



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND BYLAWS COMMITTEE MEETING AGENDA

**Tuesday, August 27, 2024 @ 7:30 p.m.**

**Chaminade College Preparatory -- Condon Center, 2<sup>nd</sup> Floor  
23241 West Cohasset Street, West Hills, CA 91304**

**Enter Chaminade through the Cohasset Street Entrance Between Woodlake and Platt Avenue. Enter through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.**

In conformity with the October 6, 2023 enactment of California Senate Bill 411 (Portantino) and La City Council Approval on November 1, 2023, the West Hills Neighborhood Council Bylaws Committee meeting will be conducted virtually, telephonically and in person.

- To attend online via Zoom Webinar: Click or paste the following link into your browser: <https://us02web.zoom.us/j/85860883974>
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **858 6088 3974**, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W. Cohasset Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

Call to Order and Establish Quorum

1. Approval of the June 2024 Committee Meeting Minutes
2. Comments and Announcements from the Chair
3. Public Comment

All Proposals are DRAFT and Subject to Amendment.

4. Discussion and Possible Action on Stakeholder Verification for the 2025 WHNC Election.

Self-Affirmation	Documentation
<ul style="list-style-type: none"> <li>• Requires voters to affirm, under penalty of perjury, that they are eligible to vote in the Neighborhood Councils election</li> <li>• Does not require documentation to support eligibility</li> </ul>	<ul style="list-style-type: none"> <li>• Requires voters to submit identification and documentation to support their eligibility</li> <li>• Documentation can include, but is not limited to, Consular ID cards, driver's license, passport, utility bill, school ID, proof of membership to a nonprofit, etc.</li> <li>• Stakeholder must provide proof of their stakeholder status before receiving a ballot</li> </ul>

Current WHNC Bylaws;  
Article X Elections

Section 4: Method of Verifying Stakeholder Status Voters will verify their stakeholder status by providing acceptable documentation.

5. Discussion and Possible Action to file a CIS on Council File 24-0867: Neighborhood Council Bylaws / Youth Participation / Diversity Increase / Leadership Growth (Rodriguez - Hernandez): Introduced July 30, 2024 and referred to Neighborhoods and Community Enrichment Committee. Committee. Motion is requesting that the Board of Neighborhood Commissioners, with assistance of the Department of Neighborhood Empowerment, the Youth Development Department and the City Clerk to provide recommendations on potential methods and options to amend the Neighborhood Council Bylaws (Bylaws) to ensure youth participation in Neighborhood Councils including the designation of a youth seat on each Neighborhood Council board to increase diversity and allow for leadership growth. Motion is also requesting the Board of Neighborhood Commissioners, with assistance of the Department of Neighborhood Empowerment and the City Attorney to report to the Council on potential options to amend the Bylaws to include term limits for Neighborhood Council board members to facilitate greater member participation and leadership development.

[S14KONICA\\_C24073012530 \(lacity.org\)](#)

[24-0867 \(CFMS\) \(lacity.org\)](#)

6. Discussion and Possible Action to Excuse Board Member Absences – Standing Rule Change  
DONE Template Article V Governing Board  
Section 7: Absences In this section, **the Department recommends against language permitting “excused” absences**. If you decide to allow excused absences, the Department invites you to provide a definition of an excused absence and how such excused absences are requested, received, and memorialized. The Department recommends using strict objective criteria to define excused absences. It must be applied fairly and uniformly. Any Board Member who misses [INSERT NUMBER] regularly scheduled consecutive Neighborhood Council [Option: Regular] Board Meetings or, optionally, [INSERT NUMBER] total [Option: Regular] Governing Board Meetings during any twelve (12) month [Select One: Fiscal Year or Calendar or Anniversary or Rolling] period will be automatically removed from the Board. Each Council Board Member absence shall be recorded in the Council’s Meeting Minutes or other manner of Council record keeping, and that, upon missing the required number of Board Meetings for removal, [SELECT ONE: “the Council Presiding Officer shall notify the Board Member and provide notice to that Board Member that their seat has been declared vacant.” OR “the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member.”] Any meeting of the Neighborhood Council Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance. Prior to the item being placed on the agenda, the Council Presiding Officer shall consult with the Office of the City Attorney for advice on removal process. Rev. August 2023

7. Discussion of Possible Future Agenda Items for the Bylaws Committee

Adjournment

***The next meeting of this committee is scheduled for Tuesday September 24, 2024.***

**SB 411 Updates:** If a Neighborhood Council has a quorum of board members in a physical location, board members who wish to join the meeting via teleconferencing must adhere to AB 2449 rules and regulations. If a Neighborhood Council does not have a quorum of board members in a physical location, they must adhere to SB 411 rules and regulations. In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body’s control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. The eligible legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use

of an internet website, or other online platform, not under the control of the eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. (i) An eligible legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph, provide public comment until that timed public comment period has elapsed.(ii) An eligible legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (D), or otherwise be recognized for the purpose of providing public comment. (iii) An eligible legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (D), until the timed general public comment period has elapsed.

**Public Input:** Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

**The Americans With Disabilities Act** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

**Public Posting of Agendas** - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, [www.westhillsnc.org](http://www.westhillsnc.org) You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

**Notice to Paid Representatives** -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics@lacity.org/lobbying](mailto:ethics@lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**Public Access of Records** - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: [www.westhillsnc.org](http://www.westhillsnc.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at [michelle.ritchie@westhillsnc.org](mailto:michelle.ritchie@westhillsnc.org)

**Reconsideration and Grievance Process** - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.westhillsnc.org](http://www.westhillsnc.org)

**Servicios De Traduccion:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org)



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## **WEST HILLS NEIGHBORHOOD COUNCIL**

### **JOINT BYLAWS AD HOC COMMITTEE/BOARD MEETING MINUTES**

**June 25, 2024**

#### **Chaminade High School and Telephonic and Online**

Revised June 27, 2024

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 Bylaws Committee meeting, not to include abstentions. There shall be no proxy voting.

Attendance: Aida Abkarians, Faye Barta (SB411), Carolyn Greenwood, Glenn Jennings (SB11), Saif Mogri, Char Rothstein, and Brad Vanderhoof

Other Board Members in Attendance: Kim Koerber, Penelope Newmark, Carolyn Poppert

Guest: Jeff Sacher

Chair Brad Vanderhoof called the meeting to order at 7:32 PM.

May 2024 minutes approved as amended.

Comments and Announcements from the Chair: None

Public Comment: None

Numbers refer to agenda items.

4. WHNC Board Emergency Resolution to Suspend Bylaws Requirement for Standing Committees to Meet a Minimum of Eight (8) Times per Year: No Action taken.

5. Recommend the WHNC Board Fold the Streets and Transportation Committee, and Beautification Committee into the Government Relations Committee: No Action taken. The Committees will remain independent for the time being.

6. Recommend the WHNC Board Fold the Public Health Committee, Public Safety and Emergency Preparedness Committee, and Homelessness Committee into the Youth and Education Committee: No formal action taken. Informally an agreement was reached to have Saif Mogri chair the Public Health Committee and have it meet in the same hour as the Public Safety and Emergency Preparedness Committee.

7. Future Agenda Items for the Bylaws Committee: Saif asked for consideration of reducing the number of WHNC Board members to twenty-one (21).

Chair Brad Vanderhoof adjourned the meeting at 8:20 PM.

The next meeting of this committee is scheduled on Tuesday, July 23, 2024, at 7:30 PM.

This meeting is subject to cancellation.