



CITY OF
LOS ANGELES
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
MAIL@WESTHILLSNC.ORG

WEST HILLS NEIGHBORHOOD COUNCIL
SPECIAL EVENTS COMMITTEE OPERATING RULES
Approved August 6, 2025

"The MISSION of this Committee is to produce, develop and present unique events which serve and engage the community of West Hills. Moreover, the Special Events Committee, when consulted, will serve as an adjunct advisory committee for other events that might be produced and/or developed by other committees of the West Hills Neighborhood Council."

The Chair(s) of the Beautification Committee are:

Co-Chair Aida Abkarians, Co-Chair Char Rothstein

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 9 members who are:

Aida Abkarians Faye Barta Brenda Citrom Glenn Jennings Kim Koerer Saif Mogri Steve Randall
Char Rothstein Joanne Yvanek-Garb

A quorum of this committee is currently 5 members.

Additional officer(s) appointed by the Chair(s).

Secretary: Brenda Citrom

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 1st Tuesday of the month at 7:00 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 Special Events 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."