for a motion on the matter, and announce the decision of the Commission; and
  5. All decisions of the Commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties concerned within a reasonable time after the hearings.

## **ARTICLE XI**

### **AMENDMENT OF RULES AND REGULATIONS**

**SECTION 1.** Subject to submission to and approval by the City Council, these rules and regulations may be amended at any regular meeting of the Commission by an affirmative vote of at least five (5) members, provided the matter has been:

- a. Listed on the agenda in compliance with the Brown Act;
- b. Reviewed by the City Attorney's Office; and
- c. Submitted in writing at a previous meeting of the Commission.

**SECTION 2.** After approval by a majority vote of the Commission, the amended rules and regulations shall be submitted by the Chair to the City Council for final approval.