

COMMUNITY/SENIOR CENTER AD HOC COMMITTEE OPERATING RULES
JANUARY 17, 2017

1. The MISSION of this Committee is to help establish a viable Community/Senior Center for the community of West Hills.
2. This Committee shall consist of 13 members who are:

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| <u>Steve Randall</u> | <u>Margery Brown</u> | <u>Joan Trent</u> | <u>Mary Crescenzo</u> |
| <u>Ron Sobel</u> | <u>Aida Abkarians</u> | <u>Michael Teitelbaum</u> | |
| <u>Char Rothstein</u> | <u>Thomas Booth</u> | <u>Myrl Schreibman</u> | |
| <u>Dan Brin</u> | <u>Brad Vanderhoof</u> | <u>Ivan Blume</u> | |
3. A quorum shall consist of 7 members.
4. Voting rights shall be afforded to Committee members Only.
5. Members of this Committee are to be appointed by the Committee Chair.
6. Officers of this Committee are to be appointed by the Committee Chair.
7. The Officers of this Committee are: Chair Steve Randall and Secretary Char Rothstein.
8. The Secretary shall be responsible for taking and posting minutes.
9. The writing and posting of the Agenda shall be the responsibility of Steve Randall.
10. Committee Members must not miss more than four (4) meetings in the previous 12 month period, or they may be removed as voting members by the Committee Chair.
11. The Committee's goals are to: 1) Establish the Community Center's mission, 2) Establish a general organizational structure, 3) Investigate potential funding sources, 4) Evaluate possible locations, and 5) Determine design specifications
12. No committee, committee officer, or committee member shall make any representations on behalf of the committee without board approval.
13. No officer of any committee may make any representations to the Board, on behalf of the committee, without approval from the committee.
14. These rules may be amended at any regular meeting of the Community/Senior Center Committee by a majority vote of the members present, assuming that there is a quorum.
15. 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.
16. The parliamentary process is to be governed by the most current edition of Rosenberg's Rules of Order.
17. This Committee will meet on the 3rd Tuesday of the month at 7:30 PM at Chaminade College Preparatory, 23260 Saticoy Street, West Hills, CA 91304 unless there is a conflict that requires meeting at a different place, day or time.