



## West Hills Neighborhood Council

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### HOMELESSNESS COMMITTEE OPERATING RULES

**Revised February 28, 2018**

" The mission of the WHNC Homelessness Committee is to inform and educate the stakeholders of West Hills on homelessness issues in the West San Fernando Valley, connect those experiencing homelessness to resources, and advocate for the effective use of government resources to contend with the problem of homelessness in the area."

These rules may be amended at any regular meeting of the Homelessness Subcommittee 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 Homelessness Subcommittee are:  
Co-Chair Simone Best, Co-Chair Thomas Booth
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 consists of 9 members who are:  
Aida Abkarians                      Simone Best                      Thomas Booth                      Margery Brown  
Kesha Hearn                      Olivia Naturman                      Joan Trent                      Brad Vanderhoof  
Fern White
6. A quorum consists of 5 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 Secretary.
11. Committee members must not miss more than four (4) meetings in any 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, including those who are not 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 6:30 PM at Chaminade High School Condon Center 2nd floor conference room unless rescheduled.