



CITY OF  
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CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
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## WEST HILLS NEIGHBORHOOD COUNCIL

### **JOINT BOARD and BYLAWS COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA**

**Thursday February 24, 2022 at 7:30 PM**

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

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, 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.

**AB 361 Updates:** Public Comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

1. Call to Order
2. Approval of October 2021 and January 2022 Regular and January 25 and 26 Special Meeting Minutes
3. Comments from the Chairs
4. Public Comment
5. Discussion and Possible Action on Bylaws Package for Submission to DONE
6. Discussion and Possible Action to Amend the WHNC Standing Rules: ARTICLE VII COMMITTEES AND THEIR DUTIES - Section 3: Committee Creation and Authorization
7. Discussion and Possible Action on Creation of a "Vetting Process" for Board Officers
8. Discussion and Possible Action to Add the Vote Count to Board Agenda Items coming from Committees
9. General Discussion of Proposals for Bylaws or Standing Rules Amendments
10. Adjournment - The next scheduled meeting of this committee is TBD.

**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 Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto: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](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 via email [NCSupport@lacity.org](mailto:NCSupport@lacity.org) or calling (213) 978-1551. 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)



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## WEST HILLS NEIGHBORHOOD COUNCIL

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

October 27, 2021

Telephonic and Online

Approved December 9, 2021

Attendance: Faye Barta, Sandi Bell, Dan Brin, Bonnie Klea (left early), Saif Mogri, Steve Randall, Char Rothstein, Anthony Scearce, Myrl Schreiberman, Joan Trent, Brad Vanderhoof, and Christina Walsh

Absent: Aida Abkarians, Bob Brostoff, Carolyn Greenwood, and Alec Uzameck

Other WHNC Board Members in Attendance: Clarice Chavira (arrived 7:30 PM), Glenn Jennings, and Kent Mariconda

Co-chair Brad Vanderhoof called the meeting to order at 6:35 PM. A quorum was established.

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Bylaws Committee meeting, not to include abstentions. There shall be no proxy voting.

Numbers refer to agenda items.

2. Approval of September 2021 Meeting Minutes: Minutes approved as amended.

3. Comments from the Chairs: None

4. Public Comment: None

5. Amend WHNC Bylaws Article V -- Officers, Section 2 Duties and Powers: Item tabled.

6. 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.*

Char Rothstein said she was told by the City Attorney DONE is working on new rules for neighborhood councils that would eliminate committees meeting having Joint Board/Committee meetings and limit the number of members a committee could have. Anthony Scearce said he always thought the joint meetings were incorrect if all attending board members cannot vote. He said AB992 imposes new rules and he is in favor of the new rules. Dan Brin said he has always favored inclusivity but does not support a rule forcing committee chairs to accept members. He also said the elimination of joint meetings would be a disaster by limiting participation. Dan Brin also said it has been the tradition of the WHNC to have committees set their own rules. Myrl Schreiberman said the WHNC should not be concerned with how other neighborhood councils operate.

Char Rothstein moved to change the word standing to operating. Steve Randall seconded.

Roll Call Vote to change standing to operating;

Aida Abkarians – Absent, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Yes, Bob Brostoff – Absent, Carolyn Greenwood – Absent, Bonnie Klea – Yes, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scearce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Alec Uzameck – Absent, Brad Vanderhoof – Yes, Christina Walsh – Yes

Yes – 12, No – 0, Abstain – 0, Absent – 4, Recusal -- 0

The Standing Rules amendment will be presented to the WHNC Board.

The proposed paragraph D was tabled.

7. Bylaws Amendment Limiting the Number of Standing Committees on which a Board Member can be a Voting Member:

Dan Brin moved to table. Steve Randall seconded.

Aida Abkarians – Absent, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Yes, Bob Brostoff – Absent,

Carolyn Greenwood – Absent, Bonnie Klea – Yes, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Alec Uzemeck – Absent, Brad Vanderhoof – Yes, Christina Walsh – Yes

Yes – 12, No – 0, Abstain – 0, Absent – 4, Recusal -- 0

The Item is tabled.

