



CITY OF  
LOS ANGELES  
CALIFORNIA



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

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

**Tuesday, July 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 June 2025 Committee Meeting Minutes
3. Comments and Announcements from the Chair
4. Public Comment
5. Discussion and Possible Action to Amend WHNC Standing Rules Article VII Committees and Their Duties, Section 2: Committee Creation and Authorization, C. Voting
6. Discussion and Possible Action to Amend WHNC Standing Rules Article XI Grievance Process, C.
7. Discussion and Possible Action to Amend the WHNC Bylaws or Standing Rules Article V, Section 7: Absences
8. Discussion of Possible Future Agenda Items for the Bylaws Committee

Adjournment - ***The next meeting of this committee is scheduled for Tuesday August 25, 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 Traduccion:** 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

June 24, 2025

#### Chaminade High School and Telephonic and Online

Revised June 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: Aida Abkarians, Faye Barta, Carolyn Greenwood, Glenn Jennings, Saif Mogri, Char Rothstein, and Brad Vanderhoof

Other Board Members in Attendance: Brenda Citrom, Kim Koerber, and Penny Newmark

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

No committee members requested virtual attendance.

The May 2025 meeting minutes were approved.

Chair Comments: None

Public Comment: None

*Numbers refer to agenda items.*

Brad explained this was put into place when it was thought SB411 would allow unlimited virtual attendance and is now obsolete. Brad moved to amend the WHNC Standing Rules to strike the following:

~~*Board Members who have not attended In Person a minimum of Six (6) 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. Board Members cannot attend virtually more than Four (4) of the previous Twelve (12) regular or special meetings of the Board.*~~

Aida Abkarians – Yes, Faye Barta – Yes, Carolyn Greenwood – Yes, Glenn Jennings – Yes,

Saif Mogri – Yes, Steve Randall – Absent, Char Rothstein – Yes, Brad Vanderhoof – Yes

Yes – 7, No – 0, Abstain – 0, Absent – 1, Recuse – 0

The item will be sent to the WHNC Board.

6. WHNC Standing Rule Article V, Governing Board, Section 6, Article V Governing Board, Section 6, Vacancies on the Board: After discussion, it was decided no revision is necessary.

7. LANCC NC Bill of Rights Proposal: Item tabled to focus on Charter Reform.

8. Future Agenda Items: None

Chair Brad Vanderhoof adjourned the meeting at 7:59 PM.

The next meeting of this committee is scheduled on Tuesday, July 17, 2025, at 7:30 PM.

## Bylaws Committee Meeting – July 2025

### Supplemental Material

#### Item 5

Standing Rules Article VII Committees and Their Duties, Section 2: Committee Creation and Authorization, C. Voting

All votes must be recorded and announced orally, by name, unless they are unanimous.

All abstentions must be recorded and announced orally.

If a member has left the meeting, and is not there for a vote, this must be noted in the minutes for that vote.

~~When a member leaves the meeting it must be announced orally.~~

#### Item 6

Standing Rules Article XI Grievance Process: C. Upon receipt of a grievance the Board shall refer the matter to an ad-hoc grievance panel composed of three (3) non board member Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel and two (2) board members.

#### Item 7

Bylaws or Standing Rules Article V, 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.

Proposed Revision:

*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 a special meeting called for non-Board business purposes such as, but not limited, to, public information forums, candidate forums, and special presentations shall not count as an absence for this purpose. ~~Any Joint board/committee meetings are not considered meetings of the Governing Board..shall not count as an absence for this purpose.~~ 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.*