

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



## West Hills Neighborhood Council

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### ZONING AND PLANNING COMMITTEE OPERATING RULES

Revised July 12, 2017

"The mission of the WHNC Zoning and Planning Committee is to interface with and negotiate with stakeholders, developers, the City of Los Angeles Planning Department, and the Land Use Management Committee of the Los Angeles City Council, among others."

1. The Chair(s) of the Zoning and Planning Committee are:  
Co-Chair Bill Rose, Co-Chair Charlene Rothstein
2. Additional officer(s) appointed by the Chair(s).  
Secretary Bob Brostoff
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 16 members who are:

Aida Abkarians	Faye Barta	Dan Brin	Anthony Brosamle
Bob Brostoff	Margery Brown	Carolyn Greenwood	Bonnie Klea
Steve Randall	Reeyan Raynes	Bill Rose	Charlene Rothstein
Myrl Schreibman	Ron Sobel	Joan Trent	Alec Uzemeck
6. A quorum shall consist of 9 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. The preparing of yearly reports summarizing committee activity shall be the responsibility of the Co-Chairs and Secretary. These reports shall be provided to the Communication Committee each year by June 30<sup>th</sup>.
12. Committee members must not miss more than four (4) meetings in the previous 12-month period.

13. 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.
14. 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.
15. These rules may be amended at any regular meeting of the Zoning and Planning Committee by a majority vote of the members present provided possible action on the committee operating rules is announced in the agenda.
16. The parliamentary process is to be governed by “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century.”
17. This committee will meet on the 2<sup>nd</sup> Tuesday of the month at 6:30 PM at Chaminade High School Condon Center 2<sup>nd</sup> floor conference room unless rescheduled.
18. 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.
19. All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.