

**SPECIAL EVENTS AD HOC COMMITTEE OPERATING RULES**  
**AS OF March 17, 2021**

1. 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.
2. This Committee consists of 8 members who are:

<u>Myrl Schreibman</u>	<u>Char Rothstein</u>	<u>Faye Barta</u>	<u>Esperanza Butler</u>
<u>Steve Randall</u>	<u>Aida Abkarians</u>	<u>Saif Mogri</u>	<u>Tariq El-Atrache</u>
3. A quorum consists of 5 members.
4. Voting rights shall be afforded to Committee members Only.
5. Members of this Committee are to be appointed by the Committee Chairs.
6. Officers of this Committee are to be appointed by the Committee Chair.
7. The Officers of this Committee are: Myrl Schreibman (Co-Chair) and Steve Randall (Co-Chair).
8. Char Rothstein and Aida Abkarians or a designate shall be responsible for taking minutes.
9. The writing of the Agenda and posting of the minutes shall be the responsibility of Steve Randall.
10. Committee Members must not miss more than four (4) meetings in the previous 12 meetings, or they may be removed as voting members by the Committee Chair.
11. The Committee's goals are to: 1) Promote the community of West Hills in a positive light, 2) Plan unique Special Events to engage our community, and 3) Advise other committees putting on events when consulted.
12. For this committee, "Serving Actively" is defined as attending meetings, participating in and contributing to discussions and accepting tasks or assignments to support the committee's events.
13. No officer of this committee or member of this committee shall make any representations to the Board or any agency on behalf of the committee without approval from the committee.
14. These rules may be amended at any meeting of the Special Events Committee by a majority vote of the members present, assuming that there is a quorum.
15. This committee shall abide by the WHNC Code of Conduct. This code shall apply to all committee members, whether or not they are members of the WHNC Board.
16. The parliamentary process is to be governed by the most current edition of Robert's Rules of Order.
17. This Committee will meet on Zoom on the 2<sup>nd</sup> Tuesday of the month at 7:00 PM unless there is a conflict that requires meeting at a different day or time.