



CITY OF  
LOS ANGELES  
CALIFORNIA



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## WEST HILLS NEIGHBORHOOD COUNCIL

### **JOINT BOARD AND BYLAWS COMMITTEE MEETING AGENDA**

**Tuesday, April 22, 2025 @ 7:30 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.**

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 March 2025 Committee Meeting Minutes
3. Comments and Announcements from the Chair
4. Public Comment
5. Discussion and Possible Action on a CIS on CF 24-0867 – NC term limits and youth seats

#### **All Proposals are DRAFT and Subject to Amendment.**

6. Discussion and Possible Action on the LANCC NC Bill of Rights proposal  
[Microsoft Word - Declaration of Neighborhood Council Rights \(June 3\)](#)
  7. Discussion of Possible Future Agenda Items for the Bylaws Committee
- Adjournment

***The next meeting of this committee is scheduled for Tuesday May 27, 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](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)



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## **WEST HILLS NEIGHBORHOOD COUNCIL**

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

**March 25, 2025**

#### **Chaminade High School and Telephonic and Online**

Revised March 26, 2025

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: Faye Barta, Carolyn Greenwood, Glenn Jennings, Char Rothstein, and Brad Vanderhoof  
Other Board Members in Attendance: Brenda Citrom and Kim Koerber

Chair Brad Vanderhoof called the meeting to order at 7:30 PM. A quorum was established.

The February 2025 minutes were approved.

Comments and Announcements from the Chair: None

Public Comment: None

Numbers refer to agenda items.

6. WHNC Standing Rules Article VI, Section 5 Article VI Officers of the Board, Section 5, Removal from Office of an Officer of the Board: Brad explained the relationship between the WHNC Bylaws and Standing Rules. This Standing Rule does not relate to a Bylaw.

Motion to delete the Standing Rule:

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

This item will be sent to the Board.

5. CIS on CF 24-0867 – NC term limits and youth seats: The WHNC voted to approve a CIS in opposition and it was incorrectly a CIS in support.

Motion to submit a CIS in opposition:

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

This item will be sent to the Board.

7. Possible Future Agenda Items for the Bylaws Committee:

Char asked the committee to consider the LANCC NC Bill of Rights proposal.

Chair Brad Vanderhoof adjourned the meeting at 7:55 PM.

The next meeting of this committee is scheduled on Tuesday, April 22, 2025, at 7:30 PM.

**DRAFT Los Angeles Neighborhood Council Bill of Rights**  
(as of 30 April 2023)

*a work in progress*

The right to freedom of speech of all Neighborhood Council board members, committee members and stakeholders shall not be abridged. “

Neighborhood Councils shall have the right to petition and communicate with all levels of government as a Neighborhood Council. “

Neighborhood Council board members are elected officials and no board member, committee member or stakeholder solely in the performance of the business of the Neighborhood Council shall be considered an employee of the City. “

The City and its agencies and departments shall have no right to impose training of any kind or duration on Neighborhood Council participants; training may be offered to individuals or boards on a voluntary basis.

There shall be a strong presumption that any Neighborhood Council board member who has been elected by the voters of his/her district holds the board seat lawfully and rightfully by decision of those voters. Removal of a board member by anybody other than the governing board of that member's district shall only be carried out on the basis of extreme circumstances which shall include violence, threats against a board member or a member of the public, or conviction of a crime which affects the Neighborhood Council or the Neighborhood Council system as a whole. This shall not be construed to limit Neighborhood Council bylaws rules which remove a board member due to a certain number of consecutive absences or due to a certain number of absences over the course of a year. Bylaws rules regarding "censure and removal" shall not be enforced unless the Neighborhood Council itself has intentionally included those rules in its own bylaws; the imposition of these bylaws on Neighborhood Councils which do not intentionally include them shall not be enforceable.

No training, work requirement, or attendance at any function, governmentally related or not, shall be required by any department or agency of city government, of any Neighborhood Council participant.



## **DRAFT Los Angeles Neighborhood Council Bill of Rights**

(as of 30 April 2023)

There shall be no imposed bylaws and any Neighborhood Council may rescind bylaws imposed by the City by majority vote.

Neighborhood Councils shall have the right to limit stakeholder status to the minimum described in the Charter and shall not be forced to include other categories of stakeholder.

Neighborhood Councils shall in the aggregate hold veto power over BONC decisions, by majority vote of those voting, out of a quorum of at least 10 Neighborhood Councils, each Neighborhood Council holding one vote to be cast by majority vote of its governing board within 90 days of a BONC decision.

The office of the City Attorney shall take care not to represent one part of City government against any Neighborhood Council or against Neighborhood Councils in general, as the Neighborhood Councils are an equal branch of City government as defined by the Charter. The City Attorney shall not represent any branch of government against the Neighborhood Councils without providing for an equal level of representation for Neighborhood Councils.

Neighborhood Councils shall collectively have the right to consult with the City government and the mayor over the choice of appointees to the position of General Manager of DONE and over the choice of appointees to the Board of Neighborhood Commissioners, and shall have the right to call for the removal of the General Manager and of BONC commissioners.

The Neighborhood Councils and the City government shall negotiate a memorandum of understanding which allows a majority of Neighborhood Councils to veto the appointment of a DONE General Manager or to remove the DONE General Manager.

"The first three items were discussed by the Working Group at their April 30<sup>th</sup> meeting but we always welcome further improvement.

### **Declaration of Neighborhood Council Rights**

Whereas, the people of the City of Los Angeles enacted, in the charter of 1999, a system of Neighborhood Councils, whose missions are "to promote more citizen participation in government and make government more responsive to local needs" and,

Whereas, in order to fulfill these missions, Neighborhood Councils must be empowered to operate as independently as possible of the City's officials, departments, and agencies and not subject to undue influence or control by those officials, departments, and agencies,

Therefore, the Neighborhood Councils of the City of Los Angeles declare:

Neighborhood Councils' Boardmembers are elected officials of the City of Los Angeles.

The method by which Boardmembers are chosen shall be determined solely by the Bylaws of each Neighborhood Council.

The sole authority to censure, suspend, remove, or otherwise discipline a Boardmember is vested in the Neighborhood Council of which that individual is a Boardmember.

Each Board shall determine the composition of its Bylaws and no other agency or commission of the City, with the exception of Board composition and boundaries of the Neighborhood Council, may alter or amend those Bylaws following initial Council certification and approval by the Board of Neighborhood Commissioners.

No official or agency of the City of Los Angeles may delay or otherwise impede the action of a Neighborhood Council to amend its Bylaws or rules.

Neighborhood Councils shall be meaningfully consulted prior to the appointment of individuals to the Board of Neighborhood Commissioners and the appointment of any individual as the general manager of the Department of Neighborhood Empowerment.

June 3, 2023