

COMMUNICATIONS COMMITTEE OPERATING RULES
OCTOBER 13, 2016

1. The mission of this committee is to inform stakeholders of the West Hills Neighborhood Council's activities, promote stakeholder participation in the Council and work with city and community organizations to promote citizen participation in government and make government more responsive to local needs.
2. This Committee shall consist of 11 members
3. A quorum shall consist of 6 members.
4. Members of this Committee shall be determined by joint Co-Chair(s) appointment.
5. Voting rights shall be afforded to Committee members only.
6. The Officers of this Committee are: Co-Chair Simone Best, Co-Chair Reeyan Raynes, Co-Chair Michael Teitelbaum and a Secretary.
7. Officers of this Committee are to be determined by joint Co-Chair appointment.
8. The Secretary shall be responsible for taking and posting minutes.
9. The writing and posting of the Agenda shall be the responsibility of the Co-Chairs.
10. Committee Members must not miss more than four (4) meetings in the previous 12 month period or they will be subject to removal as a voting member.
11. A member shall be considered an active member by the discretion of the Co-Chairs.
12. The Committee's goals are to use all resources available from electronic communications, social media, and print to support WHNC events and outreach programs, as stated in the Strategic Plan of the WHNC and to always strive to find the best and most effective ways to reach our stakeholders.
13. No committee, committee officer, or committee member shall make any representations to any agency on behalf of the committee without board approval.
14. No officer, committee member or work group may make any representations to the Board, on behalf of the committee, without approval from the committee.
15. These rules may be amended at any regular meeting of the Communications Committee by a majority vote of the members present.
16. This committee shall abide by the WHNC Code of Conduct. This code shall apply to all committee members, whether or not they are members of the WHNC Board.
17. The parliamentary process is to be governed by Rosenberg's Rules of Order.
18. This Committee will meet on the 2nd Thursday of the month at 7:30 PM at West Hills Hospital 1st floor Conference Room, unless there is a conflict that requires meeting at a different day or time.
19. In May of each year, a written report on goals, achieved or not achieved, will be provided to the committee working on the Strategic Plan in order to fulfill the annual report to EmpowerLA.

