

IT'S OUR NEIGHBORHOOD. LET'S BUILD A COMMUNITY.



## West Hills Neighborhood Council

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

Tuesday, Sept. 6, 2016

7:00 p.m.

West Hills Hospital  
7300 Medical Center Dr., West Hills, CA  
1<sup>st</sup> Floor Conference Room

This meeting is open to the public. Doors open at 6:45 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. Meeting Call to Order
  2. Approve minutes for April 2, 2016
  3. Confirm a quorum present
  4. Discussion and possible action on a motion to amend the WHNC Standing Rules to include a requirement that all committees keep, and post, minutes of all meetings regardless of whether or not there is any voting having taken place. (This is a reopening of the motion that was passed at the August 2, 2016 meeting.)
  5. Discussion and possible action on recommending to the board that the bylaws of the WHNC be amended make the ad hoc Beautification Committee become a standing committee.
  6. Discussion and possible action on recommending to the board that the bylaws of the WHNC be amended make the ad hoc Homeless Committee become a standing committee.
  7. Discussion and possible action on a motion to amend the **WHNC Bylaws regarding Article 5, Paragraph B, Section 6: Vacancies on the Board (New, adopted 01-17-2016)** (See attached).
  8. Discussion and possible action on a motion to amend the **WHNC Standing Rules regarding Article 5, Paragraph B, Section 6: Vacancies on the Board (New, adopted 01-17-2016)** (See attached).
  9. Discussion and possible action to amend the WHNC Bylaws regarding **ARTICLE VII COMMITTEES AND THEIR DUTIES, Section 1 Paragraph D – Public Safety and Emergency Preparedness** purpose of the Bylaws Committee as described in the WHNC Bylaws.
  10. Discussion and possible action on the Standing Rules for the Bylaws Committee.
- Adjourn Meeting

**Public Input:** The public is requested to fill out a Speaker Card to address the Board on any agenda item before the Board takes an action on an item. 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 Board.

**Public Posting Of Agendas:** WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., 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 the City of Los Angeles Early Notification System at [www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index](http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index).

**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 and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC's executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.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 the meeting where such writing was considered or by contacting the WHNC's executive director via email at [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org). Requests can be made for a copy of a record related to an item on the agenda.

**Reconsideration and Grievance Process:** For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at 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).

Enc: Self-Assessment form, Strategic Plan Form, Outreach Form, Proposed amendment to Standing Rules.

**Bylaws and Standing Rules amendments for discussion and possible action,**  
**Tuesday, Sept. 6, 2016**

**Bylaws amendment:**

**Section 6: Vacancies on the Board shall be filled using the following procedure:**

- A. When a vacancy is created on the Board, a notice shall be posted immediately on the WHNC website and by posting a notice in a public place, by sending an email via the WHNC email list, **publishing a notice in social media**, and by announcing it at the next **regular** board meeting.
- B. **Procedures shall be defined in the West Hills Standing Rules.**

~~B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Secretary within 30 days after posting of the vacancy. Such application forms may be available on the WHNC website or may be obtained by written request to the secretary of the WHNC.~~

~~C. The Secretary shall immediately transmit the application to the Chair of a designated committee for review and action.~~

~~D. The designated committee shall meet within 15 days of the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.~~

~~E. The committee shall submit all applications and shall make a recommendation of a qualified candidate to the President within ten (10) business days of its decision. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.~~

~~F. All applicants shall be required to speak to the Board in conjunction with their application. Then votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority.~~

~~G. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.~~

**Standing Rules Amendment**

**Article 5, Paragraph B, Section 6: Vacancies on the Board (New, adopted 01-17-2016)**

Vacancies on the Board shall be filled using the following procedure:

- A. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the **Board** Secretary within **30 21** days of the announcement of the vacancy. **and the required posting of the vacancy on the WHNC web site, in a public place, on social media, and by email.**
- B.
- C. Such application forms shall be available on the WHNC website or may be obtained by written request to the secretary of the WHNC.

- D. **Upon receipt of the application(s) the** Secretary shall immediately transmit the application(s) to the Chair of a designated committee for review and action.
- E. The designated committee shall meet **no fewer than within** seven (7) days of the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.
- F. The committee shall submit all applications and shall make a recommendation of up to two (2) qualified candidate(s), per vacant seat, to the President **no fewer than 4 calendar days** no less than **72 hours** prior to the next regular board meeting. The President shall have the filling of the vacancy placed on the agenda for a vote at the next regular Board meeting.

Bylaws Amendment

**ARTICLE VII COMMITTEES AND THEIR DUTIES, Section 2: Committee Creation and Authorization**

The Board shall establish all Standing Committees and the President shall establish Ad Hoc Committees as needed to address temporary issues. Suggestions for committees may come from Stakeholders or from members of the Board.

B. All committees shall present copies of their approved minutes, **agendas, and/or** reports for **designated** posting **as defined in the West Hills Standing Rules.**

~~C. All standing committees shall publish agendas and post meeting notices~~

**Standing Rules amendment:**

Add this Previously approved Standing Rule:

**ARTICLE VII COMMITTEES AND THEIR DUTIES, Section 2: Committee Creation and Authorization,**

B. All committees shall present copies of their approved minutes or reports for posting.

**B. Minutes shall be kept, and appropriately posted, for all meetings, whether or not there was a vote on any motion. (See attachment C – Requirements for Posting Agendas. This shall also apply to all ad hoc committees for both agendas and minutes)**

\*Previously approved as a standing rule, August 2, 2016 Special meeting.

Either make this part of the bylaws or correct the bylaws article/section to read as above.