

## **ENVIRONMENT COMMITTEE OPERATING RULES**

**APPROVED JUNE 13, 2018**

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1. 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 which would have impact on the resolution of those issues to the benefit of the community.
2. This Committee shall consist of 4 members. (Alec Uzemeck, Steve Randall, Charlene Rothstein & Brad Vanderhoof)
3. A quorum shall consist of 3 members.
4. Members of this Committee shall be appointed and/or removed by majority vote of the Co-Chairs.
5. In order to be considered for membership of this Committee, one must have attended at least three of the last six meetings.
6. Voting rights are to be afforded to Committee Members only.
7. The Officers of this Committee are:  
Co-Chair 1: Alec Uzemeck, Co-Chair 2: Steve Randall, Secretary: Alec Uzemeck
8. Officers of this Committee are to be determined by the Committee Co-Chairs.
9. The Secretary shall be responsible for taking and posting minutes.
10. The writing of the Agenda shall be the responsibility of the Co-Chairs
11. The posting of the Agenda shall be the responsibility of Steve Randall.
12. In order to be considered as "Serving Actively" on this committee per our Bylaws requirement:
  - A Committee Member must not miss more than four (4) meetings in the previous 12 month period).
  - A Committee Member must actively participate in Committee discussions and accept assignments).
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 of any committee 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 Environment Committee by a majority vote of the members present, assuming that there is a quorum.
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 of Directors.
17. The parliamentary process is to be governed by Rosenberg's Rules of Order.
18. This Committee shall meet on the 2nd Wednesday of each month at 7:00 PM at Chaminade College Preparatory High School-Condon Center, 23241 W. Cohasset Street, West Hills, CA 91304.