



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BYLAWS AD HOC COMMITTEE MEETING AGENDA

Monday, October 9, 2017 at 6:30 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 September 2017 Bylaws Ad Hoc Committee Meeting
3. Comments from the Chair(s)
4. Public Comment
5. Discussion and possible action on WHNC Bylaws Article V Governing Board, Section 3: Official Actions

WHNC Bylaws September 01, 2015

Article V Governing Board Section 3: Official Actions

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.

From EMPOWERLA Neighborhood Council Voting Facts

Know How Abstentions Are Treated

Instead of voting for or against an item, a Neighborhood Council board member may abstain instead. In the Neighborhood Council bylaws, abstentions do still count in the total vote, but the voting outcome will be different based on how the Neighborhood Council treats abstentions. The Neighborhood Council bylaws template sets out how the Department of Neighborhood Empowerment and the Office of the City Attorney interprets abstentions. If the Neighborhood Council bylaws state that they "include abstentions" in the total vote, the abstentions will act as a yes vote in essence similar to the City Council. If the Neighborhood Council bylaws states that they "do not include abstentions" in the total vote, the abstentions act as a no vote instead.

6. Discussion and possible action on amending the WHNC bylaws regarding procedures for censure of a board member (Article V Governing Body). Proposal to amend WHNC Bylaws to be consistent with DONE template language and the Brown Act.

Template language from DONE;

Section 8: Censure – The Council can take action to publically reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action.

Proposed Bylaws change;

Section 8: Censure – The Council can take public action to reprimand a Board member for actions during the conduct of Council business by censuring the Board member at a General Meeting of the Board of Directors. Censures shall be placed on the agenda for discussion and action.

7. Discussion and possible action on amending the WHNC bylaws regarding procedures for removal of a board member (Article V Governing Body Section 9: Removal of Governing Board Members). Proposal to amend WHNC Bylaws to be consistent with DONE template language and the Brown Act.
8. Discussion and possible action on amending the WHNC bylaws regarding procedures for censure or removal of a board officer (Article VI Officers of the Board Section 5: Censure or Removal from Office of an Officer of the Board).

WHNC Bylaws September 01, 2015

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 initial 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.*

D.O.N.E. Template Language April 2011

Article VI Officers Section 4: Officer Terms

The Officers shall serve [insert number] year terms and serve at the pleasure of the Board. They may stand for reelection _ annually OR _ every [insert number] years.

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

Subsection 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.

D.O.N.E. Template language April 2011

Article V Section 6 - Board Fills Vacancies

c. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

10. Discussion and Possible Action on WHNC Bylaws Article VI 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

Officers of the Board shall serve two-year terms.

11. Additional Business and Proposed Agenda Items

12. 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. 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 the WHNC's executive director via email at 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 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 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