



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

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



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

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

This meeting is open to the public. Doors open at 7:15 p.m. 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.

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)
4. Meeting adjournment

This meeting is open to the public. Doors open at 6:15 p.m. 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.

**Notice of ADA compliance:** 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. Upon request, reasonable accommodations will be made to ensure equal access to programs, services and activities. Sign language interpreters, assistive listening devices or other aids or services may be provided upon request. To ensure availability of services, please make your request at least three business days prior to the meeting you wish to attend by contacting the Chair of the Bylaws Committee at [bob.brostoff@westhillsnc.org](mailto:bob.brostoff@westhillsnc.org)

**Brown Act** – 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 by clicking on the following link at [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 West Hills Neighborhood Council, Executive Director at the following email address: [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org), where appropriate requests can be made for a copy of a record related to an item on the agenda.

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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 included 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, be it resolved that the Board of Neighborhood Commissioners establishes the following policy:

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. 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.

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.

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 time of any members who arrive after the meeting is called to order or who leave before the adjournment of the meeting;
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

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 of 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

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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 cost to prepare and post minutes per 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.