

**A RESOLUTION OF THE SUSTAINABILITY  
COMMISSION OF THE CITY OF GLENDALE,  
CALIFORNIA, ADOPTING PROCEDURAL RULES**

**WHEREAS**, the following Procedural Rules (“Rules”) are being adopted by the Sustainability Commission to facilitate the performance of its duties and the exercise of its powers, as set forth in the City Charter, Article XIV, and in the Glendale Municipal Code, Title 2, Sections 2.85.010 to 2.85.130, and Sections 2.36.010 to 2.36.060, inclusive; and

**WHEREAS**, these Rules are supplemental to and subordinate to the above-cited Charter and Code sections which authorize or empower the Commission or define or prescribe its function or operation; and

**WHEREAS**, these Rules are procedural in nature and are for the purpose of facilitating reasonable order to the conduct of the Commission's business.

**NOW, THEREFORE, THE SUSTAINABILITY COMMISSION OF THE CITY OF GLENDALE DOES HEREBY RESOLVE AND ORDER AS FOLLOWS:**

**SECTION 1.** The above recitals are true and correct and are incorporated herein.

**SECTION 2.** The Articles set forth below in this Section 2 consist of the Procedural Rules for the Sustainability Commission and are hereby adopted by the Sustainability Commission as follows:

**ARTICLE I**  
**GENERAL PROVISIONS**

Section 100: DEFINITIONS

Unless the context clearly indicates otherwise, the following terms shall be defined as follows:

- (a) "Brown Act" means the Ralph M. Brown Act, Government Code sections 54950 *et seq.*, as amended from time to time.

- (b) "City" means the City of Glendale, a municipal corporation.
- (c) "City Council" means the duly elected legislative body of the City, the members of which make appointments to the Sustainability Commission.
- (d) "Commission" means the Sustainability Commission of the City of Glendale.
- (e) "Department" means the Department of Management Services.
- (f) "Ex-Officio Student" means the two members of the Commission appointed by the five Commission members pursuant to the procedures set forth in Ordinance No. 5954 which established the Commission, and in compliance with the Glendale Municipal Code.
- (g) "Political Reform Act" means the Political Reform Act of 1974, Government Code sections 87100 et seq., as amended from time to time.
- (h) "Public Records Act" means the California Public Records Act, Government Code sections 6250 et seq., as amended from time to time.
- (g) "Staff" means any members of the staff of the Sustainability Commission.

#### Section 101: GENERAL

The Commission's duties and actions, composition, number of its members, qualifications, and their appointment, removal, terms of office shall be prescribed by the Glendale Municipal Code and the Glendale Charter. The Commission is also required to comply with the Brown Act, the Public Records Act, and the Political Reform Act, and to the extent and when these Rules of Conduct contradict, or are inconsistent with, state laws, they shall not apply. These Rules may only be amended by a majority vote of the voting membership of the Commission.

#### Section 102: REGULAR MEETING PLACE

Except as the Commission may from time to time otherwise provide, the regular meeting place of the Commission shall be in the City of Glendale City Hall located at 613 E. Broadway Ave, Glendale, California, in a room to be designated on the meeting agenda. If by reason of emergency, it is unsafe to meet at the regular meeting place of the Commission, meetings may be held at any place designated by the Chair or by majority

vote of the Commission. Additionally, teleconference meetings are permitted subject to the requirements of the Brown Act.

## **ARTICLE II** **OFFICERS**

### Section 200: ELECTION OF CHAIR & VICE CHAIR

The Commission shall, in regular session following the first day of March of every year, elect from its members a Chair and Vice-Chair. The term of office for the Chair and Vice-Chair shall be for one (1) year. The Chair and Vice-Chair shall serve at the pleasure of the Commission during the term of office and may be removed from office by the Commission at any time for any reason. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair, until such time as the members shall elect a new Chair.

### Section 201: POWERS AND DUTIES OF CHAIR

The Chair shall have the following powers and duties:

- (a) Preside at all meetings of the Commission, and at all hearings conducted by the Commission;
- (b) Sign all written resolutions of the Commission, and all minutes of all meetings or hearings of the Commission, which shall have been approved by the Commission;
- (c) Perform such other duties as may be required of the Chairperson either by State law or by resolution or order of the Commission consistent with the Glendale Municipal Code, Glendale Charter, and State law and shall perform such other duties as may be necessary to perform the required duties of the Chairperson; and
- (d) Confer with Staff as appropriate to set the agenda for Commission meetings.

