



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
MAIL@WESTHILLSNC.ORG

## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND BYLAWS AD HOC COMMITTEE MEETING AGENDA

February 7, 2018 at 7:00 PM

de Toledo High School (DTHS) 22622 Vanowen Street, West Hills, CA 91307

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting are asked to fill out a speaker card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

1. Call to Order
2. Approval of Minutes from the January 2018 Bylaws Ad Hoc Committee Meeting
3. Comments from the Chair
4. Public Comment
5. Discussion and Possible Action on Submitting amended WHNC bylaws to D.O.N.E.
  - a. Review of working document
  - b. Amendments for Presentation to WHNC Board
  - c. Timeline and Responsibilities
6. Discussion and Possible Action on WHNC Standing Rules
7. Discussion and Possible Action to update WHNC Boundary Map to Include the Platt Library
8. Additional Business and Suggestions for Future Agenda Items
9. Discussion and Possible Action to Determine Bylaws Ad Hoc Committee Meeting Schedule
10. Adjournment

**Public Input:** The public is requested to fill out a Speaker Card to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

**Public Posting Of Agendas:** WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, [www.westhillsnc.org](http://www.westhillsnc.org). You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at [www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index](http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index).

**The Americans With Disabilities Act:** As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC's executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org) If you are hearing impaired please call 711.

**Public Access of Records:** In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the meeting where such writing was considered or by contacting the WHNC's executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org) Requests can be made for a copy of a record related to an item on the agenda.

**Reconsideration and Grievance Process:** For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, [www.WestHillsNC.org](http://www.WestHillsNC.org).

**Servicios De Traducción:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org)



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
MAIL@WESTHILLSNC.ORG

## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND BYLAWS AD HOC COMMITTEE MEETING MINUTES

January 3, 2018

Revised January 4, 2018

Committee members in attendance: Aida Abkerians, Dan Brin, Bob Brostoff, Carolyn Greenwood, Bonnie Klea, Steve Randall, and Brad Vanderhoof.

Co-chair Bob Brostoff called the meeting to order at 7:02 PM. A quorum was established. The December 2017 minutes were approved as amended.

Public Comment: none

Numbers refer to agenda items.

5. Discussion and possible action on WHNC Standing Rules concerning removal of a member of the governing board:

Proposed change to WHNC Standing Rules --

Article V, Governing Board, Section 9: Removal of Governing Board Members

- A. A motion to remove a board member shall only be allowed for a violation of one or more of the following: Article V, Section 5, Paragraph A; Article 5, Section 8, Paragraph E; the WHNC Code of Civility; the Neighborhood Council Board Member Code of Conduct Policy-Policy Number 2014-2 – Adopted 10-4-1.
- B. The WHNC President and Vice President shall first attempt to resolve the issue.
- C. Should further action be required; a motion shall be placed on the agenda of the next appropriate meeting of the WHNC Board of Directors.

The amended text above was unanimously approved and will be sent to the Board for a vote in February.

6. Discussion and possible action on WHNC Bylaws Article V, Section 6: Vacancies on the Board

#### ***Section 6: Vacancies on the Board***

Vacancies on the Board shall be filled using the following procedure:

- A. When a vacancy is created on the Board, the vacancy shall be announced at the next regular meeting of the Board. The WHNC President shall form an Ad Hoc Vacancy Committee. An application period will open for a minimum of thirty (30) days, and application instructions will be posted on the WHNC website and promoted via social media.
- B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Ad Hoc Vacancy Committee. Application forms shall be available on the WHNC website or obtained by written request to the Chair of the Ad Hoc Vacancy Committee.
- C. The Ad Hoc Vacancy Committee shall meet no later than 15 days after the filing deadline. The

committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.

- D. The committee shall submit all applications and shall make a recommendation of a qualified candidate to the President within a reasonable time frame. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.  
The votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority. If no candidate has a simple majority after the first vote, the Chair shall call for subsequent votes with candidates who received a low number of votes in the previous round eliminated from consideration.
- E. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.
- F. In no event shall a vacant seat be filled when a general election or selection is scheduled for that seat within 60 days.

The amended text above was unanimously approved and will be sent to the Board for a first reading in February.

#### 7. Discussion and possible action on WHNC Bylaws Article VII, Section 2: Committee Creation and Authorization

##### **Section 2: Committee Creation and Authorization**

The Board shall establish all Standing Committees and the President shall establish Ad Hoc Committees as needed to address temporary issues. Suggestions for committees may come from Stakeholders or from members of the Board.

The President shall appoint the chairs of all committees, subject to a majority vote of the Board as to chair positions in Standing Committees only. Following appointment, committee chairs shall oversee the appointment of other committee officers and the establishment of operating rules for their committees. Chairs of ad hoc committees shall occupy their positions for the lengths of their committees' intended purpose. The President may remove committee Chairs. Such a decision may be overridden by a two-thirds (2/3) vote of the membership present.

The amended text above was unanimously approved and will be sent to the Board for a first reading in February.

