



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
MAIL@WESTHILLSNC.ORG

## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND BYLAWS COMMITTEE MEETING AGENDA

**Tuesday, January 27, 2026 at 7:30 PM**

**Chaminade College Preparatory – Condon Center 2nd Floor  
23241 W. Cohasset Street, West Hills, CA 91304**

**Enter Chaminade through the Cohasset Street Entrance between Woodlake and Platt Avenues. 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 January 1, 2026 enactment of California Senate Bill 707 (Durazo) and LA City Council File 23 1114, the West Hills Neighborhood Council Communications and Outreach Committee Meeting, will be conducted virtually, telephonically and in person. All 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

- 1) Approval of the October 2025 Meeting Minutes
- 2) Comments from the Chairs
- 3) Public Comment
- 4) Discussion and Possible Action on Approving the WHNC 2026 Agenda Amendment Package.
- 5) Discussion on Proposals to Excuse Absences.
- 6) Suggestions of Agenda Items for the Next Meeting

#### Adjournment

***The next meeting of this committee is scheduled for February 24, 2026, 7:30 PM at Chaminade.***

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. California Government Code Section 54953.8(b)(3).

The 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. California Government Code Section 54953.8(b)(4).

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 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. California Government Code Section 54953.8(b)(5).

A legislative body that provides a time 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 paragraph (5), to provide public comment until that timed public comment period has elapsed. California Government Code Section 54953.8(b)(6)(A).

A legislative body that does not provide a time 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 paragraph (5), or otherwise to be recognized for the purpose of providing public comment. California Government Code Section 54953.8(b)(6)(B).

**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) [ethics@lacity.org/lobbying](mailto:ethics@lacity.org/lobbying). 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 [For or ethics.commission@lacity.org](mailto:For or ethics.commission@lacity.org) assistance, please contact the Ethics Commission at (213) 978-1960 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 requieres servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes de evento. Por favor contacte [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org)



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
WWW.WESTHILLSNC.ORG  
MAIL@WESTHILLSNC.ORG

## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BYLAWS COMMITTEE/BOARD MEETING MINUTES

October 28, 2025

Chaminade High School and Telephonic and Online

Revised January 21, 2026

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.

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

No committee members requested virtual attendance.

The September 2025 meeting minutes were approved.

Chair Comments: None

Public Comment: None

*Numbers refer to agenda items.*

3. Comments and Announcements from the Chair: None
4. Public Comment: None
5. Amend WHNC Bylaws ARTICLE V Governing Board

Section 10: Resignation A Director may resign by ~~submitting a letter of resignation to~~ notifying the President or Secretary of the WHNC at any time.

This amendment passed unanimously and will be sent to the WHNC Board.

6. Discussion of Possible Future Agenda Items for the Bylaws Committee: None
7. Discussion of Committee Structure: Item removed.

Chair Brad Vanderhoof adjourned the meeting at 8:05 PM.

The next meeting of this committee is scheduled on Tuesday, November 25, 2025, at 7:30 PM.

# WHNC Bylaws Amendments

2026

## ARTICLE V GOVERNING BOARD

### Section 10: Resignation

A Director may resign by ~~submitting a letter of resignation to~~ notifying the President or Secretary of the WHNC at any time.

## ARTICLE VII COMMITTEES AND THEIR DUTIES –

### STANDING COMMITTEES

#### SECTION 1.

The Standing Committees of the WHNC are:

- B. ~~YOUTH AND EDUCATION~~, which shall interface with and negotiate with public and private schools, the City of Los Angeles, businesses and developers on matters concerning the education, recreation and general welfare of the youth who reside in or use the facilities located within the boundaries set forth in Article II.
- D. PUBLIC ~~HEALTH AND SAFETY AND EMERGENCY PREPAREDNESS~~, which shall interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the ~~health and~~ safety of the ~~S~~stakeholders.
- I. ~~PUBLIC HEALTH COMMITTEE~~, which shall be responsible for making recommendations to the Board for protecting and promoting the health of stakeholders.

