

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



## West Hills Neighborhood Council

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### **Cultural, Community and Senior Center Ad hoc Committee Operating Rules Revised September 19, 2017**

"The mission of this committee is to help establish a viable Cultural, Community and Senior Center in West Hills to serve the West San Fernando Valley".

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

1. This committee consists of 12 members who are:

Aida Abkarians	Faye Barta	Dan Brin	Margery Brown
Steve Randall	Char Rothstein	Myrl Schreiberman	Ron Sobel
Joan Trent	Brad Vanderhoof	Ivan Blume	Mary Crescenzo
2. A quorum consists of 7 members.
3. Voting rights shall be afforded to Committee Members Only.
4. Members of this Committee are to be appointed by the Committee Chair.
5. Officers of this Committee are to be appointed by the Committee Chair.
6. The Officers of this Committee are: Steve Randall (Chair) and Char Rothstein (Secretary).
7. The Secretary shall be responsible for taking minutes.
8. The writing and posting of the Agenda shall be the responsibility of Steve Randall.
9. Committee Members must not miss more than four (4) meetings in the previous 12-month period, or they may be removed as voting members by the Committee Chair.
10. The Committee's goals are to: 1) Investigate possible locations for a Center, 2) Investigate potential funding sources, 3) Determine community support, and 4) Garner support from various community leaders and community stakeholders.
11. No officer of this committee or member of this committee shall make any representations to any agency on behalf of the committee without committee approval.
12. No officer of this committee or member of this committee shall make any representations to the Board on behalf of the committee without approval from the committee.
13. This committee shall abide by the WHNC Code of Conduct. This code shall apply to all committee members, whether they are members of the WHNC Board or not.
14. The parliamentary process is to be governed by the most current edition of Rosenberg's Rules of Order.
15. The Committee will meet on the 3rd Tuesday of the month at 7:30 PM at Chaminade College Preparatory High School, 23241 W. Cohasset St., West Hills, CA 91304 unless there is a conflict that requires meeting at a different place, day or time.