### Section 202: POWERS AND DUTIES OF VICE-CHAIR

The Vice-Chair shall have the following powers and duties:

- (a) Have and perform all powers and duties of the Chairperson in the event of and during the absence or disability of the Chairperson;
- (b) Shall preside as Chairperson at all meetings and hearings of the Commission in the event of and during the absence or disability of the Chairperson; and
- (c) Shall perform such other duties as may be required of the Vice-Chair either by the Glendale Municipal Code, Glendale Charter, State law or by resolution or order of the Commission consistent with such laws, and such other duties as may be necessary to perform the required duties of the Vice-Chair.

Section 203: VACANCY IN OFFICE

If the Vice-Chair should cease to be a member of the Commission, or if for any other reason the office of the Vice-Chair should become vacant prior to the expiration of the term of office, the Commission shall elect a successor to the office of Vice-Chair for the unexpired portion of the term.

**ARTICLE III**  
**CHAIR PRO TEMPORE**

Section 300: VACANCY OF CHAIR AND VICE CHAIR

In the event of vacancies in offices of the Chair and Vice-Chair, or in the event of the absence of the Chair and Vice-Chair, at the time of any meeting, the Commission may elect one of its members Chair Pro Tempore to preside over such meeting during such vacancies or absences. The Chair Pro Tempore shall have all the powers and duties of the Chair during such meeting.

**ARTICLE IV**  
**SECRETARY-CLERK OF THE COMMISSION**

Section 400: APPOINTMENT

The Sustainability Officer or his or her designee for Sustainability Commission shall serve as secretary-clerk ("Secretary") of the Commission.

Section 401: POWERS AND DUTIES

The Secretary of the Commission shall have the following powers and duties:

- (a) Attend all meetings of the Commission and shall record and keep minutes of all that transpires;
- (b) Attest all minutes of the meetings of the Commission;
- (c) Preserve, and be custodian of, all minutes, books, records, papers and tapes of the Commission. Whenever necessary he or she shall certify true copies of Commission documents; and
- (d) The Secretary of the Commission will delegate to Staff the posting of all notices required by law for proposed Commission actions on the City of Glendale's Internet Web site.
- (e) Act as the designated official to whom the Department may make requests for review of Commission actions and who shall provide the Department with the telephone number and e-mail contact information of Sustainability Commission staff for the purpose of communicating with the Department during the review process.
- (f) Perform all duties required of him or her by these rules and regulations or required of him or her by resolution or order of the Commission consistent with State law, including, without limitation, the Brown Act.

**ARTICLE V**  
**MEETINGS**

Section 500: GENERAL

Except as otherwise provided by this article, meetings of the Commission shall be open and public and shall comply with the requirements of the Brown Act. Except as provided by the Commission, the procedure to be followed by the Commission at its meetings shall be that set forth in Robert's Rules of Order, provided, further, that the failure to follow Robert's Rules of Order shall not invalidate any action taken. Furthermore, such failure or deviation or waiver does not convey any right or cause of action to third parties.

Section 501: TIME AND DAY OF REGULAR MEETINGS

The Commission shall hold regular monthly meetings at the City of Glendale Council Chambers located at City Hall, 613 E. Broadway, on the 1<sup>st</sup> Thursday of each calendar

month at 5:30 p.m., until otherwise provided by a majority of all members of the Commission.

#### Section 502: SPECIAL MEETINGS

A special meeting may be called subject to the requirements of the Brown Act.

#### Section 503: ADJOURNMENT- ADJOURNED MEETINGS

The Commission may adjourn any regular, adjourned regular, special or adjourned meeting to a time and place specified in the order of adjournment; a majority of members present, even though less than a quorum may so adjourn. If all members are absent from a regular or adjourned regular meeting, the Secretary of the Commission may declare the meeting adjourned to a stated time and place and he or she shall cause a written notice of the adjournment to be given in the manner provided in Government Code section 54956. A copy of the order or notice of adjournment shall be posted conspicuously on or near the door of the place, where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of adjournment. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings in Section 501 of these rules and regulations.

#### Section 504: CONTINUANCE

A convened meeting, or any meeting ordered or noticed to be held, may by order or notice of continuance, be continued or re-continued to any subsequent meeting of the Commission in the same manner and to the same extent set forth in Section 503 for the adjournment of meetings, provided, if a hearing is continued to a time less than twenty-four (24) hours after the time specified in the notice or order of hearing, a copy of the order notice of continuance shall be posted immediately following the meeting which orders or declares the continuance.

