

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



## West Hills Neighborhood Council

P.O. Box 4670, West Hills, CA 91308-4670  
818-254-WEST



[WWW.WESTHILLSNC.ORG](http://WWW.WESTHILLSNC.ORG)

[MAIL@WESTHILLSNC.ORG](mailto:MAIL@WESTHILLSNC.ORG)

### BUDGET COMMITTEE OPERATING RULES

Approved September 17, 2019

***“The MISSION of this committee is to be responsible for making recommendations to the Board for all budgetary and financial matters of the WHNC.”***

These rules may be amended at any regular meeting of the Committee by a majority vote of the members present provided possible action on the committee operating rules is announced in the agenda.

1. The Chair(s) of the Beautification Committee are: Co-Chair Bob Brostoff, Co-Chair Carolyn Greenwood
2. Additional officer(s) appointed by the Chair(s).  
Secretary none
3. Members of this committee shall be appointed by the Chair(s).
4. WHNC Board members and WHNC stakeholders are eligible to serve on this committee.
5. This committee shall consist of 14 members who are:  
Aida Abkarians      Faye Barta      Dan Brin      Anthony Brosamle      Bob Brostoff      Carolyn Greenwood  
Bonnie Klea      Steve Randall      Char Rothstein      Myrl Schreiberman      Bobbi Trantafello  
Joan Trent      Alec Uzemeck      Brad Vanderhoof
6. A quorum shall consist of 8 members.
7. Voting rights shall be accorded to committee members only.
8. For this committee “serving actively” is defined as:
  1. attending regular committee meetings
  2. participating in and contribution to discussions
  3. accepting tasks or assignments to support committee objectives
9. The writing and posting of agendas shall be the responsibility of the Co-Chairs.
10. The taking and posting of minutes shall be the responsibility of the Secretary.
11. Committee members must not miss more than four (4) meetings in a 12-month period or they may be removed from the committee.
12. Committee members including officers shall not claim to be, or give the impression of, speaking or communicating by any means on behalf of the WHNC without approval from the Board.
13. Committee members including officers shall not make any representations to or requests of the Board or any other agency, on behalf of the Committee, without approval from the Committee.
14. The parliamentary process is to be governed by “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century.”
15. All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.
16. This committee shall abide by the WHNC Code of Civility. This code shall apply to all committee members, whether they are members of the WHNC Board or not.
17. This committee will meet on the 3<sup>rd</sup> Tuesday of the month at 6:30 PM at Chaminade High School Condon Center 2<sup>nd</sup> floor conference room unless rescheduled.