

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



## West Hills Neighborhood Council

P.O. Box 4670, West Hills, CA 91308-4670  
818-254-WEST



[WWW.WESTHILLSNC.ORG](http://WWW.WESTHILLSNC.ORG)

[MAIL@WESTHILLSNC.ORG](mailto:MAIL@WESTHILLSNC.ORG)

### **GOVERNMENT RELATIONS COMMITTEE OPERATING RULES** **Revised February 17, 2017**

"The mission of the WHNC Government Relations Committee is to interface with local, state and federal agencies and officials and bring recommendations to the Board to protect and promote the welfare of West Hills and Los Angeles."

These rules may be amended at any regular meeting of the Government Relations Committee by a majority vote of the members present provided possible action on the committee operating rules is announced in the agenda.

1. The Chair(s) of the Government Relations Committee are:  
Co-Chair Joanne Yvanek-Garb, Co-Chair Simone Best
2. Additional officer(s) appointed by the Chair(s).  
Secretary Brad Vanderhoof
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 7 members who are:  
Aida Abkarians      Simone Best      Tony Brosamle      Margery Brown  
Joan Trent      Brad Vanderhoof      Joanne Yvanek-Garb
6. A quorum shall consist of 4 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 responsibly of the Co-Chairs.
10. The taking and posting of minutes shall be the responsibility of the Secretary.
11. Committee members must not miss more than four (4) meetings in the previous 12-month period.
12. 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.

13. 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.
14. 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.
15. The parliamentary process is to be governed by “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century.”
16. All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.
17. This committee will meet on the 3<sup>rd</sup> Monday of the month at 7:30 PM at Chaminade High School Condon Center 2<sup>nd</sup> floor conference room unless rescheduled.