

IT'S OUR NEIGHBORHOOD. LET'S BUILD A COMMUNITY.



## West Hills Neighborhood Council

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### **BYLAWS AD HOC COMMITTEE OPERATING RULES**

**Revised August 10, 2017**

"The mission of the WHNC Bylaws Ad Hoc Committee is to consider and make recommendations to the WHNC Board concerning amendments to the Bylaws and standing rules of the WHNC."

1. The Chair(s) of the Bylaws Ad Hoc Committee are:  
Co-Chair Bob Brostoff, Co-Chair Brad Vanderhoof
2. Additional officer(s) appointed by the Chair(s).  
Secretary none
3. Members of this committee shall be appointed by the Chair(s).
4. WHNC Board members and WHNC stakeholders are eligible to serve on this committee.
5. This committee shall consist of 13 members who are:  
Aida Abkarians      Sandi Bell      Simone Best      Dan Brin  
Anthony Brosamle      Bob Brostoff      Margery Brown      Carolyn Greenwood  
Bonnie Klea      Steve Randall      Charlene Rothstein      Joan Trent  
Brad Vanderhoof
6. A quorum shall consist of 7 members.
7. Voting rights shall be accorded to committee members only.
8. For this committee "serving actively" is defined as:
  1. attending regular committee meetings
  2. participating in and contribution to discussions
  3. accepting tasks or assignments to support committee objectives
9. The writing and posting of agendas shall be the responsibility of the Co-Chairs.
10. The taking and posting of minutes shall be the responsibility of the Co-Chairs.
11. The preparing of yearly reports summarizing committee activity shall be the responsibility of the Co-Chairs. These reports shall be provided to the Communication Committee each year by June 30<sup>th</sup>.
12. Committee members must not miss more than four (4) meetings in a 12-month period.
13. Committee members including officers shall not claim to be, or give the impression of, speaking or communicating by any means on behalf of the WHNC without approval from the Board.

14. Committee members including officers shall not make any representations to or requests of the Board or any other agency, on behalf of the Committee, without approval from the Committee.
15. These rules may be amended at any regular meeting of the Bylaws Ad Hoc Committee by a majority vote of the members present provided possible action on the committee operating rules is announced in the agenda.
16. The parliamentary process is to be governed by “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century.”
17. This committee will meet on the 2<sup>nd</sup> Tuesday of the month at 7:30 PM at Chaminade High School Condon Center 2<sup>nd</sup> floor conference room unless rescheduled.
18. This committee shall abide by the WHNC Code of Civility. This code shall apply to all committee members, whether or not they are members of the WHNC Board.
19. All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.