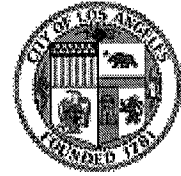




Help Guide the Future of West Hills  
**West Hills Neighborhood Council**

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



[westhillsnc.org](http://westhillsnc.org)

[mail@westhillsnc.org](mailto:mail@westhillsnc.org)

**Joint Ad Hoc Bylaws Committee/Board Meeting  
Minutes**

Tuesday, March. 8, 2016 7:30 pm-8:30 pm (Immediately following conclusion of Zoning & Planning Committee)

Fairwinds, 8138 Woodlake Ave, West Hills, CA 91304

1. Call to order
2. Public comment
3. Discussion and possible action on making recommendations to the Board of Neighborhood Commissioners on the proposed new policy regarding requirements for posting of minutes of board meetings. (See attached)
  - After brief discussion this motion was passed.
4. Meeting adjournment

## RESOLUTION

Be it resolved that the Board of Neighborhood Commissioners creates the following policy:

### **NEIGHBORHOOD COUNCIL MINUTES POSTING REQUIREMENTS**

**WHEREAS**, outreach is an important function of Neighborhood Councils, and

**WHEREAS**, this Commission has emphasized the need for more effective outreach, and

**WHEREAS**, this Commission believes that outreach includes keeping Neighborhood Councils stakeholders aware of the Councils' activities regarding issues such as funding, Council Files and recommendations to City boards, agencies and commissions, and

**WHEREAS**, the recordation of the Neighborhood Council's actions promotes transparency and is itself a form of outreach, and

**WHEREAS**, the keeping of a record of the Neighborhood Council's action creates a written history that allows stakeholders and current and future board members to become aware of the Neighborhood Council's past actions,

**NOW, THEREFORE, IT IS RESOLVED** that the Board of Neighborhood Commissioners establishes a policy regarding the posting of minutes of the Neighborhood Councils.

**POLICY NUMBER: 2016-\_\_\_\_\_**

Neighborhood Councils are required to post meeting minutes for Board meetings as follows:

Neighborhood Councils shall keep minutes of all regular and special board meetings. Minutes of all regular board meetings shall be on the agenda of the following regular board meeting for approval by the board. Minutes of special board meetings shall be on the agenda of the next regular or special board meeting that occurs at least 30 days after the special board meeting. Approved minutes of all board meetings shall be posted on the Neighborhood Council's website or, if a Neighborhood Council does not have a website, via a system made available to them by the Department of Neighborhood Empowerment (Department), within 30 days of the regular or special meeting at which they are approved, dependent on staff resources. Minutes of all regular and special board meetings shall be approved within 60 days of the meeting to which they apply.

Prior to the approval of meeting minutes, draft minutes of any regular or special board meeting shall be posted on the Neighborhood Council's website or, if a Neighborhood Council does not have a website, via a system made available to

them by the Department, when the agenda is posted, but in no event dependent on staff resources. Draft minutes shall indicate by watermark, title or other appropriate means that they are a draft and not approved minutes. Draft minutes may be removed when the approved minutes are posted.

Minutes shall contain at a minimum the following information:

1. The start time of the meeting;
2. The roll call of the Neighborhood Council board members, noting the arrival time of any members who arrive after the meeting is called to order or who leave before the meeting is adjourned;
3. The actions taken on any agenda items, including the board vote count of each board member by name noting how they voted: for, against, abstain, recused, ineligible, or absent, in role call form or other type of notation.

The minutes shall also note how the Neighborhood Council counts abstentions.

Any person who observes a violation of this policy should first notify the President and the Secretary of the Neighborhood Council requesting that the violation be corrected. If the violation is not corrected within 30 days, the person observing the violation should notify the Board of Neighborhood Commissioners at [commission@empowerla.org](mailto:commission@empowerla.org). Upon receiving the notification the Commissioner or Commissioners whose region contains the offending Neighborhood Council will take action to communicate to the Neighborhood Council the need to correct the violation. If the Neighborhood Council does not correct the violation within 30 days after notice from the Commissioner, then either the Commissioner or any other person may notify the Department. The Department shall then retain temporary staff at the Neighborhood Council's expense to prepare and post minutes pursuant to this policy.

These requirements for the taking and posting of minutes shall be appended to and become a part of the bylaws of all current and future Neighborhood Councils.

Moved by:

\_\_\_\_\_  
Member, Board of Neighborhood Commissioners

Seconded by:

\_\_\_\_\_  
Member, Board of Neighborhood Commissioners

Witnessed by:

\_\_\_\_\_  
Staff, Department of Neighborhood Empowerment

**VOTES:**

AYES: \_\_\_\_\_