#### 8. Discussion and Possible Action on WHNC Bylaws Article V, Section 1: Composition and ATTACHMENT B

##### **Section 1: Composition**

The WHNC Board shall consist of twenty-five (25) Directors (or Board Members) elected by the stakeholders on an "at-large" basis.

**ATTACHMENT B – Governing Board Structure and Voting**

<b>BOARD POSITION</b>	<b># of SEATS</b>	<b>ELECTED OR APPOINTED?</b>	<b>ELIGIBILITY TO RUN FOR THE SEAT</b>	<b>ELIGIBILITY TO VOTE FOR THE SEAT</b>
At Large Directors Term: 4 Years	25	Elected	All Stakeholders who are 16 years or older	All Stakeholders who are 16 years or older

**West Hills Neighborhood Council – 25 Board Seats**

The amended text and table above were unanimously approved and will be sent to the Board for a first reading in February.

Co-chair Bob Brostoff adjourned the meeting at 8:05 PM

The next meeting of this committee will be held: Wednesday, February 7, 2018 at 7:00 PM, de Toledo High School, 22622 Vanowen Street, West Hills CA 91307

**WEST HILLS NEIGHBORHOOD COUNCIL BYLAWS**

~~SEPTEMBER 01, 2015~~

~~NOVEMBER 03, 2017~~

**FEBRUARY 01, 2018**

**Bylaws Table of Contents**

Article I NAME ..... 1

Article II PURPOSE..... 1

Article III BOUNDARIES..... 1

    Section 1: Boundary Description..... 1

    Section 2: Internal Boundaries.....2

Article IV STAKEHOLDER.....2

Article V GOVERNING BOARD..... 2

    Section 1: Composition..... 2

    Section 2: Quorum..... 2

    Section 3: Official Actions..... 2

    Section 4: Terms and Term Limits..... 2

    Section 5: Duties and Powers..... 2

    Section 6: Vacancies..... 3

    Section 7: Absences..... 3

    Section 8 and Section 9: Censure and Removal..... 3

    Section 10: Resignation..... 4

    Section 11: Community Relations..... 4

Article VI OFFICERS..... 4

    Section 1: Officers of the Board..... 4

    Section 2: Duties and Powers..... 4

    Section 3: Selection of Officers..... 5

    Section 4: Officer Terms..... 5

    Section 5: Censure and Removal..... 5

Article VII COMMITTEES AND THEIR DUTIES..... 5

    Section 1: Standing.....5

    Section 2: Committee Creation and Authorization..... 6

Article VIII MEETINGS..... 7

    Section 1: Meeting Time and Place..... 7

    Section 2: Agenda Setting..... 7

Section 3: Notifications/Postings.....	7
Section 4: Reconsideration.....	7
Article IX    FINANCES.....	7
Article X    ELECTIONS.....	8
Section 1: Administration of Election.....	8
Section 2: Governing Board Structure and Voting.....	8
Section 3: Minimum Voting Age.....	8
Section 4: Method of Verifying Stakeholder Status.....	8
Section 5: Restrictions on Candidates Running for Multiple Seats.....	8
Section 6: Other Election Related Language.....	8
Article XI    GRIEVANCE PROCESS.....	8
Article XII    PARLIAMENTARY AUTHORITY.....	8
Article XIII    AMENDMENTS.....	8
Article XIV    COMPLIANCE.....	9
Section 1: Code of Civility.....	12
Section 2: Training.....	12
Section 3: Self-Assessment.....	12
ATTACHMENT A – Map of Neighborhood Council.....	10
ATTACHMENT B – Governing Board Structure and Voting.....	11
ATTACHMENT C – Neighborhood Council Agenda Posting Requirements .....	12



## ARTICLE I NAME

The name of this neighborhood council shall be the West Hills Neighborhood Council or WHNC.

## ARTICLE II PURPOSE

The purpose of the WHNC is to promote the welfare of West Hills and the City of Los Angeles.

1. The **MISSION** of the WHNC is:

To provide a forum in which West Hills stakeholders can learn about issues that affect the community and express their concerns and ideas; to recommend actions by government officials to address the needs of the West Hills community; to promote communication between Stakeholders and all levels of government; and to foster pride and participation in addressing the needs of the community.

2. The **POLICY** of the Council is:

To respect the expression of viewpoints of all individuals, groups and organizations involved with the community; to remain nonpartisan regarding candidates, political parties and religious affiliations; to encourage all Stakeholders to participate in the activities of the WHNC; and to prohibit discrimination against any individual or group in WHNC policies, recommendations, actions or operations on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, impairment, marital status, homeowner/renter, income or political affiliation.

## ARTICLE III BOUNDARIES

The WHNC covers a geographic area described below.

