

SPECIAL EVENTS COMMITTEE OPERATING RULES
APPROVED SEPTEMBER 1, 2023

The MISSION of this Committee is to produce, develop and present unique events which serve and engage the community of West Hills. Moreover, the Special Events Committee, when consulted, will serve as an adjunct advisory committee for other events that might be produced and/or developed by other committees of the West Hills Neighborhood Council.

This Committee consists of 10 members who are:

<u>Myrl Schreibman</u>	<u>Steve Randall</u>	<u>Char Rothstein</u>	<u>Faye Barta</u>	<u>Joan Trent</u>
<u>Miriam Schimmel</u>	<u>Aida Abkarians</u>	<u>Glenn Jennings</u>	<u>Saif Mogri</u>	<u>Alejandro Phillips</u>

A quorum consists of 6 members.

The Co-chairs of this Committee are: Myrl Schreibman and Steve Randall

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

For this committee, members must serve actively, defined as attending meetings, participating in and contributing to discussions and volunteering for tasks or assignments to support the committee's events.

Members of this committee shall be appointed or removed by agreement of the Co-chairs.

Officers of this Committee are to be appointed by agreement of the Committee Co-chairs.

This committee shall abide by the WHNC Code of Civility and the EmpowerLA Code of Conduct. These codes apply to all committee members and attendees, whether members of the WHNC Board or not.

The following operating 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 possible Operating Rules action is on the agenda.

1. Char Rothstein and Aida Abkarians or a designate shall be responsible for taking minutes.
2. The writing of agendas and posting of the minutes shall be the responsibility of Steve Randall.
3. Voting privileges shall be afforded to only Committee members.
4. Committee Members must attend at least eight (8) committee meetings in the previous 12 meetings, or they become subject to removal as members of the committee.
5. Committee members, including officers, shall not claim to be, or give the impression of, speaking or communicating on behalf of the WHNC without approval from the Board.
6. Committee members 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 Co-chairs.
7. The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."
8. This Committee will meet regularly on the 1st Tuesday of the month at 7:00 PM unless there is a conflict that requires meeting at a different day or time.