



March 13, 2024
Regular Board Meeting
Supporting Documents

Item No. 1
Monthly Expense Report (MER)

Monthly Expenditure Report



Reporting Month: February 2024

Budget Fiscal Year: 2023-2024

NC Name: Woodland Hills-Warner
Center Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$33782.44	\$1440.10	\$32342.34	\$6500.00	\$0.00	\$25842.34

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29430.46	\$569.57	\$23442.34	\$0.00	\$18942.34
Outreach		\$870.53		\$4500.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$4000.00	\$0.00	\$4000.00	\$0.00	\$4000.00
Neighborhood Purpose Grants	\$7700.00	\$0.00	\$4900.00	\$2000.00	\$2900.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$7348.02	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	PY STORQUEST - WOODLA	02/01/2024	February 24 rent payment for NC storage unit.	General Operations Expenditure	Office	\$271.00
2	OFFICE DEPOT #661	02/08/2024	Plastic literature holder for posting agendas at our new physical posting location FS-84.	General Operations Expenditure	Office	\$18.93
3	EIG CONSTANTCONTACT.CO	02/10/2024	Constant Contact mass email SaaS for February 24	General Operations Expenditure	Office	\$81.00
4	GRASSHOPPER.COM	02/13/2024	Grasshopper virtual phone system SaaS for February 24	General Operations Expenditure	Office	\$31.98
5	OFFICE DEPOT #661	02/21/2024	Budget line Office: Copies Outreach flyers explaining WHWCNC and stakeholder signup for NC social media. To be used at NC outreach booths at WHA Resource Fair, Grateful Hearts, and Onegeneration Sr outreach events.	General Operations Expenditure	Office	\$71.20
6	SMART AND FINAL 324	02/23/2024	Refreshments for NC outreach booth at WHA Resource Fair.	General Operations Expenditure	Office	\$45.47

7	MICROSOFT STORE	02/24/2024	Budget Line Office:Software Upgrades; PDF X PDF software update license for creation & editing software needed by outreach chair to create content for NC website and social media and attachments to NC agendas.	General Operations Expenditure	Office	\$49.99
8	A3 Visual	02/09/2024	Motion: For the board to approve funding up to \$900.00 from the WHWCNC Budget / General Outreach to replace (4) double sided torn or missing WHWCNC Banners on poles on...	General Operations Expenditure	Outreach	\$870.53
Subtotal:						\$1440.10

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ONEgeneration	02/26/2024	Motion to approve \$1,000 in funding from Board approved WHWCNC 2023-2024 Budget (General Outreach Expenditure) to allow participation in the One Generation Senior Symposium on J...	General Operations Expenditure	Outreach	\$1000.00
2	Woodlake Ave Elementary PTSA	02/27/2024	...Therefore, after a presentation from the applicant and board discussion by a roll call vote the board passes the following motion: approve the attached Woodlake Elementary Community Charter School ...	Neighborhood Purpose Grants		\$2000.00
3	Valley Cultural Center DBA Valley Cultural Foundation	02/28/2024	Motion to approve \$3,500 in funding from the Board approved WHWCNC 2023-2024 Budget (General Outreach Expenditure) to purchase a WHWCNC outreach booth at the Valley Cultural Fou...	General Operations Expenditure	Outreach	\$3500.00
Subtotal: Outstanding						\$6500.00

5
1184 StorQuest - Woodland Hills / Canoga
6030 Canoga Ave
Woodland Hills, CA 91367
(818) 593-9052

Paul Lawler
20929 Ventura Blvd. Ste 47-535
Woodland Hills, CA 91367

Account Number: 1114354

DETACH UPPER PORTION AND RETURN IT WITH YOUR CHECK PAYMENT

MONTHLY INVOICE

IMPORTANT INFORMATION

It's a pleasure to serve you at 1184 StorQuest - Woodland Hills / Canoga. Kindly remit the amount due before the Payment Due Date below. You can pay by (1) credit card, (2) check, (3) cashier's check or (4) money order. Your canceled check or the cashier's check paperwork will serve as your receipt.

Questions about your Invoice? Please call your 1184 StorQuest - Woodland Hills / Canoga Manager at (818) 593-9052.

Date	Description	Charge	Tax	Payment	Balance
2/1/2024	Rent Unit 3149 - 10x7.5x0	\$259.00	\$0.00	\$0.00	\$259.00
2/1/2024	Xercor Insurance Services LLC - \$3,000.00	\$12.00	\$0.00	\$0.00	\$271.00

Total Due: \$271.00

Notice Date: 1/17/2024
Payment Due Date: 2/1/2024

You can pay your bill online by visiting , over the phone by calling (818) 593-9052 by mail, or in person at 1184 StorQuest - Woodland Hills / Canoga. Each month your payment can be automatically charged to your credit card, just ask us for an Autopay card and we'll take care of the rest.

Thank you for renting from 1184 StorQuest - Woodland Hills / Canoga, we appreciate your business!



