

SPECIAL EVENTS COMMITTEE OPERATING RULES
APPROVED AS OF July 6, 2021

The MISSION of this Committee is to produce, develop and present unique events which serve and engage the community of West Hills. Moreover, the Special Events Committee, when consulted, will serve as an adjunct advisory committee for other events that might be produced and/or developed by other committees of the West Hills Neighborhood Council.

This Committee consists of 10 members who are:

<u>Myrl Schreibman</u>	<u>Char Rothstein</u>	<u>Faye Barta</u>	<u>Esperanza Butler</u>	<u>Joan Trent</u>
<u>Steve Randall</u>	<u>Aida Abkarians</u>	<u>Saif Mogri</u>	<u>Glenn Jennings</u>	<u>Clarice Chavira</u>

A quorum consists of 6 members.

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

For this committee, members must serve actively, defined as attending meetings, participating in and contributing to discussions and volunteering for tasks or assignments to support the committee's events.

Members of this committee shall be appointed or removed for cause by agreement of the Co-chairs.

Officers of this Committee are to be appointed by agreement of the Committee Co-chairs.

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

The following operating rules may be amended at any regular meeting of the Committee by a majority vote of the members present, provided there is a quorum and possible Operating Rules action is on the agenda.

1. The Officers of this Committee are: Myrl Schreibman (Co-Chair) and Steve Randall (Co-Chair).
2. Char Rothstein and Aida Abkarians or a designate shall be responsible for taking minutes.
3. The writing of the Agenda and posting of the minutes shall be the responsibility of Steve Randall.
4. Voting privileges shall be afforded to only Committee members.
5. Committee Members must attend at least eight (8) committee meetings in the previous 12 meetings, or they become subject to removal as members of the committee.
6. Committee members, including officers, shall not claim to be, or give the impression of, speaking or communicating on behalf of the WHNC without approval from the Board.
7. Committee members 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 Co-chairs.
8. The parliamentary process is to be governed by Rosenberg's Rules of Order.
9. This Committee will meet regularly on the 1st Tuesday of the month at 7:00 PM unless there is a conflict that requires meeting at a different day or time.