CITY OF GLENDALE, CALIFORNIA
REPORT TO THE SUSTAINABILITY COMMISSION

AGENDA ITEM

Report: Adoption of Procedural Rules for the Sustainability Commission

1. Resolution adopting Procedural Rules for the Sustainability Commission

COMMISSION/COMMITTEE ACTION

Item Type: Action Item

Approved for _____March 11, 2021_____ **calendar**

ADMINISTRATIVE ACTION

Submitted by:
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Approved by:
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RECOMMENDATION

Staff recommends the Sustainability Commission approve the resolution adopting Procedural Rules for the Sustainability Commission.

BACKGROUND/ANALYSIS

On November 3, 2020 the City Council adopted Ordinance No. 5954 amending Title 2 of the Glendale Municipal Code adding Chapter 2.85 establishing the Sustainability Commission.

The Sustainability Commission was established to make advisory recommendations to the City Council on the Greener Glendale Plan, Climate Action Plans, on issues relating to the environment such as GHGs, air quality, water quality, enhanced biodiversity and ecosystems, programs to increase education and awareness of economic, societal and economic sustainability issues and encourage input from all sectors of the community.

The Sustainability Commission consists of five (5) voting members and two (2) Glendale students who shall be ex officio non-voting members who the Commission will appoint based on the Commission's student member selections procedures which are the subject of a separate item on the Commission's March 11, 2021 agenda. .

Staff drafted the Procedural Rules for the Sustainability Commission so that the Commission will know the rules, policies and procedures that will guide the Sustainability Commission members in the discharge of their duties. These procedural rules ensure the Commission's activities comply with various legal requirements, provide for continuity and consistency between the regulations and administrative functions necessary for the Sustainability Commission to properly execute its obligations.

The Procedural Rules contain six articles, in summary:

- ➢ **Article I, General Provisions**, includes definitions, general composition of the commission, meeting place, Glendale Municipal Code and Glendale Charter requirements, as well as Brown Act, the Public Records Act, and the Political Reform Act regulations.
- ➢ **Article II, Officers**, includes rules for the election of the Chair and Vice Chair and the powers and duties of the chair and vice-chair, and vacancies.
- ➢ **Article III, Chair Pro-Tempore**, provides guidance 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, and the permission to elect one of its members Chair Pro Tempore to preside over such meeting during such vacancies or absences.
- ➢ **Article IV, Secretary – Clerk of the Commission**, pertains to the appointment of the Secretary-Clerk of the Commission and their duties.
- ➢ **Article V, Meetings**, provides the general rules for meetings, including the time and day of regular meetings, special meetings, adjournment and adjourned

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meetings, continuances, closed sessions, and requirements for comply with the Brown Act and meeting procedures set forth in the Robert's Rules of Order.

- ➢ **Article VI, Meeting Agency and Procedure**, provides the rules pertaining to the order of business, agenda items, public discussion and commission deliberation, public comment, quorum and attendance, voting, disqualification, motions and debate, petitions and communications, documents presented to the commission, establishment of subcommittees, and amendment of the rules.

FISCAL IMPACT

None.

ALTERNATIVES

Alternative 1: The Commission may wish to revise the Procedural Rules.

Alternative 2:.The Commission may consider any other alternative not proposed by staff.

EXHIBITS

None.

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