



CITY OF
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CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BYLAWS AD HOC COMMITTEE ONLINE & TELEPHONIC MEETING AGENDA

Wednesday, May 26, 2021 at 7:00 PM

This meeting of the West Hills Neighborhood Council Bylaws Committee will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar, click or paste the following link into your browser:

<https://zoom.us/j/82813378324>

To call in by phone, dial toll-free 833-548-0276, then punch in this Webinar code when prompted: 828 1337 8324#.

This meeting is open to the public. 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 February 2021 Minutes
3. Possible Action to Add Committee Members with New Members Eligible to Vote Immediately
4. Comments from the Chairs
5. Public Comment
6. Discussion and Possible Action on Standing Rules for Vacancy Committee Selection
Sample Proposed Standing Rule for Article 5, Section 6, Part A
In selecting the members for the committee, the President shall give first consideration to eligible Board members who express interest and who did not serve on the last previous Bylaws Ad Hoc Committee or the last previous Election Ad Hoc Committee. To be considered eligible a Board member must be current in all required neighborhood council training.
7. Discussion and Possible Action on Standing Rules Concerning the Number of Seats and Procedure for Filling Seats for Standing Committees
Sample Proposed Standing Rule for Article 5, Section 5
All committees shall have self-written ~~standing~~ operating rules that shall include:
 - A. *Criteria for membership and voting in the committee*
 - B. *Definition of what "serving actively on at least one committee" means for the committee*
 - C. *Other rules of operation, if any*

Add paragraph D. There shall be no limit on the number of board members for all Standing Committees. Any board member in good standing may request membership if that member has attended at least three (3) previous meetings of the committee.

Additional suggestion – Committee Chairs shall not deny committee membership to any Board member who requests to join the committee.

8. Discussion and Possible Action on Limiting the Number of Standing Committees on which a Board Member can be a Voting Member
9. Discussion and Possible Action on Limiting the Number of Standing Committees on which a Board Member can be a Chair or Co-chair.
10. Discussion and Possible Action on Standing Rules for Training Requirements for Voting Eligibility
11. Discussion and Possible Action on a Bylaws Amendment Establishing Term Limits for WHNC Board Officers
 - a. All officers or a subset of officers?
 - b. When does the clock start on counting terms (or number of years)?
 - c. How are partial terms counted?
 - d. Is this a hard limit or does it apply only to consecutive terms?
12. Discussion and Possible Action on a Bylaws Amendment Establishing a Minimum Length of Board Service Required to be Eligible to Serve as a Board Officer

Example – To be eligible for nomination for the Office of President of the WHNC Board of Directors a Board member must have been a member of the WHNC Board for two (2) years.
13. Discussion and Possible Action on Creating a Youth Seat by Election or by Appointment as either a Board Seat or Chair of an Advisory Committee
14. Discussion and Possible Action on Using Robert’s Rules of Parliamentary Procedure
15. Discussion and Possible Action on Standing Rules Concerning Operating Procedures in the Event of a Natural Disaster or other Emergency
16. General Discussion of Proposals for Bylaws or Standing Rules Amendments
17. Adjournment

The next scheduled meeting of this committee is TBD online at 7:00 PM.

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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. 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

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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. 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



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BYLAWS AD HOC COMMITTEE/BOARDMEETING DRAFT MINUTES February 25, 2021, Telephonic and Online

Revised February 26, 2021

Attendance: Bob Brostoff, Brad Vanderhoof, Aida Abkarians, Faye Barta, Sandi Bell, Thomas Booth, Dan Brin, Carolyn Greenwood, Bonnie Klea, SaifMogri, Steve Randall, Charlene Rothstein, Joan Trent, and Alec Uzemeck.

Co-chair Bob Brostoff called the meeting to order at 7:02 PM. A quorum was established.
The September 2021 minutes were approved as amended.

Numbers refer to agenda items.

