

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.ORGMAIL@WESTHILLSNC.ORG](mailto:WWW.WESTHILLSNC.ORGMAIL@WESTHILLSNC.ORG)

### **BYLAWS COMMITTEE OPERATING RULES** **Revised March 29, 2023**

"The mission of the WHNC Bylaws Ad Hoc Committee is to consider and make recommendations to the WHNC Board concerning amendments to the Bylaws and standing rules of the WHNC."

The Chair(s) of the Bylaws Ad Hoc Committee are:

Co-Chair Brad Vanderhoof, Co-Chair Dan Brin

Additional officer(s) appointed by the Chair(s).

Secretary: none

This committee has no fixed number of seats.

Members of this committee shall be appointed by (agreement of) the Chair(s).

This committee currently consists of 15 members who are:

Aida Abkarians	Faye Barta	Sandi Bell	Dan Brin	Bob Brostoff
Carolyn Greenwood	Bonnie Klea	Kent Mariconda	Saif Mogri	Steve Randall
Char Rothstein	Anthony Searce	Myrl Schreiber	Joan Trent	Brad Vanderhoof

A quorum consists of 8 members.

All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.

This committee shall abide by the WHNC Code of Civility. This code shall apply to all committee members, whether or not they are members of the WHNC Board.

This committee will meet on the 4<sup>th</sup> Wednesday of the month at 6:30 PM unless rescheduled.

The following 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. WHNC Board members and WHNC stakeholders are eligible to serve on this committee provided they have attended three (3) consecutive Bylaws Committee meetings.
2. Voting rights shall be accorded to committee members only.
3. 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.
4. 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
5. The writing and posting of agendas shall be the responsibility of the Co-Chairs.
6. The taking and posting of minutes shall be the responsibility of the Co-Chairs.
7. Committee members must not miss more than four (4) meetings in a 12-month period.
8. 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.
9. 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.
10. The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."