



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND BYLAWS COMMITTEE MEETING AGENDA

Tuesday, February 25, 2025 @ 7:30 p.m.
Chaminade College Preparatory -- Condon Center, 2nd 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. All are invited to attend and participate.

- 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. Those who wish to speak during the meeting may be asked to complete a Speaker Card. 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. Possible Action to Allow Committee Members to attend this Meeting Virtually under provisions of AB2449
2. Approval of the October 2024 Committee Meeting Minutes
3. Comments and Announcements from the Chair
4. Public Comment

All Proposals are DRAFT and Subject to Amendment.

5. Discussion and Possible Action to Amend WHNC Standing Rules Concerning the Role of Treasurer:
Article VI Officers of the Board, Section 2 Duties and Powers
Paragraph D: Duties and Powers – Treasurer The Treasurer shall: A. Be a co-signer on the WHNC bank accounts
B. Be responsible for the WHNC Purchase Card and/or checkbook C. Prepare detailed monthly reports to the board that shall include:
 1. Details of all expenses for the month, such as contract labor, committee expenses, administration expenses, etc.
 2. Balances for each detail account
 3. Total expenses for the year to date

Proposal to change part C. wording to reference a Treasurer's Report and/or Monthly Expenditure Report (MER)

Strike Item 3. as this is done by the Controller

C. Prepare ~~detailed~~ a monthly **Treasurer's** reports to the board that shall include:

1. Details of all expenses for the month **covered by the latest Monthly Expenditure Report (MER)**, such as contract labor, committee expenses, administration expenses, etc.
 2. Balances for each detail account
 - ~~3. Total expenses for the year to date~~
 6. Discussion of Possible Future Agenda Items for the Bylaws Committee
- Adjournment

The next meeting of this committee is scheduled for Tuesday March 25, 2025, 7:30 PM, Chaminade.

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

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 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. For assistance, please contact the Ethics Commission at (213) 978-1960 or 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 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

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

Servicios De Traducción: 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



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BYLAWS AD HOC COMMITTEE/BOARD MEETING MINUTES

October 22, 2024

Chaminade High School and Telephonic and Online

Revised October 23, 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, Carolyn Greenwood, Glenn Jennings, and Brad Vanderhoof
Other Board Members in Attendance: None

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

The August 2024 minutes were approved.

Comments and Announcements from the Chair: None

Public Comment: None

Numbers refer to agenda items.

5. Review and Possible Action on WHNC Standing Rules:

Proposal to remove Section B. Article V, Governing Board, Section 7

~~B. A record of attendance for the previous 12 months shall be kept current on the WHNC web site.~~

Aida Abkarians - Yes, Faye Barta - Yes, Carolyn Greenwood - Yes, Glenn Jennings - Yes,
Saif Mogri - Absent, Steve Randall - Absent, Char Rothstein - Absent, Brad Vanderhoof – Yes
Yes – 5, No- 0, Abstain – 0, Absent – 3, Recusal – 0

This item will be sent to the Board.

6. Action to Track AB2449 Attendance: Brad explained State Law limits the number of times a member can use the provisions of AB2449 in a calendar year. This is currently being done by the Executive Director for the Board meetings.

Carolyn moved to do this for the Board only and leave committee attendance tracking to the committee chairs. Faye seconded.

Aida Abkarians - Yes, Faye Barta - Yes, Carolyn Greenwood - Yes, Glenn Jennings - Yes,
Saif Mogri - Absent, Steve Randall - Absent, Char Rothstein - Absent, Brad Vanderhoof – Yes
Yes – 5, No- 0, Abstain – 0, Absent – 3, Recusal – 0

This item passes but is not a change to current practice.

7. Future Agenda Items for the Bylaws Committee: None

Chair Brad Vanderhoof adjourned the meeting at 7:50 PM.

The next meeting of this committee is scheduled on Tuesday, November 26, 2024, at 7:30 PM.