



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 AD HOC COMMITTEE ONLINE & TELEPHONIC MEETING AGENDA

Wednesday July 28, 2021 at 6:30 PM

This meeting of the West Hills Neighborhood Council Bylaws Ad Hoc Committee will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar, click or paste the following link into your browser:

<https://zoom.us/j/82813378324>

To call in by phone, dial toll-free 833-548-0276, then punch in this Webinar code when prompted: 828 1337 8324#.

This meeting is open to the public. 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. Approval of May 26, 2021 Meeting Minutes
3. Approval of the June 23, 2021 Meeting Minutes
4. Approval of June 29, 2021 Special Meeting Minutes
5. Discussion and Possible Action to Add a Provision to the Ad Hoc Bylaws Committee Operating Rules Requiring a Minimum Period of Service on the WHNC Board to Sit on the Bylaws Committee.
6. Discussion and Possible Action to Add a Provision to the Ad Hoc Bylaws Committee Operating Rules Allowing Committee Chairs to remove Committee Members.
3. *Members of this committee shall be appointed or removed by the Chair(s).*
7. Possible Action to Add Committee Members with New Members Eligible to Vote Immediately
8. Comments from the Chairs
9. Public Comment
10. Discussion and Possible Action to Determine What Information Should be Included in WHNC Board Meeting Minutes

11. Discussion and Possible Action to Amend WHNC Board Decision from September 3, 2020 and Require Recording of Meetings to Continue after In-person Meetings are Resumed
 20-0091 – Discussion and possible action to record all WHNC Board of Directors meetings:
Amendment to have this only apply as long as the Board is meeting via Zoom. Joanne Yvanek-Garb so moved. Faye Barta seconded. Reeyan Raynes said the WHNC should record or stream all meetings. Glenn Bailey said he feels Zoom is a valuable tool and the meetings should be accessible to the community.
Yes – 19, N – 0, Abstain – 1 Absent – 3, Ineligible – 0, Recusal – 0 The motion to amend passes.
Amendment, Bob Brostoff moved to have this a requirement for all WHNC committees. Thomas Booth seconded.
Yes – 6, N – 12, Abstain – 1, Absent – 4, Ineligible – 0, Recusal – 0 The motion to amend fails.
Action on amended proposal.
Yes – 20, N – 0, Abstain – 0, Absent – 3, Ineligible – 0, Recusal – 0 The action passes.
12. Discussion and Possible Action on a Standing Rule Change or Board Resolution Requiring Recording of the WHNC Operations Committee Meeting
13. Discussion and Possible Action on a Standing Rule Change or Board Resolution Requiring Recording of the WHNC Standing Committee Meetings
14. Discussion and Possible Action on a Standing Rule Change or Board Resolution Requiring Recording of the WHNC Ad Hoc Committee Meetings
15. Discussion and Possible Action on establishing Content for WHNC Board of Directors General Board Meeting Minutes
16. Discussion and Possible Action on Standing Rules for Vacancy Committee Selection
 Sample Proposed Standing Rule for Article 5, Section 6, Part A
The WHNC Vice President shall Chair an Ad Hoc Vacancy Committee. In selecting the members for the committee, the Chair shall give first consideration to eligible Board members who express interest and who did not serve on the last previous Bylaws Ad Hoc Committee. To be considered eligible a Board member must be current in all required neighborhood council training.
17. Discussion and Possible Action to Amend WHNC Bylaws Article V -- Officers, Section 2 Duties and Powers:
- B. The Vice-President shall serve in the absence of the President in his or her stead. In addition, the Vice-President may perform certain presidential duties as mutually agreed by the president and vice president. The Vice-President shall chair the Ad Hoc Vacancy Committee.*
- D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the appropriate Los Angeles City agency's policies and procedures and shall be a ~~member~~ co-chair of the Budget Committee.*
- E. The Controller:*
- 1. Shall maintain an inventory of all assets and properties of the WHNC.*
 - 2. Shall conduct an audit of the budgeted expenditures of all committees monthly (review of the MER).*
 - 3. Shall submit the audits to the board quarterly.*
 - 4. Shall be a ~~member~~ co-chair of the Budget Committee.*
18. Discussion and Possible Action on Standing Rules Concerning the Number of Seats and Procedure for Filling Seats for Standing Committees

Sample Proposed Standing Rule for Article 5, Section 5

All committees shall have self-written ~~standing~~ operating rules that shall include:

- A. Criteria for membership and voting in the committee
- B. Definition of what “serving actively on at least one committee” means for the committee
- C. Other rules of operation, if any

Add paragraph D. There shall be no limit on the number of board members for all Standing Committees. Any board member in good standing may request membership if that member has attended at least three (3) previous meetings of the committee.

