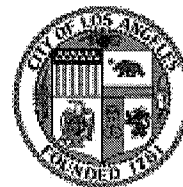




Help Guide the Future of West Hills
West Hills Neighborhood Council

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



West Hills Neighborhood Council/Ad Hoc Bylaws Committee

Meeting Minutes

May 22, 2014 6:30 pm

Hidden Lake Clubhouse

8360 Sedan Av. West Hills CA. 91304

West Hills, CA 91307

Members in attendance: Alec Uzemeck, Charlene Rothstein, Carolyn Greenwood, Bonnie Klea, Steve Randall, Bob Brostoff, Dan Brin, Ron Sobel, Aida Abkarians, Eric Augsztiny, Franchon Lyons, Sandi Bell.

1. Motion by Bonnie Klea - Amend Article VI Officers of the Board, Section 2. Duties and Powers, paragraph E.2 Controller. Motion approved unanimously. See attached motion for details.
2. Motion by Bobbi Trantafello to amend Standing Rules Article V Governing Board, Section 5A Duties and Powers of Board Members approved unanimously. See attached motion for details.
3. Motion by Charlene Rothstein to amend Standing Rules Article VII Committees and their duties, Section 2, Committee Creation and Authorization, paragraphs A, B, C, D, E, F, and G. Motions approved unanimously. See attached for details.
4. Motion by Bob Brostoff to amend Standing Rules Article XIV Compliance, Section 3: Self Assessment. Approved unanimously. See attached motion for details
5. Motion by Charlene Rothstein to amend WHNC Bylaws Article VIII Meetings of the Board Section 3: Notifications/Postings. Motion approved unanimously. See attached motion for details.
6. Motion by Dan Brin to amend WHNC Bylaws Article V Section 6: Vacancies on the Board. Motion approved unanimously. See attached motion for details.
7. Motion by Bob Brostoff to amend WHNC Bylaws Article V Section 6: Absences. Motion approved unanimously. See attached motion for details.
8. Motion by Charlene Rothstein to amend WHNC Bylaws Article VIII, Section 3 Notifications/Postings. Motion approved unanimously. See attached motion for details.
9. Ad Hoc sub committee formed to write self assessment documents. Chair: Franchon Lyons. Committee member: Ed Crowe.

Recommendations for amendments to WHNC Bylaws approved on May22, 2014 by
ad hoc Bylaws Committee indicated in bold italics

Amendment 1.

Bylaws Table of Contents

ATTACHMENT A – Map of Neighborhood Council.....13

ATTACHMENT B - Requirements for posting Agendas.15

Amendment 2.

ARTICLE VIII MEETINGS OF THE BOARD, Section 3: Notifications/Postings

Announcements of meetings must be posted according to applicable laws and regulations.

Attachment B – Requirements for posting Agendas.

Amendment 3.

Article V, Section 6: Vacancies on the Board

Vacancies on the Board shall be filled using the following procedure:

- A. When a vacancy is created on the Board, a notice shall be posted ***immediately*** on the WHNC website, and ~~***it shall be announced at the next regular Board Meeting by posting a notice in a public place, by sending an email via the WHNC email list, and by announcing it at the next board meeting.***~~

- B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Secretary within 30 days after ***announcement Posting*** of the vacancy. ~~***at a Board Meeting.***~~ Such application forms may be available on the WHNC website or may be obtained by written request to the secretary of the WHNC.

Amendment 4.

Section 7: Absences

A Board Member who has been absent from ~~***one-third (1/3) five (5) of the regular or special***~~ meetings of the Board within the most recent twelve (12) month period shall be subject to removal from the board under procedures established by the Board. ~~***A Board Member may for good cause, request a leave of absence not to exceed three (3) months, subject to the approval by a majority of the Board. Nonattendance during an approved leave of absence shall not be counted as absences under the terms of this section.***~~

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Amendment 5.

Article VI Officers of the Board, Section 2: Duties and Powers, Paragraph E. The Controller

1. Shall maintain an inventory of all assets and properties of the WHNC
2. ~~Shall conduct quarterly audits of all financial records and submit the results of each audit to the Board within thirty (30 days of completion of such audit when possible.~~
3. *Shall conduct an audit of the budgeted expenditures of all committees monthly.*
4. *Shall prepare written reports of such audits providing the original budgeted amount for each committee and the current balance of those budgets.*
5. *Shall submit the audits to the board quarterly.*
6. *Shall be a member of the Budget Committee*

Note: When this amendment is adopted by the board, the numbering will be revised by deleting paragraph 2.