

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



West Hills Neighborhood Council

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COMMUNICATION COMMITTEE OPERATING RULES

Approved November 20, 2019

"The mission of this committee is to keep Stakeholders aware of WHNC activities and interface with other information technology organizations of the city."

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:
Chair Brad Vanderhoof
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 9 members who are:
Dan Brin Faye Barta Anthony Brosamle Bob Brostoff Steve Randall
TonyScearce Myrl Schreibman Alec Uzemeck Brad Vanderhoof
6. A quorum shall consist of 5 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 Chair(s).
10. The taking and posting of minutes shall be the responsibility of the Chair(s).
11. The preparing of yearly reports summarizing committee activity shall be the responsibility of the Chair(s). These reports shall be provided to the Communication Committee each year by June 30th.
12. Committee members must not miss more than four (4) meetings in a 12-month period.
13. 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.
14. 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.
16. The parliamentary process is to be governed by "Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century."
17. All meetings, discussions, and communications pertaining to the business of this committee shall be conducted in compliance with the Brown Act.
18. 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.
19. This committee will meet on the 3rd Wednesday of the month at 7:30 PM at Chaminade High School Condon Center 2nd floor conference room unless rescheduled.