Additional suggestion – Committee Chairs shall not deny committee membership to any Board member who requests to join the committee.

- 19. Discussion and Possible Action on a Bylaws Amendment Limiting the Number of Standing Committees on which a Board Member can be a Voting Member
- 20. Discussion and Possible Action on a Bylaws Amendment Limiting the Number of Standing Committees on which a Board Member can be a Chair or Co-chair.
- 21. Discussion and Possible Action on Bylaws or Standing Rules Amendment for Training Requirements for Voting Eligibility
- 22. Discussion and Possible Action on a Bylaws Amendment Establishing Term Limits for WHNC Board Officers
 - a. All officers or a subset of officers?
 - b. When does the clock start on counting terms (or number of years)?
 - c. How are partial terms counted?
 - d. Is this a hard limit or does it apply only to consecutive terms?
- 23. Discussion and Possible Action on a Bylaws Amendment Establishing a Minimum Length of Board Service Required to be Eligible to Serve as a Board Officer

ARTICLE VI OFFICERS Section 1: Officers of the Board

The Officers of the Board shall include a President, Vice President, Secretary, Treasurer and Controller. The President may share duties of office with the Vice President. No individual may hold more than one Officer Position at the same time.

Example – To be eligible for nomination for the Office of President of the WHNC Board of Directors a Board member must have been a member of the WHNC Board for two (2) years.

- 24. General Discussion of Proposals for Bylaws or Standing Rules Amendments
- 25. Adjournment - ***The next scheduled meeting of this committee is TBD.***

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

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 §§ 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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. 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

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 via email NCsupport@lacity.org or calling (213) 978-1551. If you are hearing impaired please call 711.

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. 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



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 AD HOC COMMITTEE/BOARD MEETING DRAFT MINUTES May 26, 2021, Telephonic and Online

Numbers refer to Agenda Items.

1. Committee Co-chair Bob Brostoff called the meeting to order at 7:09 PM. A quorum was established.
Attendance: Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Bob Brostoff, Carolyn Greenwood, Bonnie Klea, Saif Mogri, Steve Randall, Charlene Rothstein, Anthony Scarce, Myrl Schreiberman, Joan Trent, Alec Uzemeck, Brad Vanderhoof.
Absent: Thomas Booth, Marie Javdani, Daniel Ostreicher, Christina Walsh.
Guests: Clarice Chavira, Sriya Datla, Glenn Jennings, Vinura Kotuwelle, Mark Neudorff.
 2. The February 2021 minutes were approved as amended to show that the September 2020 minutes were approved as amended AND to add Myrl Schreiberman, Marie Javdani and Daniel Ostreicher in attendance for the February 25, 2021 meeting.
- Bob advised that tonight's Agenda is long – 11 items to consider – and asked that each person who wishes to speak on any item speak only once, and then, after all who wish to speak have spoken, a person may speak a second time. Bob also asked all present to be polite and to please do not cross-talk.
3. Possible Action to Add Committee Members with New Members Eligible to Vote Immediately: Bob said there were three recently elected Board members present –Clarice, Mark and Glenn, and a member of the public, Sriya, who could be new committee members. Brad said new members should be asked if they want to join this committee. Steve said members of this committee first need Board experience to understand rules and procedures. Steve also said that the size of this committee makes Agenda items difficult to discuss and, as a result, there are very few issues coming out of this committee. Brad commented that the issues would create a long committee meeting or a long Board meeting. Carolyn had no problem accepting Board “newbies”, but agreed that the size of this committee is a problem. Myrl thanked the committee for voting him in as a member in February but added that the new Board members have not been sworn in yet, so could join this committee only as stakeholders and that the meetings usually run too long. Bob commented that anyone can join. Aida said there should be a yearly class to teach Bylaws. Dan commented that teaching Bylaws is not a Board project and that the Council welcomes participation. Bob asked if any of the new members or Sriya wanted to join right now. None did.
 4. Comments from the Chairs: None.
 5. Public Comment: None.

6. Discussion and Possible Action on Standing Rules for Vacancy Committee Selection: Brad said that maybe the committee should take another item first, since this item could prove to be time-consuming. Steve said this item should be skipped in order to fix the errors in the items – for example, President is incorrect, it should be Committee Co-Chairs, Bylaws Ad Hoc Committee should be Vacancy Committee and also Election Committee is wrong. Char agreed with Steve that corrections need to be made, but felt the corrections could be done right now and that would be easier. Bob said item #6 should be skipped and we should move on to item #13. Myrl made a motion to table item 6, but withdrew the motion after Bob explained that the Chairs can take items out of order.

