



CITY OF  
LOS ANGELES  
CALIFORNIA



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

### REVISED JOINT BOARD AND BYLAWS COMMITTEE MEETING AGENDA

**Tuesday, January 23, 2024 @ 7:00 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.**

This meeting of the West Hills Neighborhood Council Bylaws Committee will be conducted online via Zoom Webinar, 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. 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 November 2023 Committee Meeting Minutes
2. Comments and Announcements from the Chair
3. Public Comment
4. Discussion and Possible Action to Amend the WHNC Bylaws Article V: Section 7
5. Discussion and Possible Action to Amend WHNC Standing Rules Article V, Section 6
6. Discussion and Possible Action to Amend the WHNC Standing Rules Article V Section 7
7. Discussion and Possible Action to Reduce the Number of Director Seats on the WHNC Board
8. Discussion and Possible Action to Allow Board Members to Participate Remotely and Board and/or Committee Meetings to be Held Electronically – Subject to the provisions of SB411 -- A resolution by the Board requiring a supermajority (2/3) vote.
9. Discussion of Possible Future Agenda Items for the Bylaws Committee

#### Adjournment

***The next meeting of this committee is scheduled for Tuesday February 27, 2024.***

**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](http://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 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](mailto:Michelle.Ritchie@westhillsnc.org)

# Bylaws December 2023 Supporting Documentation

## 4. Article V Governing Board

### Section 7: Absences

A Board member who has been absent from five (5) of the previous twelve (12) regular or special meetings of the Board shall be subject to removal from the Board under procedures established by the Board. A Board member shall not be considered “absent” for purposes of this section when he or she attends a conflicting meeting or event as an official representative of the West Hills Neighborhood Council. Any meeting of the WHNC Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance with the exception that missing any joint board/committee meeting shall not count as an absence for this purpose.

## 5. Article V Governing Board,

### Section 6: Vacancies on the Board

The Committee Chair(s) shall be appointed by the WHNC President. In selecting members for the committee, the Chair(s) shall give consideration to eligible Board members who express interest and who did not serve on the previous Vacancy Ad Hoc Committee. To be considered eligible, a Board member must be current in all required neighborhood council trainings and must currently be a member of the Board for at least two (2) years.

## 6. Article V Governing Board

### Section 7, Absences

A. Absences started being counted effective with the adoption of the bylaws. (May 1, 2013) ~~B. A record of attendance for the previous 12 months shall be kept current on the WHNC web site.~~ CB. Any board member who comes within one (1) absence of being subject to removal shall be notified promptly in writing that he/she is in jeopardy of being removed from the board. DC. Upon exceeding the permissible number of absences, the board member shall be notified promptly in writing. This notice shall include the relevant absence records and shall notify the board member that he/she may dispute the absence records at the next regular board meeting. ED. Upon the board’s verification of the absence records at its next regular meeting, the board shall ratify the facts and the subject board member’s seat shall be vacated. A board member’s inability to be present because they are obliged to attend an event elsewhere on Board business shall not be considered an “absence” for purposes outlined in this section.



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## WEST HILLS NEIGHBORHOOD COUNCIL

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

**November 28, 2023**

**Chaminade High School and Telephonic and Online**

Revised November 29, 2023

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, Sandi Bell, Carolyn Greenwood, Glenn Jennings, Saif Mogri, Char Rothstein, and Brad Vanderhoof

Absent: Steve Randall and Joan Trent

Guest: Carolyn Poppert

Co-chair Brad Vanderhoof called the meeting to order at 7:35 PM. A quorum was established.

Numbers refer to agenda items.

1. Approval of the October 2023 Committee Meeting Minutes – minutes approved.

2. Comments and Announcements from the Chair: Brad said it is important to follow the Bylaws and Standing Rules as approved by a vote of the Board. Rules can be changed by a vote of the Board; but until that happens, we must follow the rules we set.

3. Public Comment: None

4. Board Members to Participate Remotely and Board and/or Committee Meetings to be Held Electronically –

Lengthy discussion: Carolyn said virtual meeting can lead to problems such as connectivity issues. Char said in person meetings have better communication and are more productive. Aida said she does not have the skills to run a Zoom meeting.

No action taken.

5. Future Agenda Items for the Bylaws Committee:

Saif proposed a change to Article V Section 6 in the Standing Rules to reduce the eligibility requirement to one year. This will be on a future agenda.

Sandi proposed changing the Board composition to reduce the number of Directors.

This will be considered by the WHNC officers.

Saif proposed resetting absences after an election. Brad explained he had proposed this in the past and it was rejected by the Bylaws Committee, but, enough time has passed the idea can be considered again.

Chair Brad Vanderhoof adjourned the meeting at 8:30 PM.

The next meeting of this committee is scheduled on Tuesday, December 26, 2023, at 7:30 PM.

This meeting is subject to cancellation.