*Committees J. thorough M. will be reordered as I. through L.*

### 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 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.



### Bylaw Amendment Application

The bylaws of a Neighborhood Council are established to provide a written framework and an organizational structure for the Neighborhood Council. Any approved Board changes to the bylaws must be submitted to the Department of Neighborhood Empowerment (Department) for final approval before becoming effective. Completed applications will be accepted until **April 1st, 2026** via email at [NCSupport@lacity.org](mailto:NCSupport@lacity.org) and must include the following documents:

- Scanned electronic copy of the completed Bylaw Amendment Application and the Neighborhood Council Board Structure Change Request Form (if necessary) signed by the Neighborhood Council President/Chair and another person authorized by the Neighborhood Council to submit the documents.
- Electronic Copy (in a Word document)** of the proposed Neighborhood Council's Bylaw Sections. **Submit only the section(s) with the proposed changes and not the entire bylaws unless there are major changes throughout the bylaws.** The document should clearly show the proposed amended language by striking-out the original language and underlining the proposed language, preferably through the Track Changes tool in Microsoft Word, e.g. *Section 2. Agenda Setting - The agenda shall be set by the President, the Executive Committee.*

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE NEIGHBORHOOD COUNCIL.**

### **West Hills Neighborhood Council**

Neighborhood Council Name: \_\_\_\_\_

- Do the proposed amendments to the bylaws comply with the Los Angeles City Charter - Article IX, applicable Ordinances, City Policies and the Plan for a Citywide System of Neighborhood Councils?  Yes  No
- Do the proposed amendments contain a change in the Board structure, e.g. decrease/increase in Board seats, changes in Board seat descriptions, etc.?  No  Yes - Please include the Neighborhood Council Board Structure Change Request Form

### **DECLARATION**

We, the persons authorized by the above-named Neighborhood Council to submit bylaw amendments, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the proposed bylaws as submitted were approved as an official action of the Board per the Neighborhood Council's existing bylaw amendment provision or Board of Neighborhood Commissioners policy. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the proposed bylaw amendments.

Date of Board Action: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Board Vote: \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ abstentions

President/Chair Signature: \_\_\_\_\_

2<sup>nd</sup> Signatory Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Email : \_\_\_\_\_

Email : \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Please contact the Neighborhood Council Support Help Line with any questions or if you require electronic support in submitting this application: (213) 978-1551 or [NCSupport@lacity.org](mailto:NCSupport@lacity.org) (Form Updated 7/18/2025)



### Neighborhood Council Board Structure Change Request Form

Requests for changes in Board structure must be reviewed by the Board of Neighborhood Commissioners (Commission). If the Commission approves the request, the Applicant's bylaws will be deemed formally adjusted upon such action of the Commission. Should the Commission act to disapprove the request, the Applicant may, within five (5) meeting days of the City Council, during which the Council has convened in regular session, file an appeal with the City Council. The appeal will automatically be placed on the Council's next regular agenda for consideration. The City Council may, by ten (10) votes, sustain, reverse, or modify the Commission's decision.

After completing this form, please submit it by email along with a completed Bylaw Amendment Application to [NCSupport@lacity.org](mailto:NCSupport@lacity.org). You may also fax or deliver the documents to our office. We will provide notification to the Neighborhood Council of the date the Commission will review the request. Please note that the information submitted on this form is public information.

Please contact the Neighborhood Council Support Help Line at (213) 978-1551 or by email at [NCSupport@lacity.org](mailto:NCSupport@lacity.org) if you have any questions.

#### **PLEASE PRINT ALL INFORMATION**

Neighborhood Council Name: \_\_\_\_\_

Primary Contact:

NAME	TITLE	PHONE	EMAIL
------	-------	-------	-------

Current Number of Board Seats: \_\_\_\_\_ Quorum: \_\_\_\_\_

What type of Board Structure Change is being requested?

Reduction in Board Seats to: \_\_\_\_\_ (insert total number after proposed reduction)

Change in Board Structure. Please describe:

Other. Please describe:

What are the reasons for the change to the Board Structure?

Describe your Neighborhood Council's demographics. Please note sources of demographic information provided, e.g. 2000 census, Healthy City, etc., and attach any related documentation.

Explain what outreach has been conducted to fill existing seats. Please attach any supporting documentation, e.g. flyers, agendas, etc.