13. Discussion and Possible Action on Creating a Youth Seat by Election or by Appointment as either a Board Seat or Chair of an Advisory Committee: Brad advised that this will be a long process, either to create a 26th member seat OR convert one of the existing 25 seats to a youth seat OR appoint a student advisory committee, the chair of which will be a panelist on the Board. Char said she preferred a chair of an advisory committee but was unsure whether or not the chair required a committee. Steve said the concept is to create a place for a regular youth seat, but can the Board do that? Brad said the idea of having a youth as the chair of a youth advisory committee was an idea from Glenn Bailey, because it solves other problems. Char and Carolyn supported the special position of a youth chair of an advisory committee. Dan and Sandi favored an elected position for youth because an elected position could increase the meeting turnout by youth. Anthony and Brad agreed that we can do both ... an advisory youth seat. Brad advised that the DONE definition of youth seat is that the seat can be voted on only by youth and only for that seat. Steve thinks a vote by youths could turn into a popularity contest, and so it would be better if the youth chair were selected and chosen by the Board members. Saif reminded us that when we had a couple youth “seats” before, their attendance was at best sporadic, so he is in favor of an advisory youth position. Joan advised youth do not have as much understanding about how a Board works as adults do. Char inquired as to the age for a youth seat. Brad answered that since this seat is a non-voting seat, anyone 18 or older does not qualify. So the age group would be 14 TO 18. Carolyn felt the youth seat should not be a Board member, since attendance and co-operation of a Board member plus school work is too much for a student to handle. Syria agreed the youth seat should not be voted on, since that would promote voting for popularity reasons only, not on ability and commitment. Because all in attendance approved of the concept of approving the creation of a youth chair, discussion was had on the wording of such a motion. Dan Brin moved to amend the Board's standing rules to establish a chair of a youth advisory committee appointed by the Board composed of stakeholders under the age of 18 to advise the Board on matters concerning the youth of West Hills. Steve Randall seconded the motion. The vote was unanimous in favor of the motion. The youth seat issue will be added to the Board’s June Agenda.

14. Discussion and Possible Action on Using Robert’s Rules of Parliamentary Procedure:

Brad advised he is opposed to using Robert’s, because although those rules work if all is going well, during difficult times Roberts can be used as a weapon, and there are different versions of Robert’s, which could be confusing. Bob agreed with Brad. Steve said he thought DONE had ruled against using Robert’s. Brad said no, using Robert’s was still an option. Myrl asked where he could find Rosenberg’s. Brad said Robert’s is not in the public domain, but Rosenberg’s is. Dan and Carolyn believe Rosenberg is OK and why change what’s OK? Char believes Robert’s is cumbersome. Bob said Rosenberg follows Robert’s and really there is no need to change, so this item is tabled without a date (so it’s continued into eternity).

15. Discussion and Possible Action on Standing Rules Concerning Operation Procedures in the Event of a Natural Disaster or other Emergency:

Brad said he thought this item was already tabled. Bob said Done told us to “do something”, but we don’t need to do anything. This item is tabled by the chairs without a date.

17. Adjournment: Anthony moved to adjourn this meeting. Dan seconded. The meeting was adjourned at 8:20 PM.



**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 AD HOC COMMITTEE/BOARD MEETING MINUTES June 23, 2021, Telephonic and Online

Revised June 29, 2021

Attendance: Bob Brostoff, Brad Vanderhoof, Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Carolyn Greenwood, Bonnie Klea, Saif Mogri, Steve Randall, Charlene Rothstein, Myrl Schreiber, Joan Trent, Alec Uzemeck, and Christina Walsh.
Other WHNC Board Members in Attendance: Esperanza Butler, Tariq El-Atrache, Mark Neudorff, and Anthony Scearce.
Co-chair Bob Brostoff called the meeting to order at 6:01 PM. A quorum was established.
The September 2021 minutes were approved as amended.

Numbers refer to agenda items.