8. Bylaws Amendment Limiting the Number of Standing Committees on which a Board Member can be a Chair or Co-chair:

Roll Call Vote to limit the number of committees a Board member can chair;

Aida Abkarians – Absent, Faye Barta – No, Sandi Bell – No, Dan Brin – No, Bob Brostoff – Absent, Carolyn Greenwood – Absent, Bonnie Klea – No, Saif Mogri – No, Steve Randall – No, Char Rothstein – No, Anthony Scarce – No., Myrl Schreiberman – No, Joan Trent – No, Alec Uzemeck – Absent, Brad Vanderhoof – No, Christina Walsh – Yes

Yes – 1, No – 11, Abstain – 0, Absent – 4, Recusal -- 0

The Bylaws amendment fails.

9. Bylaws or Standing Rules Amendment for Training Requirements for Voting Eligibility on WHNC Board Actions: Item tabled.

10. 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? Item tabled.

23. Bylaws Amendment Establishing a Minimum Length of Board Service Requirement to be Eligible to Serve as a Board Officer  
ARTICLE VI OFFICERS 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. *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.*

Christina Walsh said she supports term limits for Board members. Dan Brin said he is opposed. Steve Randall said the President has a very powerful position and length of service in that office should be limited. Saif Mogri said he is opposed because the Board elects a president every two years. Myrl Schreiberman said it is hard enough to find someone who wants to serve as a Board officer. Christina Walsh suggested rotating the position of president through different Board members with the outgoing president helping the new president. Char Rothstein said it should be up to the Board if they want a change. Dan Brin said a new member could have served as president of another neighborhood council and be the best choice. He does not want to deny the Board the democratic option to choose the president. Steve Randall said the office of president is so important a Board members needs a couple of years WHNC experience before they are ready for the job. Clarice Chavira said she understands a waiting period but thinks two years is excessive. Sandi Bell said we should not hold WHNC officers to a higher standard than other elected officials. Myrl Schreiberman said there is a tremendous learning curve for new members and he does not feel a new member can handle the job of president. Clarice Chavira said timing does not equate to competency.

Steve Randall moved to approve the proposed Bylaws amendment. Myrl Schreiberman seconded.

Aida Abkarians – Absent, Faye Barta – Yes, Sandi Bell – No, Dan Brin – No, Bob Brostoff – Absent, Carolyn Greenwood – Absent, Bonnie Klea – Absent, Saif Mogri – No, Steve Randall – Yes, Char Rothstein – No, Anthony Scarce – No, Myrl Schreiberman – Abstain, Joan Trent – Yes, Alec Uzemeck – Absent, Brad Vanderhoof – No, Christina Walsh – No

Yes – 3, No – 7, Abstain – 1, Absent – 5, Recusal -- 0

The Bylaws amendment failed.

24. Make the Bylaws Committee a Standing Committee:

Roll Call Vote to make the Bylaws Ad Hoc Committee a WHNC standing committee;

Aida Abkarians – Absent, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Yes, Bob Brostoff – Absent, Carolyn Greenwood – Absent, Bonnie Klea – Absent, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Yes, Myrl Schreiberman – Abstain, Joan Trent – Yes, Alec Uzemeck – Absent, Brad Vanderhoof – Abstain, Christina Walsh – Abstain

Yes – 8, No – 0, Abstain – 3, Absent – 5, Recusal -- 0

The Bylaws amendment will be presented to the WHNC Board.

25. Proposals for Bylaws or Standing Rules Amendments:

Anthony Scarce suggested a Bylaws amendment to move the election of Board officers so it does not occur immediately when a new Board is seated. Myrl Schreiberman suggested creating a vetting process for Board officers.

Co-chair Brad Vanderhoof adjourned the meeting at 8:38 PM.

The next scheduled meeting of this committee is TBD, Location TBD.



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## **WEST HILLS NEIGHBORHOOD COUNCIL**

### **JOINT BYLAWS AD HOC COMMITTEE/BOARDMEETING MINUTES**

**January 12, 2022**

**Telephonic and Online**

Revised January 13, 2022

Attendance: Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Bob Brostoff, Carolyn Greenwood, Saif Mogri, Steve Randall, Char Rothstein, Anthony Scearce, Myrl Schreibman, Joan Trent, and Brad Vanderhoof

Absent: Bonnie Klea, and Alec Uzemeck, and Christina Walsh

Other WHNC Board Members in Attendance: Kent Mariconda, and Rosi Mariconda

Co-chair Bob Brostoff called the meeting to order at 6:35 PM, A quorum was established.

