

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



## West Hills Neighborhood Council

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## PUBLIC SAFETY & EMERGENCY PREPAREDNESS COMMITTEE OPERATING RULES

Revised 5/20/2019

The MISSION of this Committee is to:

- A. Interface with the Los Angeles Police Department, the Los Angeles Fire Department, hospitals and other agencies on matters relating to the safety of the Stakeholders
- B. Assist stakeholders in organizing such groups as Neighborhood Watch and Map Your Neighborhood (MYN/RYLAN)
- C. Conduct forums on public safety and emergency preparedness.

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 Public Safety & Emergency Preparedness Committee are: Co-Chair Bob Brostoff, Co-Chair Steve Kallen
2. Additional officer(s) appointed by the Chair(s).  
Secretary none
3. Members of this committee shall be appointed or removed by the Chair(s).
4. WHNC Board members and WHNC stakeholders are eligible to serve on this committee.
5. This committee shall consist of 11 members who are:  
Faye Barta      Dan Brin      Anthony Brosamle      Bob Brostoff      Marge Brown      Dan Hensley  
Steve Kallen      Bonnie Klea      Saif Mogri      Steve Randall      Brad Vanderhoof
6. A quorum shall consist of 6 members.
7. Voting rights shall be accorded to committee members only.
8. For this committee "serving actively" is defined as participating in a minimum of two committee events per calendar year.
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 Co-Chairs.
11. The preparing of yearly reports summarizing committee activity shall be the responsibility of the Co-Chairs. These reports shall be provided to the Communication Committee each year by June 30<sup>th</sup>.
12. Committee members must not miss more than four (4) meetings in a 12-month period or they will be subject to removal from the Committee.
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 3<sup>rd</sup> Wednesday of the month at 6:30 PM at Chaminade High School Condon Center 2<sup>nd</sup> floor conference room unless rescheduled.