### Section 1: Boundary Description

The boundaries abut the boundaries of adjacent Neighborhood Councils and include those areas of the City within the following lines of demarcation:

**A. North** – From the center of the intersection of Topanga Canyon Boulevard and Nordhoff Street going west along the centerline of Nordhoff Street to its end, and continuing that line westward to the Los Angeles city limits;

**B. East** – From the center of the intersection of Nordhoff Street and Topanga Canyon Boulevard going south along the centerline of Topanga Canyon Boulevard to the center of the intersection of Topanga Canyon Boulevard and Roscoe Boulevard, then west along the centerline of Roscoe Boulevard to the center of the intersection of Roscoe Boulevard and Shoup Avenue, then south along the centerline of Shoup Avenue to the center of the intersection of Shoup Avenue and Victory Boulevard;

**C. South** – From the center of the intersection of Victory Boulevard and Shoup Avenue going west along the centerline of Victory Boulevard to the city limits;

**D. West** – From the intersection of the centerline of Victory Boulevard and the city's western limits going north along the city limits to the northern boundary of West Hills.

**E.** In addition, the West Hills Neighborhood Council and the Woodland Hills-Warner Center Neighborhood Council share jurisdiction over the property and grounds of the Platt Branch Library, 23600 Victory Blvd., which is located south of the West Hills boundary.

The boundaries of the WHNC are set forth on the map of the WHNC boundaries attached as Attachment A.

Section 2: Internal Boundaries: Not applicable

#### **ARTICLE IV STAKEHOLDER**

Neighborhood Council membership is open to all Stakeholders. "Stakeholders" shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

#### **ARTICLE V GOVERNING BOARD**

The Board of Directors (or "the Board") shall be the governing body of the WHNC within the meaning of that term.

##### **Section 1: Composition**

*The WHNC Board shall consist of twenty-five (25) Directors (or Board Members) elected by the stakeholders on an "at-large" basis.*

~~The WHNC Board shall consist of twenty five (25) Directors (or Board Members) elected by the stakeholders on an "at large" basis. In no case shall the Board include more than two Directors who do not live, work, or own property in West Hills, except as may be required to fill a position on the Board as described in Article V, Section 6 ("Vacancies on the Board").~~

##### **Section 2: Quorum**

The quorum shall be thirteen (13) Directors of the Board. No floating quorums are allowed.

##### **Section 3: Official Actions**

*The Board shall take official action by a simple majority of yes and no votes cast by the Directors present at a duly noticed regular or special Board meeting. Abstentions are not counted as either yes or no votes. There shall be no proxy voting.*

~~The Board shall take Official Action by a simple majority vote by the Directors present and voting, not including abstentions. There shall be no proxy voting.~~

##### **Section 4: Terms and Term Limits**

Board members shall serve staggered four (4) year terms.<sup>§</sup> Twelve (12) or more Board seats will be decided in each regular election with the remaining Directors serving terms that extend until the next regular election. There will be no limits to the number of terms a person may serve on the Board.

##### **Section 5: Duties and Powers of Board Members**

###### **A. Duties of Board Members**

The duties of Board Members include advancing the Purpose and Mission of the WHNC by:

1. Participating in regularly scheduled Board meetings;
2. Serving actively on at least one (1) committee of the WHNC;
3. Participating in WHNC actions and events;

4. Representing the interests of Stakeholders before public officials and government agencies;
4. Encouraging the participation of Stakeholders in WHNC activities and events;
5. Assisting Stakeholders in obtaining government services.

**B. Powers of Board Members**

The powers of Board Members include:

1. Making proposals of actions for consideration by the Board.
2. Voting on proposals of action brought before the Board.
3. Serving as Chairs of WHNC committees.

**Section 6: Vacancies on the Board**

Vacancies on the Board shall be filled using the following procedure:

*A. When a vacancy is created on the Board, the vacancy shall be announced at the next regular meeting of the Board. The WHNC President shall form an Ad Hoc Vacancy Committee. An application period will open for a minimum of thirty (30) days, and application instructions will be posted on the WHNC website and promoted via social media.*

*B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Ad Hoc Vacancy Committee. Application forms shall be available on the WHNC website or obtained by written request to the Chair of the Ad Hoc Vacancy Committee.*

*C. The Ad Hoc Vacancy Committee shall meet no later than 15 days after the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.*

*D. The committee shall submit all applications and shall make a recommendation of a qualified candidate to the President within a reasonable time frame. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.*

*The votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority. If no candidate has a simple majority after the first vote, the Chair shall call for subsequent votes with candidates who received a low number of votes in the previous round eliminated from consideration.*

*E. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.*

*F. In no event shall a vacant seat be filled when a general election or selection is scheduled for that seat within 60 days.*

~~A. When a vacancy is created *seat becomes vacant* on the Board, a notice shall be posted immediately *within 72 hours* on the WHNC website and by posting a notice in a public place, by sending an email via the WHNC email list, and by announcing it at the next *regular* board meeting.~~

~~B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Secretary within 30 days after posting of the vacancy. Such application forms may be available on the WHNC website or may be obtained by written request to the secretary of the WHNC. *Timelines and details for the process shall be detailed in the WHNC Standing Rules.*~~

