



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND BYLAWS COMMITTEE MEETING AGENDA THURSDAY, JUNE 22, 2017 @ 7:00 P.M.

Chaminade College Preparatory – Condon Center 2<sup>nd</sup> Floor  
23260 Saticoy Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes prior to meeting. Those who wish to speak during the meeting may be asked to complete 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. Roll Call
2. Public Comment
3. Discussion and possible action on amending the Bylaws regarding absences to exempt all committee/board meetings.
4. Discussion and possible action on an amendment to the WHNC Standing Rules by allowing certain illness absences.
5. Discussion and possible action on amending the WHNC Standing Rules by requiring a specific minimum amount of time of attendance at a Board meeting to be counted as “present”.
6. Discussion and possible action on amending the WHNC Standing Rules to define the method for all committees, including ad hoc committees to “present copies of their approved minutes or reports for posting” as required in our Bylaws.
7. Discussion and possible action on amending the Bylaws ad hoc committee’s standing rules (see attached).

**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 Traduccion:** 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)

**West Hills Neighborhood Council**  
**Bylaws Committee**  
**June 22, 2017**

**Proposed amendment to the WHNC Bylaws:**

**Article V, Section 7, Absences**

- A Board Member who has been absent from five (5) of the regular or special meetings of the Board within the most recent twelve (12) ~~month period~~ **regular or special meetings** shall be subject to removal from the board under procedures established by the Board.
- 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 any joint board/committee meeting shall not count as an absence for this purpose.***

**Proposed amendments to the WHNC Standing Rules (addition of new sections)**

**Article VII Committees and Their Duties, Section 2 Committee Creation and Authorization,**

**Paragraph B: All committees shall present copies of heir approved minutes or reports for posting**

- ***Regarding the use of the word "present" shall be defined as "providing approved minutes to the designated person for posting within 15 days of having been approved."***

**Article V, Section 7, Absences**

- ***The following absences shall be exempt:***
  - ***Any time a board member attends a meeting of an outside committee or organization as an official representative of the West Hills Neighborhood Council, which conflicts with a regularly scheduled WHNC board or special meeting, shall not constitute an absence.***
  - ***In the event that a board member is absent from a regularly scheduled board meeting or special meeting due to severe illness, that is verified by ?????? shall not constitute an absence.***
- ***For the purpose of defining attendance at a regularly scheduled board or special meeting the board member must have been in attendance for a minimum of 75% of the meeting.***

## Ad Hoc Bylaws Committee Operating Rules

### Mission Statement

- This committee shall consider and make recommendations to the WHNC Board concerning amendments to the Bylaws and standing rules of the WHNC.
1. ***Suggestions for amendments may come from stakeholders or board members.***
    - All suggestions shall be considered for action.
  2. This committee shall have ***up to 13 15*** members appointed by the committee chair.
  3. ***Operating Rules for this committee shall be amended and/or approved by the committee with a simple majority vote with the exception that selection of officers shall only be made by the Chair of the committee.***
  4. A quorum of the committee shall be ~~seven (7)~~ ***eight (8)***
  5. Officers of the committee shall be:
  6. The chair, appointed by the president of the West Hills Neighborhood Council.
  7. Co-Chair
  8. Secretary
  9. Others, as determined by the chair.
    - ***Suggestions may be made by committee officers or members.***
  10. Duties of Officers
    - ***The Chair/Co-Chair (Shared duties)***
      - Establish an agenda for each meeting
      - ~~Submit the agenda to those~~ ***Be responsible for submitting and posting agendas, as required.***
    - ***The Secretary shall:***
      - ~~Shall~~ take attendance.
      - take minutes.
      - record all votes.\*
      - submit minutes to the committee for approval.
      - submit approved minutes to those responsible for posting electronically.
  11. The general public will be welcome to attend and participate in all discussions
  12. No committee ~~member or committee officer~~, shall make any representations ***on behalf of the committee*** to any agency without board approval.
  13. No officer of ~~the any~~ committee may make any representations to the board ***in the committee's name in the name of the committee***, without ~~the committee's~~ approval.  
from the committee.