

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



West Hills Neighborhood Council

P.O. Box 4670, West Hills, CA
91308-4067

WWW.WESTHILLSNC.org



BUDGET COMMITTEE OPERATING RULES

Approved September 23, 2026

"The MISSION of this committee is to be responsible for making recommendations to the Board for all budgetary and financial matters of the WHNC."

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. The Chair(s) of the Budget Committee are: Co-Chair Carolyn Greenwood, Co-Chair Saif Mogri
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 7 members who are:
Aida Abkarians, Carolyn Greenwood, Glenn Jennings, Kim Koerber, Saif Mogri, Char Rothstein, and Brad Vanderhoof
6. A quorum shall consist of 4 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 a 12-month period or they may be removed from the committee.
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. The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."
15. All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.
16. 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.
17. This committee will meet on the 4th Tuesday of the month at 6:30 PM at Chaminade High School Condon Center 2nd floor conference room unless rescheduled.