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Bylaws Committee meeting, not to include abstentions. There shall be no proxy voting.

Numbers refer to agenda items.

2. Approval of the October 2021 and December 2021 Meeting Minutes: October minutes approval tabled to January. December minutes approved.

3. Comments from the Chairs: None

4. Public Comment: None

5. WHNC Censure and Removal Policy: Item tabled.

6. Bylaws Package for Submission to DONE: After discussion of the difficulty understanding the template, Anthony Scearce asked the chairs to forward the document to committee members. Bob Brostoff will do that.

7. General Discussion of Proposals for Bylaws or Standing Rules Amendments: Steve Randall said there are many problems with the current WHNC Standing Rules that need to be addressed.

8. Adjournment: Bob Brostoff adjourned the meeting at 7:10 PM.

The next scheduled meeting of this committee is TBD.





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## WEST HILLS NEIGHBORHOOD COUNCIL

### SPECIAL JOINT BYLAWS AD HOC COMMITTEE/BOARD MEETING MINUTES

January 25, 2022

Telephonic and Online

Revised January 25, 2022

Attendance: Aida Abkkarians, Faye Barta, Sandi Bell, Bob Brostoff, Carolyn Greenwood, Bonnie Klea, Steve Randall, Char Rothstein, Anthony Searce, Myrl Schreiberman, Joan Trent, Alec Uzemeck, and Brad Vanderhoof

Absent: Dan Brin, Saif Mogri, and Christina Walsh

Other WHNC Board Members in Attendance: Rosi Mariconda, and Bryan Newman

Co-chair Bob Brostoff called the meeting to order at 7:35 PM. A quorum was established.

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Bylaws Committee meeting, not to include abstentions. There shall be no proxy voting.

Numbers refer to agenda items.

2. Comments from the Co-Chairs: None

3. Public Comment: None

4. Amend the WHNC Standing Rules: ARTICLE VII COMMITTEES AND THEIR DUTIES - Section 3: Committee Creation and Authorization:

Brad moved to table to the next regular Bylaws Committee meeting. Steve seconded.

Aida Abkkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Searce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 13, No – 0, Abstain – 0, Absent – 3, Recusal -- 0

The Item is tabled until the next regular meeting.

5. Add a Youth Seat by amending Article V and Attachment B of the WHNC Bylaws:

Brad moved to table. Steve seconded.

Aida Abkkarians – No, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Searce – No, Myrl Schreiberman – Yes, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 11, No – 2, Abstain – 0, Absent – 3, Recusal -- 0

The Item is tabled.

6. Bylaws Package for Submission to DONE: The Committee reviewed a draft of the WHNC Bylaws edited to the new DONE template.

#### **Article V Governing Board, Section 1 Composition**

Steve moved to as amend follows;

*The WHNC Board shall consist of twenty-five (25) Directors (or Board Members) elected by the stakeholders on an “at-large” basis. The Board shall not include no more than four (4) Community Interest Stakeholder Directors who do not live, work, or own property in West Hills.*

Anthony seconded.

Aida Abkkarians – Yes, Faye Barta – Yes, Sandi Bell – No, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – No, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Searce – Yes, Myrl Schreiberman – No, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – Yes,

Christina Walsh – Absent

Yes – 10, No – 3, Abstain – 0, Absent – 3, Recusal – 0

The amendment passes.

Char moved to change the number of Community Interest Stakeholders from four (4) to three (3). Joan seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – No, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – No, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – No, Char Rothstein – Yes, Anthony Scarce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – No, Christina Walsh – Absent

Yes – 9, No – 4, Abstain – 0, Absent – 3, Recusal – 0

The amendment passes.

Myrl moved to approve the DONE recommendation;

*When a Board Member ceases to maintain their stakeholder status pursuant to these Bylaws, their position shall be deemed vacant.*

Char seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – No, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – No, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – No, Myrl Schreiberman – No, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 10, No – 3, Abstain – 0, Absent – 3, Recusal – 0

The amendment passes.