~~C. The Secretary shall immediately transmit the application to the Chair of a designated committee for review and action.~~

~~D. The designated committee shall meet within 15 days of the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.~~

- ~~E. The committee shall submit all applications and shall make a recommendation of a qualified candidate to the President within ten (10) business days of its decision. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.~~
- ~~F. All applicants shall be required to speak to the Board in conjunction with their application. Then votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority.~~
- ~~G. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.~~

## **Section 7: Absences**

A Board Member who has been absent from five (5) of the ~~past 12~~ regular or special meetings of the Board within the most recent twelve (12) month period shall be subject to removal from the board under procedures established by the Board. *A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. A Board member shall not be considered "absent" for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council.*

Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance *with the exception that missing any joint board/committee meeting shall not count as an absence for this purpose.*

## **Section 8: Censure**

- The Council can take action to reprimand a Board member for actions during the conduct of Council business by censuring the Board member at a regular meeting of the Board of Directors. A motion to censure shall be placed on the agenda for discussion and action.

## **Section 9: Removal of Governing Board Members**

*– The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:*

*1. Petition by Stakeholders– A Board member may be removed from office by the submission of a written petition that includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of fifty (50) stakeholders.*

*a. Upon receipt of a written petition for removal, the matter shall be placed on the agenda for a vote at the next regular Board meeting.*

*b. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.*

*c. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.*

*2. Petition by Board - A Board member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board member's submission to the Board of a petition that includes: i) the identity of the Board member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of six (6) Board members.*

*a. The petition shall be delivered simultaneously to all Board members and the matter placed on the agenda for a vote at the next regular Board meeting.*

*b. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board members.*

*c. The Board member who is the subject of the removal action shall have the right to deliver to Board members a written statement about the matter and/or to speak at the Board meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.*

*d. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.*

*If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.*

~~Section 8 and Section 9: Censure or Removal of Board Members~~

~~Board members may be censured or removed in the following ways:~~

- ~~A. The seat held by a Director who has lost his/her status as a Stakeholder (as defined in Article IV) shall be declared vacant automatically. It is the responsibility of each Director to notify the President of loss of Stakeholder status within thirty days of such change.~~
- ~~B. The seat held by a Director who has exceeded his/her allowable number of absences (as defined in Article V, Section 7) shall be declared vacant.~~
- ~~C. A Director may be recommended for censure or removal by submission to an ad hoc committee of a written petition signed by at least fifty (50) Stakeholders and/or thirteen (13) Board members. No petitioner may be a member of the ad hoc committee. The ad hoc committee shall be created for fact finding purposes only, and shall submit a report to the Board.~~
- ~~D. Approval of a motion to censure or remove a Board member shall require a 2/3 majority vote.~~
- ~~E. Allowable reasons for removal or censure of a Director via the petition process shall include:
  - ~~1. Failure to fulfill the duties of a Board Member as defined in Article V, Section 5 A.~~
  - ~~2. Failure to comply with the legal and ethical responsibilities of Board members.~~
  - ~~3. For conduct that impairs efficient operations of the Neighborhood Council.~~~~

~~The Board will seek guidance of the Office of City Attorney during this process and the board will not make a final decision without consultation with the Office of City Attorney and the Department.~~

**Section 10: Resignation**

A Director may resign by submitting a letter of resignation to the Secretary of the WHNC at any time.

**Section 11: Community Relations**

All Board Members shall inform, recruit and engage community members in regard to activities initiated by the Board.

**ARTICLE VI OFFICERS OF THE BOARD**

**Section 1: Officers of the Board**

The Officers of the Board shall include a President, Vice President, Secretary, Treasurer and Controller. The President may share duties of office with the Vice President. No individual may hold more than one Officer position at the same time.

**Section 2: Duties and Powers**

The duties of the Officers are as follows and also include such additional duties as may be adopted by action of the Board:

- A. The President shall act as the chief executive officer of the Council and shall preside at all Council meetings. The Presiding officer shall set agendas for all regularly scheduled Board meetings in consultation with members of the Board.

- B. The Vice-President shall serve in the absence of the President in his or her stead. In addition, the Vice-President may perform certain presidential duties as mutually agreed by the president and vice president.
- C. The Secretary shall take attendance, determine a quorum at regularly scheduled or special Board meetings, record roll call votes, receive correspondence and petitions, and keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the powers of a Board member.
- D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the appropriate Los Angeles City agency's policies and procedures and shall be a member of the Budget Committee.
- E. The Controller:
  - 1. Shall maintain an inventory of all assets and properties of the WHNC.
  - 2. Shall conduct an audit of the budgeted expenditures of all committees monthly.
  - 3. Shall conduct an audit of the budgeted expenditures of all committees monthly.
  - 4. Shall submit the audits to the board quarterly.
  - 5. Shall be a member of the Budget Committee.

