

## ENVIRONMENT COMMITTEE OPERATING RULES

September 13, 2023

*The MISSION of this Committee is to study environmental issues affecting West Hills, to promote awareness to the public and the WHNC Board of Directors, and to take action that would have impact on the resolution of those issues to the benefit of the community.*

This Committee consists of 7 members who are: Steve Randall, Charlene Rothstein, Brad Vanderhoof, Saif Mogri, Faye Barta, Joan Trent, and Vinura Kotuwelle

A quorum consists of 4 members.

The Chair of this Committee is Saif Mogri.

Members of this committee shall be appointed and/or removed for cause by the Committee Chair.

Officers of this Committee are to be appointed by the Committee Chair.

Voting rights are to be afforded to Committee Members only.

Committee members must actively serve by attending meetings, participating in and contributing to discussions and volunteering for tasks or assignments to support the committee's mission.

All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act

This committee shall abide by the WHNC Code of Civility. This code shall apply to all committee members and attendees, whether they are members of the WHNC Board of Directors or not.

The following rules may be amended at any regular meeting of the Committee by a majority vote of the members present, provided there is a quorum and Operating Rules action is on the agenda:

1. The Secretary of this committee is TBD, who shall be responsible for taking the minutes.
2. The writing of the Agenda shall be the responsibility of the Chair.
3. The posting of the Agenda shall be the responsibility of Saif Mogri.
4. Committee Members must attend at least eight (8) committee meetings of the previous 12 meetings, or they become subject to removal as members of the committee.
5. No committee members, including officers, shall make any representations, or give the impression of speaking or communicating on behalf of the WHNC, without approval from the Board.
6. No committee member shall make any representations to or requests of the Board or any other agency on behalf of the Committee without approval from the Committee Co-chairs.
7. These rules may be amended at any regular meeting of the Environment Committee by a majority vote of the members present, assuming that there is a quorum.
8. The parliamentary process is to be governed by Rosenberg's Rules of Order, Simple Parliamentary Procedures 21<sup>st</sup> Century.
9. This Committee will meet regularly on the 2nd Wednesday of each month at 7:00 PM unless there is a conflict that requires meeting at a different day or time. Meeting location to be announced.