Bob moved to approve the DONE recommendation.

*If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department's procedure, at the request of the Board.*

Carolyn seconded.

Aida Abkarians – No, Faye Barta – Yes, Sandi Bell – No, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – No, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – No, Char Rothstein – No, Anthony Scarce – Yes, Myrl Schreiberman – No, Joan Trent – No, Alec Uzemeck – No, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 5, No – 8, Abstain – 0, Absent – 3, Recusal – 0

The amendment fails

#### **Article V Governing Board, Section 10 Resignation**

Steve moved to reject the DONE recommendation.

*Board Member resignation must be submitted in writing to an executive officer and should include the secretary. The position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit their resignation to an executive officer and should include the secretary. If the Stakeholder status of a Board Member is challenged, then the Department will contact the board member, verify the Stakeholder status using its procedure.*

Joan seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – No, Anthony Scarce – Yes, Myrl Schreiberman – Yes, Joan Trent – No, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 13, No – 0, Abstain – 0, Absent – 3, Recusal – 0

The DONE recommendation will not be included in the Bylaws amendments.

#### **Article V Governing Board, Section 11 Community Outreach**

Faye moved to reject the DONE recommendation.

*The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council. The template contains additional options.*

Aida seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – No,

Anthony Scarce – Yes, Myrl Schreiber – Yes, Joan Trent – No, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 13, No – 0, Abstain – 0, Absent – 3, Recusal – 0

The DONE recommendation will not be included in the Bylaws amendments.

### **Article VII Committees and Their Duties, Section 2 Ad Hoc**

Faye moved to reject the DONE recommendation.

*The Board may create an Ad Hoc Committee as needed to deal with temporary issues and report its findings, conclusions or recommendations to the Board. An Ad Hoc Committee must have a defined purpose and limited timeframe, carry out a specific task, be composed of only Board Members that constitutes less than a majority of the Quorum, and cease to exist upon the completion of its specific task. If an Ad Hoc Committee is not created as set forth above and includes Stakeholders, the committee must operate under the notice and posting requirements of the Brown Act.*

Carolyn seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – No, Anthony Scarce – Yes, Myrl Schreiber – Yes, Joan Trent – No, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 13, No – 0, Abstain – 0, Absent – 3, Recusal – 0

The DONE recommendation will not be included in the Bylaws amendments.

Sandi moved to change ‘Intentionally Left Blank’ to See Section 3.

Char seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – No, Anthony Scarce – Yes, Myrl Schreiber – Yes, Joan Trent – No, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 13, No – 0, Abstain – 0, Absent – 3, Recusal – 0

The amendment passes.

### **Article VIII Meetings, Section 3 Notifications/Postings**

Carolyn moved to reject the DONE recommendation.

*The Neighborhood Council shall comply with the Ralph M. Brown Act and Department requirements for posting notices, including the Neighborhood Council Agenda Posting Policy approved by the Board of Neighborhood Commissioners. Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting.*

Aida seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Absent, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Absent, Steve Randall – Yes, Char Rothstein – No, Anthony Scarce – Yes, Myrl Schreiber – Yes, Joan Trent – No, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 13, No – 0, Abstain – 0, Absent – 3, Recusal – 0

The DONE recommendation will not be included in the Bylaws amendments.

7. Proposals for Bylaws or Standing Rules Amendments: Item tabled to the next meeting.

Co-chair Bob Brostoff adjourned the meeting at 9:17 PM.

The next scheduled meeting of this committee is Thursday, January 27, 2022 at 6:30 PM.





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## WEST HILLS NEIGHBORHOOD COUNCIL

### SPECIAL JOINT BYLAWS AD HOC COMMITTEE/BOARD MEETING MINUTES

January 27, 2022

Telephonic and Online

Revised January 27, 2022

Attendance: Aida Abkkarians, Faye Barta, Sandi Bell, Dan Brin, Bob Brostoff, Carolyn Greenwood, Bonnie Klea, Saif Mogri, Steve Randall, Char Rothstein, Anthony Scarce, Myrl Schreiberman, Joan Trent, Alec Uzemeck, Brad Vanderhoof, and Christina Walsh

Absent:

Other WHNC Board Members in Attendance: Rosi Mariconda, and Bryan Newman

Also in Attendance: Sharon Brewer

Co-chair Bob Brostoff called the meeting to order at 7:33 PM. A quorum was established.