**Section 3: Selection of Officers and Filling of Vacancies**

- A. All Officers shall be elected by a majority vote of the Board every two (2) years. The biennial election of officers shall occur immediately following the official certification of the biennial election of the Board.
- B. When a vacancy of an Officer seat is created, the seat shall be filled by a director selected by a majority vote of the Board at the next regularly scheduled meeting following the occurrence of the vacancy. The new officer shall complete the remaining term of the vacated position.

**Section 4: Officer Terms**

*The Officers shall serve two-year terms and serve at the pleasure of the Board. They may stand for reelection.*

~~Officers of the Board shall serve two-year terms.~~

**Section 5: Censure or Removal from Office of an Officer of the Board**

- A. An Officer may be recommended for removal by the submission by a Board Member of a written petition. This petition shall identify the Officer recommended for removal from office and shall describe in detail the reason for removal and include the signatures of at least thirteen (13) Directors.
- B. The Presiding Officer shall have the matter placed on the agenda for action by the Board at the next regularly scheduled meeting of the Board.
- C. Any removal of an Officer pursuant to this subsection shall require an affirmative vote of a minimum two-thirds (2/3) of the Board present and no fewer than thirteen (13) affirmative votes.

**ARTICLE VII COMMITTEES AND THEIR DUTIES**

All committees shall meet at a minimum of nine (9) times per calendar year and shall invite the participation of stakeholders.

## Section 1: Standing Committees

The Standing Committees of the WHNC are:

- A. **STREETS AND TRANSPORTATION**, which shall interface with and negotiate with the City of Los Angeles, businesses and developers on matters concerning the sidewalks, streets, signage and traffic control measures and devices within the boundaries as set forth in Article II.
- B. **YOUTH AND EDUCATION**, which shall interface with and negotiate with public and private schools, the City of Los Angeles, businesses and developers on matters concerning the education, recreation and general welfare of the youth who reside in or use the facilities located within the boundaries set forth in Article II.
- C. **ZONING AND PLANNING**, which shall interface with and negotiate with Stakeholders, developers, the City of Los Angeles Planning Department and the Planning and Land Use Management Committee of the Los Angeles City Council among others.
- D. **PUBLIC SAFETY AND EMERGENCY PREPAREDNESS**, which shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the safety of the Stakeholders.
- E. **COMMUNICATIONS**, which shall be responsible for keeping Stakeholders aware of WHNC activities, shall promote Stakeholder participation and shall interface with other information technology organizations of the city.
- F. **ENVIRONMENT COMMITTEE**, which shall be responsible for making recommendations to the Board for protecting the environment.
- G. **BUDGET COMMITTEE**, which shall be responsible for making recommendations to the Board for all budgetary and financial matters of the WHNC.
- H. **GOVERNMENT RELATIONS COMMITTEE**, which shall interface with local, state and federal agencies and officials and bring recommendations to the Board to protect and promote the welfare of West Hills and Los Angeles.
- I. **PUBLIC HEALTH COMMITTEE**, which shall be responsible for making recommendations to the Board for protecting and promoting the health of stakeholders.
- J. **OPERATIONS COMMITTEE**, which shall discuss agendas and administrative matters pertaining
- K. **BEAUTIFICATION COMMITTEE** *which shall in cooperation with stakeholders, to advocate, promote, facilitate and engage in activities to improve and maintain the appearance of West Hills' streets, sidewalks, parks and other features by encouraging greater participation and responsibility of West Hills stakeholders*
- L. **HOMELESSNESS COMMITTEE**; *The mission of the WHNC Homelessness Committee is to inform and educate the stakeholders of West Hills on homelessness issues in the West San Fernando Valley, connect those experiencing homelessness to resources, and advocate for the effective use of government resources to contend with the problem of homelessness in the area.*

## Section 2: Committee Creation and Authorization

The Board shall establish all Standing Committees and the President shall establish Ad Hoc Committees as needed to address temporary issues. Suggestions for committees may come from Stakeholders or from members of the Board.

- A. The President shall appoint the chairs of all committees, subject to a majority vote of the Board as to chair positions in Standing Committees only. Following appointment, committee chairs shall oversee the

appointment of other committee officers and the establishment of operating rules for their committees. Chairs of ad hoc committees shall occupy their positions for the lengths of their committees' intended purpose. ~~Chairs of standing committees shall occupy their positions for terms to coincide with biennial elections but not to exceed two (2) years at a time, while chairs of ad hoc committees shall occupy their positions for the lengths of their committees' intended purpose.~~ The President may remove committee Chairs. Such a decision may be overridden by a two-thirds (2/3) vote of the membership present.

- B. All committees shall present copies of their approved minutes or reports for posting.
- C. All standing committees shall publish agendas and post meeting notices.
- D. All committee recommendations shall be brought back to the full Board for discussion and action.
- E. Only those committee members who are Board Members are eligible to serve as chairs of committees.