#### Section 505: CLOSED SESSIONS

Every meeting of the Commission shall be open and public, and closed sessions shall not be held unless essential for the conduct of business and in compliance with the Brown Act. The public must be afforded an opportunity to comment on closed session items prior to adjournment to closed session. Subject to these requirements and those in the Brown Act, the Commission may hold closed session during a regular or special meeting. It is the intent of the Commission to strictly limit closed sessions. The Commission understands that it always has the option of discussing matters in open

session notwithstanding that the Brown Act may entitle the Commission to hold a closed session, and the Commission intends to so exercise its prerogative in favor of open sessions to the greatest extent possible.

**ARTICLE VI**  
**MEETING AGENDA AND PROCEDURE**

Section 600: AGENDA

The Commission shall provide for an agenda and may regulate or limit business to be considered by the Commission at any meeting. The Commission Staff shall prepare and distribute the agenda for the Commission.

- (a) Order of Business: At Commission meetings, the regular order of business shall be conducted in accordance with the agenda prepared for the meeting. The Chairperson may reorder agenda items as his/her discretion:
  - a. Roll call
  - b. Pledge of Allegiance
  - c. Report regarding posting of agenda
  - d. Approval of minutes
  - e. Sustainability Commission/Staff Comments
  - f. Action Items – (matters on which Commission action is requested)
  - g. Reports – Information Only
  - h. Oral Communication - (limited to items not on the agenda)
  - j. Sustainability Office Updates
  - k. Adjournment
  
- (b) Order of Items on Agenda: The Commission may rearrange the order of the items or matters listed on each meeting's agenda at any meeting. The Commission may, from time to time, adopt a revised agenda and order of business as is consistent with the Brown Act and as may be convenient or desirable for the conduct of Commission business.
  
- (c) Items for Future Agendas: At each regular meeting, the Commission may identify items for the agenda for the next regular meeting. In addition, Commission members may suggest agenda items at other times by communicating them to the Chair. The Chair shall notify the Secretary of the Commission of matters to be placed on the agenda at least two (2) weeks in advance of the Commission meeting. The Chair shall consider for agenda placement any item suggested or requested by any member of the

Commission. The Chair shall place on the agenda any item requested by at least two (2) members of the Commission in the form requested by them. Requests for placing items on the agenda shall be made to the Chair by email, or any other communication agreed to by the Commission.

- (d) Public Discussion on Agenda items: Upon calling the meeting to order and before any motion is adopted relating to the merits of the matter to be heard or before consideration of any item, the Chair shall inquire if there are any persons present who desire to speak on the matter or to present evidence respecting the matter. Any person desiring to so speak or present evidence may submit a speaker's request card and submit it to a staff member before the item is heard. Upon being recognized by the Chair, such person may speak or present evidence relevant to the matter being heard. No person shall be denied the right to speak because he or she declines to disclose his or her name, address, or telephone number. However, no person shall be permitted to speak or present evidence until she or he is recognized by the Chair and given permission by the Chair to present evidence or to speak. Time limits for oral petition shall be two (2) minutes for an individual. However, the Chair, in his or her discretion, may shorten or extend such time as she or he may find reasonable under the circumstances or may further limit the time if the time anticipated to complete the agenda is unusually long. Each person who submits, presents, or makes any such evidence, testimony or statement may be requested to answer questions respecting such evidence, testimony or statements.
- (e) Commission Deliberation: After all presentations have been concluded, the Chair shall so declare and the members of the Commission may discuss the matter among themselves, and no other persons may speak and no further exhibits may be filed unless Commission members request clarifications from presenters, or petitioners or other persons in attendance. Every Commission member has the right to request such clarifications or additional information.

#### Section 601: MATTERS NOT ON AGENDA – PUBLIC COMMENT

If a person or group of persons wishes to present to the Commission at a Commission meeting a written or oral petition or communication that has not been placed on the Commission's Agenda pursuant to Section 600 (above), such matter will be permitted at the time the Commission takes up "Public Comment", as shown on the Agenda. Any person or group of persons desiring to speak to the Commission respecting the subject matter of such petition or communication will be permitted to do so personally or through authorized representatives. No person shall be permitted to speak unless he or she first submits a speaker's request card and is recognized by the Chair and given permission by the Chair to speak. Any person desiring to speak shall submit a speaker's request

card to the Commission Secretary. No person shall be denied the right to speak because he or she declines to disclose his or her name, address, or phone number on the speaker's request card. Each person who submits, presents, or makes any such evidence, testimony or statement may be requested to answer questions respecting such evidence, testimony or statements subject to the requirements of the Brown Act. Time limits for oral petition during public comment shall be two (2) minutes for an individual. However, the Chair, in his or her discretion, may shorten or extend such time as he or she may find reasonable under the circumstances or may further limit the time if the time to complete the agenda has been unusually long.