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Bylaws Committee meeting, not to include abstentions. There shall be no proxy voting.

Numbers refer to agenda items.

2. Comments from the Co-Chairs: None

3. Public Comment: None

4. Bylaws Package for Submission to DONE: The Committee reviewed a draft of the WHNC Bylaws edited to the new DONE template.

#### **Article X Elections, Section 4 Method of Verifying Stakeholder Status**

Steve moved to as amend follows;

*Voters will verify their stakeholder status by providing acceptable documentation.*

Myrl seconded.

Aida Abkkarians – Yes, Faye Barta – Yes, Sandi Bell – No, Dan Brin – No, Bob Brostoff – Abstain, Carolyn Greenwood – No, Bonnie Klea – Yes, Saif Mogri – Abstain, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – No, Myrl Schreiberman – Yes, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – No

Yes – 9, No – 4, Abstain – 2, Absent – 0, Recusal – 0

The amendment passes.

Christina Walsh wanted it stated in the minutes that she feels the last Board vacancy appointment was in violation of Section 5, Restrictions on Candidates Running for Multiple seats.

#### **Article X Elections, Section 5 Restrictions on Candidates Running for Multiple Seats**

Dan moved to amend as follows;

*Not Applicable*

Steve seconded.

Aida Abkkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Yes, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Yes, Myrl Schreiberman – Yes, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Yes

Yes – 16, No – 0, Abstain – 0, Absent – 0, Recusal – 0

The amendment passes.

#### **Article X11 Parliamentary Authority**

Carolyn moved to add the DONE recommendation.

*These bylaws supersede the parliamentary rules mentioned above.*

Steve seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Yes, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Yes, Myrl Schreiber – Yes, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Abstain

Yes – 15, No – 0, Abstain – 1, Absent – 0, Recusal – 0

The DONE recommendation will be included in the Bylaws amendments.

**Article XIV Compliance, Section Self-Assessment**

Carolyn moved to accept the DONE recommendation.

*The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objectives.*

Steve seconded.

Aida Abkarians – Yes, Faye Barta – Yes, Sandi Bell – Yes, Dan Brin – Yes, Bob Brostoff – Yes, Carolyn Greenwood – Yes, Bonnie Klea – Yes, Saif Mogri – Yes, Steve Randall – Yes, Char Rothstein – Yes, Anthony Scarce – Yes, Myrl Schreiber – Yes, Joan Trent – Yes, Alec Uzemeck – Yes, Brad Vanderhoof – Yes, Christina Walsh – Absent

Yes – 15, No – 0, Abstain – 0, Absent – 1, Recusal – 0

The DONE recommendation will be included in the Bylaws amendments.

5. Proposals for Bylaws or Standing Rules Amendments: Char asked that remediation of disputes be addressed in the Standing Rules.

Co-chair Bob Brostoff adjourned the meeting at 8:21 PM.

The next scheduled meeting of this committee is TBD.



Department of NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)



### Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted until April 1st, 2022 via email at [NCsupport@lacity.org](mailto:NCsupport@lacity.org) and must include the following documents:

Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.

**Electronic Copy (in a Word document)** of the proposed Neighborhood Council's Bylaw Sections. **Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws.** The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. *Section 2. Agenda Setting - The agenda shall be set by the President. the Executive Committee.*

### INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.

Neighborhood Council Name: \_\_\_\_\_

• Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils?  Yes  No

• Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.?  No  Yes - Please include the Neighborhood Council Board Structure Change Request Form

### DECLARATION

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Board Vote: \_\_\_\_ yes \_\_\_\_ no \_\_\_\_ abstentions

President/Chair Signature: \_\_\_\_\_

2nd Signatory Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email : \_\_\_\_\_

Email : \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 978-1551 or [NCsupport@lacity.org](mailto:NCsupport@lacity.org) (Form Updated 6/21)



200 N. Spring Street, 20<sup>th</sup> FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1  
 E-mail: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)

**Neighborhood Council Board Structure Change Request Form**

Requests for changes in Board structure must be reviewed by the Board of Neighborhood Commissioners (Commission). If the Commission approves the request, the Applicant’s bylaws will be deemed formally adjusted upon such action of the Commission. Should the Commission act to disapprove the request, the Applicant may, within five (5) meeting days of the City Council, during which the Council has convened in regular session, file an appeal with the City Council. The appeal will automatically be placed on the Council’s next regular agenda for consideration. The City Council may, by ten (10) votes, sustain, reverse, or modify the Commission’s decision.