5. Add Committee Members with New Members Eligible to Vote Immediately: Anthony Scearce was added as a committee member.
2. Approval of May 2021 Minutes: Item Tabled to July.
3. Add a Provision to the Ad Hoc Bylaws Committee Operating Rules Requiring a Minimum Period of Service on the WHNC Board to Sit on the Bylaws Committee: Dan said he does not feel the Bylaws Committee should exclude anyone. Steve said the committee does not need to include people who have no idea what they are voting on. Saif said there should be a requirement to attend three meetings before joining the committee. Anthony said there is an unwritten rule to attend three meetings. Puppet made a comment about lawsuits.
Carolyn moved to require WHNC Board members or members of the public attend three consecutive Bylaws Committee meetings to be eligible to join the committee.
Yes – 15, No – 0, Abstain – 1, Absent – 4
The motion carries.
4. Add a Provision to the Ad Hoc Bylaws Committee Operating Rules Allowing Committee Chairs to remove Committee Members: Item tabled to July.
6. Comments from the Chairs: None
7. Public Comment: Puppet said he does not like the tone of the meeting. He also said it is no wonder there are lawsuits as members of the WHNC are mean and discourage public participation.
8. WHNC New Member Handbook: Item tabled to July.
9. Amend WHNC Board Decision from September 3, 2020 and Require Recording of Meetings to Continue after In-person Meetings are Resumed: Item tabled to July.
10. Standing Rule Change or Board Resolution Requiring Recording of the WHNC Operations Committee Meeting: Item tabled to July.
11. Standing Rule Change or Board Resolution Requiring Recording of the WHNC Standing Committee Meetings: Item tabled to July.
12. Standing Rule Change or Board Resolution Requiring Recording of the WHNC Ad Hoc Committee Meetings: Item tabled to July.
13. Content for WHNC Board of Directors General Board Meeting Minutes: Item tabled to July.
14. Standing Rules for Vacancy Committee Selection: Item tabled to July.
15. Amend WHNC Bylaws Article V -- Officers, Section 2 Duties and Powers: Item tabled to July.
16. Standing Rules Concerning the Number of Seats and Procedure for Filling Seats for Standing Committees: Item tabled to July.
17. Bylaws Amendment Limiting the Number of Standing Committees on which a Board Member can be a Voting Member: Item tabled to July.
18. Bylaws Amendment Limiting the Number of Standing Committees on which a Board Member can be a Chair or Co-chair: Item tabled to July..
19. Bylaws or Standing Rules Amendment for Training Requirements for Voting Eligibility: Item tabled to July.
20. Bylaws Amendment Establishing Term Limits for WHNC Board: Item tabled to July.
20. Bylaws Amendment Establishing a Minimum Length of Board Service Required to be Eligible to Serve as a Board Officer: Item tabled to July.
21. General Discussion of Proposals for Bylaws or Standing Rules Amendments: None

Co-chair Brad Vanderhoof adjourned the meeting to order at 7:32 PM.

The next scheduled meeting of this committee is TBD.



**CITY OF
LOS ANGELES
CALIFORNIA**



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

WEST HILLS NEIGHBORHOOD COUNCIL

SPECIAL JOINT BYLAWS AD HOC COMMITTEE/BOARDMEETING MINUTES June 29, 2021, Telephonic and Online

Revised July 13, 2021

Attendance: Bob Brostoff, Brad Vanderhoof, Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Bonnie Klea, Saif Mogri, Steve Randall, Charlene Rothstein, Anthony Searce, Myrl Schreiber, Joan Trent, Alec Uzemeck, and Christina Walsh (7:15-7:35 PM)

Absent: Thomas Booth, Carolyn Greenwood, Marie Javdani, and Daniel Osztreicher

Other WHNC Board Members in Attendance: Clarice Chavira, Glenn Jennings, Mark Mariconda, and Mark Neudorff.

Co-chair Bob Brostoff called the meeting to order at 6:33 PM. A quorum was established.

Numbers refer to agenda items.

1. Comments from the Chairs: None
2. Public Comment: None
3. Discussion and Possible Action on WHNC New Member Handbook:

Aida moved to extend the meeting to 9:07 PM. Steve seconded.

Yes – 14, No – 0, Abstain – 0, Absent – 5

The motion carries.

Saif Mogri left the meeting at 8:39 PM.

Steve moved to approve page 6. Joan seconded.

Yes – 8, No – 2, Abstain – 3, Absent – 6

The motion carries.

Dan moved to authorize Brad to make minor changes to the text that do not affect meaning. Bob seconded.

Yes – 12, No – 1, Abstain – 0, Absent – 6

The motion carries.

Vote to approve document.

Yes – 13, No – 0, Abstain – 0, Absent – 6

The document will be sent to the WHNC Board.

4. Discussion and Possible Action on establishing Content for WHNC Board of Directors General Board Meeting Minutes:
Item tabled to July.

6. Adjournment

Co-chair Brad Vanderhoof adjourned the meeting at 8:58 PM.

The next scheduled meeting of this committee is TBD.