



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 COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA

Wednesday, October 26, 2022 @ 6:30 p.m.

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, 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.

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.

Call to Order and Establish Quorum

1. Comments and Announcements from the Chair
2. Public Comment
3. Approval of the September Committee Meeting Minutes
4. Discussion and Possible Action on Revising the WHNC Code of Civility with a Line-by-Line Review of the Code
5. Discussion and Possible Action on Updating the WHNC Standing Rules for Censure and Removal
 - *Article V, Governing Board, Section 8/9 Censure or Removal of Governing Board Members (As amended 01-17- 2016)*
6. Discussion and Possible Action Concerning a Standing Rule for Standing Committees that do not meet at least Nine (9) times in a Calendar Year as per WHNC Bylaws
 - *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.*
7. Discussion of Possible Future Agenda Items for the Bylaws Committee

Adjournment

The next meeting of this committee will be held on Wednesday, November 23, 2022 at 6:30 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 Section 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

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 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. 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

Servicios De Traduccion: Si requieres servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes de levento. Por favor contacte Michelle.Ritchie@westhillsnc.org



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BYLAWS AD HOC COMMITTEE/BOARD MEETING MINUTES

September 28, 2022

Telephonic and Online

Revised September 28, 2022

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.

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

Absent: Bonnie Klea, Kent Mariconda, Bryan Newman, Anthony Scearce, and Myrl Schreibman

Co-chair Brad Vanderhoof called the meeting to order at 6:34 PM. A quorum was established.

Comments and Announcements from the Chairs: None

Public Comment: None

Numbers refer to agenda items.

3. Approval of the July Committee Meeting Minutes:

The minutes were approved with minor corrections.

4. Discussion of possible future agenda items for the Bylaws Committee:

Char asked if the minimum Board quorum can be revisited. Brad said not until the Department of Neighborhood Empowerment reopens the bylaws amendment period. This will probably be in the summer of 2023 with amendments due March 2024. Steve said the Standing Rules for Censure and Removals need review and he will work on a proposal. Aida asked if there can be a rule to prevent Board members from being abusive on social media sites. After much discussion it was decided the WHNC Code of Civility mostly covers this, but could be updated from the current 2010 version. Steve will look at the Code of Civility. Dan suggested using the next Bylaws Committee meeting to review the document line by line. Since we have an immediate issue, a currently approved document, and approving a new revision may take considerable time, Brad will ask the WHNC Executive Director send the current document to the Board.

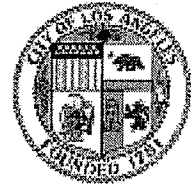
Co-chair Dan Brin adjourned the meeting at 7:27 PM.

The next meeting of this committee is October 26, 2022 at 6:30 PM.



Help Guide the Future of West Hills
West Hills Neighborhood Council

P.O. Box 4670, West Hills, CA 91308-4670



<http://www.westhillsnc.org>

mail@westhillsnc.org

West Hills Neighborhood Council Code of Civility
Agenda Item #10-0021

****Passed by the West Hills Neighborhood Council on October 6, 2010****

Collectively and individually, the members of the Board of Directors of the West Hills Neighborhood Council agree to abide by a Code of Civility to ensure that our Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The West Hills Neighborhood Council welcomes the diverse views and opinions of our other board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

By affixing my signature to this document, I agree to abide by our Code of Civility to the best of my ability.

1. I will conduct myself in a professional and civil manner at all times as a representative of the West Hills Neighborhood Council, including treating each member of the board and members of the public with respect at all times.
2. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public. During Neighborhood Council meetings, functions, or events I will not engage in or threaten to engage in any verbal or physical attack on any other individual. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures. I believe that derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.

3. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.
4. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption. I pledge to truly listen to and hear other points of view. I will practice the art of being able to disagree without being disagreeable.
5. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws
6. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances, and the City Charter, and will not knowingly violate any of them so that we can maintain a safe and effective environment for conducting business.
7. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
8. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters, and I will ask for advice from the Office of the City Attorney whenever I have doubts.
9. I will commit to good faith efforts to resolve grievances that come before the board as specified in the bylaws.
10. Out of respect to my fellow board members, the public, and the decision-makers who we are trying to influence, I will make the best possible effort to understand the issues before me.

DATED: _____

Printed Name

Signature