West Hills Neighborhood Council
P.O. Box 4670, West Hills, CA 91308-4670

WWW.WESTHILLSNC.ORG **WHNCmail@gmail.com**

BEAUTIFICATION COMMITTEE OPERATING RULES
Approved October 20, 2026

"*The mission of this committee is, in cooperation with stakeholders, to advocate, promote, facilitate and engage in activities to improve and maintain the appearance of West Hills' streets, sidewalks, parks and other features by encouraging greater participation and responsibility of West Hills stakeholders."*

The Chair(s) of the Beautification Committee are:
Chair Brad Vanderhoof

This committee has no fixed number of seats.
Members of this committee shall be appointed or removed by (agreement of) the Chair(s).
This committee currently consists of 7 members who are:

Brenda Citrom	Jennifer Felix-Shannon	Glenn Jennings	Kim Koerber
Heidi Manning	Brad Vanderhoof	Zhelbert Zohrabian	

A quorum of this committee is currently 4 members.

Additional officer(s) appointed by the Chair(s).
none

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.

The committee will meet on the 3rd Tuesday of the month at 6:30 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. WHNC Board members and WHNC stakeholders are eligible to serve on this committee.
2. Voting rights shall be accorded to committee members only.
3. For this committee "serving actively" is defined as:
   A. attending regular committee meetings
   B. participation in and contribution to discussions
   C. accepting tasks or assignments to support committee objectives
4. The writing and posting of agendas shall be the responsibility of the Co-Chairs.
5. The taking and posting of minutes shall be the responsibility of the Co-Chairs.
6. Committee members must not miss more than four (4) meetings in a 12-month period. Excessive absences may be grounds for dismissal from the committee.
7. 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 Beautification Committee meeting, not to include abstentions. There shall be no proxy voting.
8. 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.
9. 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.
10. The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."