1. Addition of Committee Members:

Floor motion to add Myrl Schreiber as a voting member of the committee;

Yes -- 14, No -- 0, Abstentions -- 0

The motion carried, Mr. Schreiber is eligible to vote at this meeting and will be added to committee roster.

Floor motion to add Marie Javdani as a voting member of the committee;

Yes -- 14, No -- 0, Abstentions -- 0

The motion carried, Ms. Javdani is eligible to vote at this meeting and will be added to committee roster.

Floor motion to add Daniel Oszreicher as a voting member of the committee;

Yes -- 14, No -- 0, Abstentions -- 0

The motion carried, Mr. Oszreicher is eligible to vote at this meeting and will be added to committee roster.

2. Comments from the Chairs: None

3. Public Comment: None

4. Standing Rules for Vacancy Committee Selection:

Sample Proposed Standing Rule for Article 5, Section 6, Part A

In selecting the members for the committee, the President shall give first consideration to eligible Board members who express interest and who did not serve on the last previous Bylaws Ad Hoc Committee or the last previous Election Ad Hoc Committee. To be considered eligible a Board member must be current in all required neighborhood council training.

Charlene said it would be good to consider some new people for the committee but they need to be familiar with the WHNC Bylaws. Steve said experience should be a major factor in selecting committee members and the President only appoints the committee chair who then determines membership. Aida said she does not see the need for a change. Thomas questioned why the Bylaws Committee is referenced in the sample text. Brad answered that is a mistake and should be the Vacancy Committee. Thomas also said there should be more transparency and not the same committee members making the preferred candidate selection every time there is a

vacancy. Daniel O. said he thought some of the Board members appointed to fill recent vacancies should be included. Carolyn said the President selects the committee chair and the sample text should read the Chair instead of President selecting committee members. Myrl said the chair should not be restricted in committee member selection and some Board members may not have served long enough to be on the Vacancy Committee. Saif said he thought the Vacancy and Elections Committee were the same. Marie said the vacancy Committee has tremendous power and rotating the membership would provide more transparency and the committee chair should also rotate. Dan said the Vacancy Committee Chair should be considered part of the duties of the Board Vice President. Joanne said the confidential information like home addresses reviewed by the Vacancy Committee is not made public for Board members and needs to be kept private for vacancy applicants.

By consensus the sample text was changed to;

In selecting the members for the committee, the ~~President~~ Committee Chair(s) shall give first consideration to eligible Board members who express interest and who did not serve on the last previous ~~Bylaws~~ Vacancy Ad Hoc Committee or the last previous Election Ad Hoc Committee. To be considered eligible a Board member must be current in all required neighborhood council training.

Bob moved to amend the proposed standing rule. Marie seconded.

In selecting the members for the committee, the Committee Chair(s) shall ensure the committee has two (2) members who did not serve on the last previous Vacancy Ad Hoc Committee or the last previous Election Ad Hoc Committee. To be considered eligible a Board member must be current in all required neighborhood council training.

Brad moved to amend further to remove the Election Committee. Bob seconded.

In selecting the members for the committee, the Committee Chair(s) shall ensure the committee has two (2) members who did not serve on the last previous Vacancy Ad Hoc Committee ~~or the last previous Election Ad Hoc Committee~~. To be considered eligible a Board member must be current in all required neighborhood council training.

**Yes -- 16, No -- 1, Abstentions -- 0
The amendment is adopted,**

Vote on the amendment presented by Mr. Brostoff;

**Yes -- 7, No -- 7, Abstentions -- 3
The amendment fails.**

Charlene moved to table the item until the next meeting. Faye seconded.

**Yes -- 15, No -- 1, Abstentions -- 1
The motion carried,**

Dan moved to adjourn the meeting. Faye seconded.

**Yes -- 16, No -- 1, Abstentions -- 0
The motion carried,**

Co-chair Brad Vanderhoof adjourned the meeting to order at 8:54 PM.

The next scheduled meeting of this committee is March 25, 2021 online at 7:00 PM.