## **ARTICLE VIII MEETINGS OF THE BOARD**

### **Section 1: Meeting Time and Place**

- A. Frequency** – Meetings of the Board shall be held as often as determined by the Board, but at least nine (9) times per calendar year.
- B. Location** – Meetings of the Board shall be held at a location within the boundaries of the WHNC, as defined in Article III of this document. In the event that the Neighborhood Council desires conducting a meeting outside its boundaries in conformance with applicable laws, it shall consult with the Department of Neighborhood Empowerment and the Office of the City Attorney for appropriate advice.

### **Section 2: Agenda Setting**

The Presiding Officer shall be responsible for setting the agendas for the meetings of the Board. Where a standing committee has voted to place an item on the agenda, that vote shall be honored if the motion has been transmitted to the Presiding Officer no later than seven (7) days prior to the next Board meeting.

### **Section 3: Notifications/Postings**

Announcements of meetings must be posted according to applicable laws and regulations. Notices for all meetings must be posted in one public posting place designated by the Neighborhood Council, posted on the Neighborhood Council website, submitted to the Early Notification System and otherwise comply with the Brown Act and Neighborhood Council Posting Policy (See Attachment C – Requirements for Posting Agendas).

### **Section 4: Reconsideration**

The reconsideration process shall be conducted at all times in accordance with Rosenberg's Rules of Order.

## **ARTICLE IX FINANCES**

1. The Treasurer shall establish and oversee a system of bookkeeping and accounting for the WHNC that complies with Generally Accepted Accounting Principles and conforms to all applicable local, state and federal laws. The Board may retain a financial professional to assist in creating a bookkeeping and annual accounting system. The Treasurer may request the assistance of appropriate city agencies when implementing the system. The Treasurer shall be responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

2. The Treasurer shall submit a written and itemized monthly report of income and expenses for the previous month to the Board at every regular Council meeting.



3. The Treasurer shall be responsible for preparing or coordinating the preparation of a financial statement to be submitted to the appropriate agency and in accordance with the applicable deadlines.
4. The Treasurer, in consultation with the Budget Committee, shall be responsible for preparing an annual budget to be submitted to the Board for approval within deadlines prescribed by appropriate government agencies.

## ARTICLE X ELECTIONS

### Section 1: Administration of Elections

WHNC elections will be conducted pursuant to any and all relevant ordinances, policies and procedures.

### Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific board seats and which Stakeholders may vote are described in Article V Section 1.

### Section 3: Minimum Voting Age

All Stakeholders sixteen (16) years of age and above shall be entitled to vote.

### Section 4: Method of Verifying Stakeholder Status

Procedure for verifying Stakeholder status is self-affirmation

### Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate may not declare candidacy for more than one (1) position on the Council Board during a single election cycle.

### Section 6: Other Election Related Language [This section left blank intentionally.]

## ARTICLE XI GRIEVANCE PROCESS

1. This grievance process is intended to address only matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws.
2. Any grievance by a Stakeholder must be submitted in writing to the Board, which shall cause the matter to be placed on the agenda for the next regular Council meeting.
3. A Board Member is not permitted to file a grievance against another Board member or against the Council, except as permitted under the City's grievance policy. The Neighborhood Council grievance review process will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council grievances.

## ARTICLE XII PARLIAMENTARY AUTHORITY

*The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."*

~~The parliamentary authority of the WHNC consists of any applicable laws, the Bylaws, the Board rules and the most recent edition of Rosenberg's Rules of Order, in that order. Such parliamentary authority shall also apply to committee meetings.~~

## **ARTICLE XIII AMENDMENTS**

Any Board member or Stakeholder may propose amendments to these Bylaws in writing during a regular meeting of the Board. These proposals shall be reviewed by an Ad Hoc Bylaws Committee, which shall provide recommendations to the WHNC. All recommendations shall be announced at a regularly scheduled and noticed meeting. These recommendations shall be voted upon by all Stakeholders present at a meeting conducted no sooner than thirty (30) days but no later than sixty (60) days after the proposed changes are noticed.

## **ARTICLE XIV COMPLIANCE**

The Council, its representatives and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures that may be adopted by the Board, as well as all applicable laws.

### **Section 1: Code of Civility**

The Council, the Board and all Stakeholders shall conduct Council business in a professional and respectful manner and in accordance with any Board-adopted Code of Civility. Board members will abide by the Commission's Neighborhood Council Board Member Code of Conduct Policy

