

IT'S OUR NEIGHBORHOOD. LET'S BUILD A COMMUNITY.



## West Hills Neighborhood Council

P.O. Box 4670, West Hills, CA 91308-4670  
818-254-WEST



[WWW.WESTHILLSNC.ORG](http://WWW.WESTHILLSNC.ORG)

[MAIL@WESTHILLSNC.ORG](mailto:MAIL@WESTHILLSNC.ORG)

### **Cultural, Community and Senior Center Ad hoc Committee Operating Rules Revised August 6, 2025**

"The mission of this committee is to help establish a viable Cultural, Community and Senior Center in West Hills to serve the West San Fernando Valley".

These 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. This committee consists of 6 members who are:  
Aida Abkarians                      Faye Barta                      Steve Randall                      Char Rothstein  
Joan Trent                      Brad Vanderhoof
2. A quorum consists of 4 members.
3. Voting rights shall be afforded to Committee Members Only.
4. Members of this Committee are to be appointed by the Committee Chair.
5. Officers of this Committee are to be appointed by the Committee Chair.
6. The Officers of this Committee are: Steve Randall (Chair) and Char Rothstein (Secretary).  
Chair: Vacant    Secretary Char Rothstein
7. The Secretary shall be responsible for taking minutes.
8. The writing and posting of the Agenda shall be the responsibility of Steve Randall.
9. Committee Members must not miss more than four (4) meetings in the previous 12-month period, or they may be removed as voting members by the Committee Chair.
10. The Committee's goals are to: 1) Investigate possible locations for a Center, 2) Investigate potential funding sources, 3) Determine community support, and 4) Garner support from various community leaders and community stakeholders.
11. No officer of this committee or member of this committee shall make any representations to any agency on behalf of the committee without committee approval.
12. No officer of this committee or member of this committee shall make any representations to the Board on behalf of the committee without approval from the committee.
13. This committee shall abide by the WHNC Code of Conduct. This code shall apply to all committee members, whether they are members of the WHNC Board or not.
14. The parliamentary process is to be governed by the most current edition of Rosenberg's Rules of Order.
15. The Committee will meet: TBD