

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



## West Hills Neighborhood Council

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## COMMUNICATION COMMITTEE OPERATING RULES

Approved May 22, 2024

*"The mission of this committee is to keep Stakeholders aware of WHNC activities and interface with other information technology organizations of the city."*

The Chair(s) of the Committee are:

Co-chairs Brad Vanderhoof Penelope Newmark

Additional officer(s) appointed by the Chair(s).

Secretary none

The number of seats on this committee is not fixed.

This committee currently consists of 9 members who are:

Ian Afazeli

Faye Barta

Clarice Chavira

Glenn Jennings

Saif Mogri

Penelope Newmark

Alejandro Phillips

Carolyn Poppert

Brad Vanderhoof

A quorum is a minimum of 5 members.

The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."

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

This committee shall abide by the WHNC Code of Civility. This code shall apply to all committee members, whether they are members of the WHNC Board or not.

This committee will meet on the 3<sup>rd</sup> Wednesday of the month at 7:30 PM unless rescheduled.

The following 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. Members of this committee shall be appointed or removed by the Chair(s).
2. WHNC Board members and WHNC stakeholders are eligible to serve on this committee.
3. Voting rights shall be accorded to committee members only.
4. The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Communications and Outreach Committee meeting, not to include abstentions. There shall be no proxy voting.
5. 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
6. The writing and posting of agendas shall be the responsibility of the Chair(s).
7. The taking and posting of minutes shall be the responsibility of the Chair(s).
8. Committee members must not miss more than four (4) meetings in a 12-month period.
9. 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.
10. 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.