#### Section 602: QUORUM AND ATTENDANCE

- (a) Three (3) members of the Commission shall constitute a quorum to transact business. A lesser number of members present at a meeting may constitute a quorum solely to adjourn the meeting or adjourn the meeting to a stated time.
- (b) The Commission may recommend to the Council that the office of any member who is absent from three (3) consecutive regular meetings, unless excused for cause by vote of the Commission, be declared vacant and that a successor be appointed.

#### Section 603: VOTING

- (a) A majority vote of the total membership of the Commission is required for the Commission to take action.
- (b) Upon request, a motion may be restated by its maker, the chairperson or the recording Secretary before a vote is taken.
- (c) Voting shall be upon request of the Chairperson, or in the absence of the Chairperson by the member assuming the duties of the Chairperson, by roll call. If a Commissioner has a conflict of interest due to a property or financial interest, the Commissioner shall abstain from voting, leave the dais, and shall not count toward the quorum.
- (d) Voting by members of the Commission shall be by "ayes" and "noes," and the result of each vote shall be entered by the Secretary in the record of the Commission proceedings. Upon the request of any Commission member, a roll call vote shall be taken on any matter upon which a vote is called, and each vote shall be recorded by the Secretary to the record of the Commission proceedings.

#### Section 604: DISQUALIFICATION

Any member who is legally disqualified from participating in Commission action on any particular matter shall take no part in the discussion, debate, or vote on such matter; and as soon as such matter is reached on the agenda, and prior to any discussion of such matter, such member shall disclose the member's disqualification and the reason therefore, or if disqualification is not known to the member at the time such matter is reached on the agenda the member shall make such disclosure as soon as the disqualification is known to that member.

#### Section 605: MOTIONS, DEBATE THEREOF, DEBATE LIMITED TO MEMBERS OF COMMISSION

No debate of a motion shall be permitted prior to a second of the motion. As a member of the Commission, the Chairperson has all rights and privileges as other members and may make motions and second motions and participate in the debate of all items. When a motion is made and seconded, it shall be stated by the Chairperson before being debated. Such debate shall be limited to members of the Commission only; however, Commission members may request clarifications or explanations from presenters, petitioners or other persons in attendance.

#### Section 606: PETITIONS AND COMMUNICATIONS; FILING, REPORT, AND INSPECTION THEREOF

All written petitions and communications on the agenda of a meeting shall be filed with the Commission at such meeting and shall be so marked by the Secretary of the Commission and a copy shall be provided to each Commission member. The substance of such petitions and communications shall be orally reported to the Commission by the Secretary of the Commission; upon the request of any member of the Commission present at the meeting, any such petition or communication shall be read aloud in its entirety by the Secretary. Such petitions and communications may be inspected at any time by any member of the Commission.

#### Section 608: DOCUMENTS AND OBJECTS PRESENTED TO COMMISSION; FILING AND INSPECTION THEREOF

All documents and all physical objects presented to the Commission at any meeting by any person shall be filed with the Commission at such meeting and shall be so marked by the Secretary. Any such document or object filed with the Commission may be

inspected at any time by any member of the Commission. True copies or photographs of such documents and objects may be filed in lieu of the originals thereof.

Section 609: SUBCOMMITTEES

The Commission may establish *ad hoc* subcommittees to perform specific tasks. Members of such subcommittees may be nominated by Commission members. Nominated Commission members may vote for themselves. Nominations do not need a second.

Section 610: COMMISSION ACTIONS

The Commission is an advisory body to the City Council.

Section 611: AMENDMENT OF PROCEDURES

After at least five (5) days' notice to all Commission members, amendments to these procedures may be made at any meeting of the Commission."

**SECTION 3.** This Resolution shall take effect immediately upon its adoption.

**ADOPTED AND APPROVED** this \_\_\_\_\_ day of March 2021.

\_\_\_\_\_  
Chairperson

**ATTEST:**

\_\_\_\_\_  
David Jones, Secretary

**STATE OF CALIFORNIA        )**  
**COUNTY OF LOS ANGELES    )**     **ss**  
**CITY OF GLENDALE         )**

I, David Jones, Secretary of the Sustainability Commission of the City of Glendale, do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was duly adopted by the Sustainability Commission of the City of Glendale, California, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, and that the same was adopted by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_ David Jones, Secretary