

**NORTH HILLS WEST NEIGHBORHOOD COUNCIL  
RULES & ELECTION COMMITTEE MEETING Minutes Draft  
Wednesday, November 22, 2017 from 6:00 – 7:30 pm  
Mid-Valley Regional Library, 16244 Nordoff Street, NORTH HILLS, CA 91343**

The Neighborhood Council currently has a vacancy and is looking for an enthusiastic volunteer to join us. Please send an email to [secretary@nhwnc.net](mailto:secretary@nhwnc.net) or attend any of the Committee or General Board meetings and introduce yourself.

**COMMITTEE MEMBERS**

Punam Gohel - Chair, Jay Beeber, Dave Brown

1. Welcome and Flag Salute followed by Roll Call and announcement of quorum and qualifications: All 3 Members present, all in current compliance status
2. Discussion and possible motion to Approve Previous Meeting Minutes of December 6 & 14, 2016 Tabled
3. General Public Comments–none
4. Review Standing Rules overview, addition & change procedure: no action taken
5. Discussion & possible motion regarding a standing rule for allowing individuals to draft letters on items the board approved with the concurrence of the President and not having to bring an actual letter back to the board for approval:  
Unanimous **vote** to approve Exhibit A, included at end:  
Policy On External Communications  
And submit to General Board for additional discussion & possible approval to incorporate into the North Hills West Neighborhood Council Standing Rules.
6. Discussion & possible motion regarding stakeholder status and which seats each type of stakeholder qualifies for: Discussion and tabled.
7. Discussion & possible modification of bylaws Article V, Section 8: Censure:  
"The NHWNC can take action to publicly reprimand a Board member for actions conducted in the course of NHWNC business by censuring the Board member at a NHWNC General Board meeting. Censures shall be placed on the agenda for discussion and action. The NHWNC shall consult with the Office of the City Attorney throughout the Censure process."  
Suggested modification:

The NHWNC can take action to publicly reprimand a Board member for actions, including violations of North Hills West Neighborhood Council bylaws, standing rules, local, state and federal laws, conducted in the course of NHWNC business by censuring the Board member at a NHWNC General Board meeting. Censures shall be placed on the agenda for discussion and action. The NHWNC shall consult with the Office of the City Attorney throughout the Censure process. Unanimous **vote** to approve and submit to General Board for additional discussion & possible approval to incorporate into the North Hills West Neighborhood Council Bylaws.

8. Discussion & possible motion regarding possibility of adding Alternate Board Member seats at the next scheduled Neighborhood Council Election: Discussion & tabled

Recommend additional discussion regarding At Large Alternate Board Members

9. Discussion & possible motion regarding lowering Board Member minimum age and Stakeholder voting age from current 18 to to 17 years of age: Tabled

Recommend additional discussion regarding Committee members under 18 years of age

10. Discussion & possible motion regarding all Board Members being members of all Committees: Discussion: By posting all Committee meetings as Joint Board/Committee they would become by default open to all Board Members to participate.

11. Committee Member Comments (1 minute each)

Recommend developing Neighborhood Council outreach to business's in our area [Census.gov](https://www.census.gov) for local information

12. Requests For Future Agenda Items: follow on tabled items

13. Motion to Adjourn: 7:55 pm