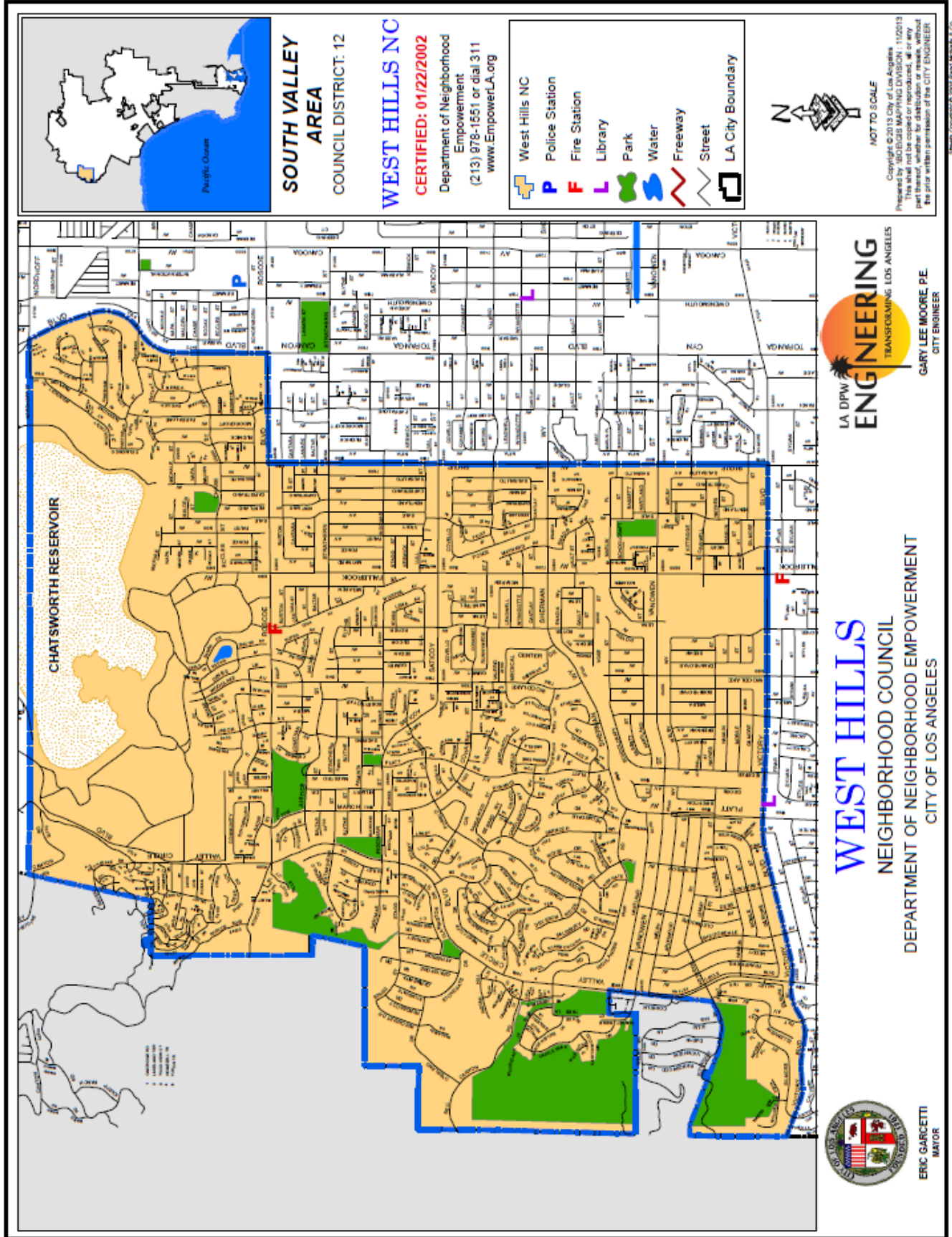
### **Section 2: Training**

All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics. All board members must take ethics and funding training prior to making motions and voting on funding related matters.

### **Section 3: Self-Assessment**

Every year, the Council shall conduct a self-assessment within ninety (90) days after the end of the fiscal year pursuant to the Plan for the Citywide System of Neighborhood Councils.

ATTACHMENT A-- Map of West Hills Neighborhood Council



## ATTACHMENT B – Governing Board Structure and Voting

### West Hills Neighborhood Council – 25 Board Seats

BOARD POSITION	# of SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
<i>At Large Directors Term: 4 Years</i>	<i>25</i>	<i>Elected</i>	<i>All Stakeholders who are 16 years or older</i>	<i>All Stakeholders who are 16 years or older</i>

### ~~West Hills Neighborhood Council – 25 Board Seats~~

<del>BOARD POSITION</del>	<del># of SEATS</del>	<del>ELECTED OR APPOINTED?</del>	<del>ELIGIBILITY TO RUN FOR THE SEAT</del>	<del>ELIGIBILITY TO VOTE FOR THE SEAT</del>
<del><i>At Large Directors Term: 4 Years</i></del>	<del><i>24</i></del>	<del><i>Elected</i></del>	<del><i>All Stakeholders who live, work, own property and who are 16 years or older</i></del>	<del><i>All Stakeholders who live, work, own property and who are 16 years or older</i></del>
<del><i>At Large Directors Term: 4 Years</i></del>	<del><i>1</i></del>	<del><i>Elected</i></del>	<del><i>All Stakeholders who are 16 years or older</i></del>	<del><i>All Stakeholders who are 16 years or older</i></del>

## ATTACHMENT C – Neighborhood Council Agenda Posting Requirements

### RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

#### NEIGHBORHOOD COUNCIL AGENDA POSTING REQUIREMENTS

**WHEREAS**, the Board of Neighborhood Commissioners established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

**WHEREAS**, the Working Groups recognized stakeholders are increasingly using the internet and that it allows Neighborhood Councils to communicate with their stakeholders efficiently and inexpensively;

**WHEREAS**, the Working Groups recognized that any change in the physical posting policy should be accompanied by increased use of other media for outreach;

**WHEREAS**, the Working Groups recommended that the posting requirements for Neighborhood Councils be changed to require only one physical Brown Act compliant posting while maintaining the Board of Neighborhood Commissioners other outreach requirements;

**WHEREAS**, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners “shall be responsible for policy setting and policy oversight...and the promulgation of rules and regulations but not be responsible for day to-day management”.