After completing this form, please submit it by email along with a completed Bylaw Amendment Application to [NCsupport@lacity.org](mailto:NCsupport@lacity.org). You may also fax or deliver the documents to our office. We will provide notification to the Neighborhood Council of the date the Commission will review the request. Please note that the information submitted on this form is public information.

Please contact the Neighborhood Council Support Help Line at (213) 978-1551 or by email at [NCsupport@lacity.org](mailto:NCsupport@lacity.org) if you have any questions.

**PLEASE PRINT ALL INFORMATION**

**Neighborhood Council Name:** \_\_\_\_\_

**Primary Contact:**

NAME	TITLE	PHONE	EMAIL
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**Current Number of Board Seats:** \_\_\_\_\_ **Quorum:** \_\_\_\_\_

**What type of Board Structure Change is being requested?**

Reduction in Board Seats to: \_\_\_\_\_ (insert total number after proposed reduction)

Change in Board Structure. Please describe:

Other. Please describe:

**What are the reasons for the change to the Board Structure?**

**Describe your Neighborhood Council's demographics. Please note sources of demographic information provided, e.g. 2000 census, Healthy City, etc., and attach any related documentation.**

**Explain what outreach has been conducted to fill existing seats. Please attach any supporting documentation, e.g. flyers, agendas, etc.**

# **West Hills Neighborhood Council Bylaws**

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## **ARTICLE V GOVERNING BOARD**

### **Section 2: Quorum**

The quorum shall be ~~thirteen (13)~~ eighteen (18) Directors of the Board. No floating quorums are allowed.

## **ARTICLE VII COMMITTEES AND THEIR DUTIES**

All standing 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:

N. BYLAWS COMMITTEE, which shall consider and make recommendations to the WHNC Board concerning amendments to the Bylaws and Standing Rules of the WHNC.

### **Section 2: Ad Hoc**

~~Intentionally Left Blank~~ See Section 3

## **ARTICLE X ELECTIONS**

### **Section 4: Method of Verifying Stakeholder Status**

~~Procedure for verifying Stakeholder status is self-affirmation~~ Voters will verify their stakeholder status by providing acceptable documentation.

### **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.~~ Not Applicable

## **ARTICLE XII**

## PARLIAMENTARY AUTHORITY

The parliamentary process is to be governed by “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century.”

These bylaws supersede the parliamentary rules mentioned above.

## ARTICLE XIV COMPLIANCE

### 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.~~ The Council may conduct a regular self-assessment to determine whether it has achieved its goals and objective.









Agenda Item #7:

Discussion and Possible Action to Amend the WHNC Standing Rules: ARTICLE VII COMMITTEES AND THEIR DUTIES Section 3: Committee Creation and Authorization

PRIORITY OF NEW MEMBERS TO SERVE ON COMMITTEES

(1) Any new sworn-in board member (NEW MEMBER), who has requested within six (6) months of being sworn in, shall have the right to priority on serving on any committee that has, or may claim to have, reached its limitations of persons allowed to serve, or any other reason, for which time of service has not been established as a requirement to serve, to be a member of any such committees over any other person that a new board member has beaten out in an election. This right shall also usurp the service of those who are not previous members beaten out in an election, but those to whom are stakeholders in the event that there are limitations on the amount of members allowed in a specific committee. Any request by a NEW MEMBER cannot be rejected; (2) The chair of a committee or its members shall not have the sole power to reject a NEW MEMBER'S request to join a committee. Any attempt to do so may be held as sanctionable conduct. If such rejection occurs within the committee, the new member will be permitted to take up the rejection at a full board meeting at any time, without notice, and the full board will be allowed to override any such committee's vote. The committee and new member will be bound by such vote by the board. (3) This rule shall be retroactive to our council's last election of May 04, 2021.