**WHEREAS**, this policy supersedes all other posting policies previously adopted by the Board of Neighborhood Commissioners; including the August 3, 2010, Commission Policy on “Neighborhood Council Agenda Posting Requirements” (Policy No. 2010-02), which was also revised at the December 17, 2012, Commission meeting, and the May 6, 2014, Commission Policy on “Neighborhood Council Agenda Posting Requirements” (Policy No. 2014-01), which was also revised at the July 21, 2014, Commission meeting.

**NOW, THEREFORE, IT IS RESOLVED** that the Board of Neighborhood Commissioners establishes this policy regarding the posting of agendas for Neighborhood Councils.

**POLICY NUMBER: 2014-01.1**

Neighborhood Councils are required to post meeting agendas for Board and Committee meetings as follows:

Board of Neighborhood Commissioners  
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)  
Neighborhood Council Agenda Posting Requirements

1. Neighborhood Councils shall physically post at least one Brown Act compliant agenda for all Board and Committee meetings.
2. Neighborhood Councils shall post agendas of all Board and Committee meetings on their web site or, on a page made available to them on the EmpowerLA web site. Such postings shall be Brown Act time compliant.
3. Neighborhood Councils shall submit a copy of all regular and special Board and Committee agendas to the Department of Neighborhood Empowerment (Department) to be posted through the Early Notification System (ENS). The agenda for regular meetings shall be submitted to the Department not less than 72 hours in advance of the meeting and the agenda for special meetings shall be submitted to the Department not less than 24 hours in advance of the meeting. As soon as feasible, the Department will submit the agenda for posting to the ENS system. Accordingly, posting the notices of meetings to the ENS system will not be required to comply with the Brown Act's time limits for posting agendas.
4. Neighborhood Councils that maintain an email list of stakeholders may email either a copy of the agenda for all Board and Committee meetings or an announcement of the meeting with a link to the agenda. Distribution to the email list shall occur at the time meeting information is disseminated to the board or committee members.
5. Neighborhood Councils shall inform the Department of (a) the physical location of their posting site, (b) the address of their web site, if any and (c) confirm with the Department whether they use a stakeholder database to distribute their agendas. Neighborhood Councils shall be required to submit this information on a form approved by the Department.
6. Neighborhood Councils that do not maintain a web site or, a page on the EmpowerLA web site, if available, shall continue to comply with the five (5) to seven (7) physical locations posting requirements imposed during their certification process; one (1) of the posting locations shall be Brown Act compliant; the remaining posting locations shall be within the Neighborhood Council boundaries and shall comply with Brown Act time limits for posting.
7. This Posting Policy does not restrict or prevent a Neighborhood Council from posting any additional notices of its meetings beyond the notices required under this policy in any other locations or within any timeframes determined by the Neighborhood Council in its discretion.

Board of Neighborhood Commissioners  
Resolution: Policy No. 2014-01.1 (Revised August 18, 2014)  
Neighborhood Council Agenda Posting Requirements

8. These posting requirements shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils and any violation of this policy may become the subject of a grievance.
9. If a Neighborhood Council is notified by the Department prior to any Board or Committee meeting that a confirmed violation of this policy has been reported the Neighborhood Council shall repost in accordance with this Policy. If the scheduled meeting cannot be reposted in compliance with this Policy, the Neighborhood Council shall cancel the meeting and make reasonable efforts to inform its stakeholders. If it becomes necessary to cancel Board or Committee meetings Neighborhood Councils are encouraged to contact the City Attorney for further guidance.
10. If a Neighborhood Council is found to be in violation of this Policy three (3) times within the current fiscal year the Board and any non-Board member committee chairs shall be required to take additional training as may be determined by the Department. If after receiving additional training the Neighborhood Council is again found to be in violation of this policy during the current fiscal year, then exhaustive efforts to remedy this matter, including loss of funding may be taken by the Department pursuant to Article VI section 4 and Article X section 3 of the Plan for a Citywide system of Neighborhood Councils.

Moved by:

  
Member, Board of Neighborhood Commissioners

Seconded by:

  
Member, Board of Neighborhood Commissioners

Witnessed by:

  
Staff, Department of Neighborhood Empowerment

**VOTES:**

AYES: 6

NAYS: 0

DATE: 8/18/14