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **November 8, 2023**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **2 (23-069)) \$1,000 Budget Reallocation to Provide Funds for Refreshments**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: The WHWCNC Board directs the Treasurer to make the following updates to our 23-24 NC Annual Budget and file it with the City Clerk as required:
 1.) Reduce by \$1,000 the **Outreach Expenditure Category** from \$16,050.00 to **\$15,050.00**
 2.) Increase by \$1,000 the **Office/Operational Expenditure Category** from \$11,901.56 to **\$12,901.56** and *add* the *subcategory* allocation for: **Food & Refreshments For NC Meetings, Retreats, & Outreach Events \$1,000.**

Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate				X			Alternate
Vacant	Area 2 Residential							
Paul Lawler	Area 2 Business	X						
Vacant	Area 2 C. B. O.							
Vacant	Area 2 Alternate							
Tracey Rosen	Area 3 Residential	X						
Vacant	Area 3 Business							
Vacant	Area 3 C. B. O.							
Harout Aristakessian	Area 3 Alternate	X						
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Rachel Tabak - Resigned Vac ?	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Theresa Campbell	Area 5 C. B. O.				X			
Vacant	Area 5 Alternate							
Vacant	Area 6 Residential							
Mihran Kalaydjian	Area 6 Business				X			
Heath Kline	Area 6 C. B. O.	X						
Vacant	Area 6 Alternate							
Vacant	Area 7 Residential							
Vacant	Area 7 Business							
Joyce Fletcher	Area 7 C. B. O.	X						
Vacant	Area 7 Alternate							
August Steurer	At-Large	X						
Bobbie Wasserman	At-Large Alternate					X		Alternate
Vacant	Youth							
Vote Counts:		Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	13	0	0	4	1	0	2

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **November 8, 2023**

Date: **November 8, 2023**

Office DEPOT OfficeMax

WOODLAND HILLS - (818) 716-7770
02/08/2024 4:24 PM



EV2VTS3AP14Q*MX0CE

SALE:	661-3-7855-265723-24.1.1
167491 HOLDER, MAGLIT	17.29 55
Subtotal:	17.29
Local Sales and Use T	1.64
Total:	18.93
MasterCard 7237	18.93

AUTH CODE 018085
 TDS Chip Feed
 AID: A0000000041010 MASTERCARD
 TVR: 0000008000
 CVS: No Signature Required

DOCU FORMS 11 *****893
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 and enter the survey code below
 16TM 972A 0R23
 or scan the below QR code





NC Name: **Woodland Hills - Warner Center**

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Paul Lawler	Area 2 Business	X						
Vacant	Area 2 C. B. O.							
Vacant	Area 2 Alternate							
Tracey Rosen	Area 3 Residential	X						
Vacant	Area 3 Business							
Vacant	Area 3 C. B. O.							
Harout Aristakessian	Area 3 Alternate	X						
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Rachel Tabak - Resigned Vac ?	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Theresa Campbell	Area 5 C. B. O.				X			
Vacant	Area 5 Alternate							
Vacant	Area 6 Residential							
Mihran Kalaydjian	Area 6 Business				X			
Heath Kline	Area 6 C. B. O.	X						
Vacant	Area 6 Alternate							
Vacant	Area 7 Residential							
Vacant	Area 7 Business							
Joyce Fletcher	Area 7 C. B. O.	X						
Vacant	Area 7 Alternate							
August Steurer	At-Large	X						
Bobbie Wasserman	At-Large Alternate					X		Alternate
Vacant	Youth							
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Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **November 8, 2023**

Date: **November 8, 2023**

WHWCNC Annual Budget FY2023-2024		July (Paul)	August	September	October	November	December	January	February	March	April	May	June	Ytd Spent	Budget	Avail
As Adjusted & Adopted 9/13/23 BAC 3 (23-053)	Budget Allocation															
As Adjusted & Adopted 11/08/23 BAC 2 (23-069)																
Spending trxs updated through 01/03/2024																
Annual Budget Funds	\$32,000.00															
Rollover Funds [RO-Supplementa Funds Reallocation] BAC 3 (23-053)	\$10,000.00															
Adjustments (Sept Expenses Pd by City Clerk Grasshopper 562.54 & StorQuest 268)	(\$330.54)															
Adjustments (Oct Expenses Pd by City Clerk Grasshopper 5 & StorQuest 268 10/1/23)	(\$268.00)															
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)															
Total Adjustments	(\$869.54)															
Total Annual Budget Funds	\$41,130.46															
Office/Operational Expenditures Category														Ytd Spent	Office/Opps Budget	Avail
Space Rental Board Meetings	\$1,200.00													\$500.00	\$1,200.00	\$700.00
NC Storage StorQuest	\$2,940.00	\$268.00												\$1,617.00	\$2,940.00	\$1,323.00
Phone System - Grasshopper	\$1,200.00	\$31.90												\$188.11	\$1,200.00	\$1,011.89
Adjustment- Sept NC expenses Pd by City Clerk during credit card transiation	(\$330.54)													(\$330.54)	(\$330.54)	\$0.00
Adjustment- Oct NC expenses Pd by City Clerk during credit card transiation	(\$268.00)													(\$268.00)	(\$268.00)	\$0.00
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)															\$0.00
Constant Contact	\$960.00		\$81.00											\$405.00	\$960.00	\$555.00
Software Upgrades	\$200.00													\$0.00	\$200.00	\$200.00
Mail Box Rental (UPS PMB)	\$500.00	\$516.00												\$516.00	\$500.00	(\$16.00)
Office Supplies and Printing	\$2,000.00													\$200.00	\$2,000.00	\$1,800.00
Paper and Ink	\$500.00													\$0.00	\$500.00	\$500.00
Email and Web Hosting and Support (RO Funds)	\$3,000.00													\$729.06	\$3,000.00	\$2,270.94
Food & Refreshments For NC Meetings, Retreats, & Outreach Events	\$1,000.00	Added 11/8/23												\$1,000.00	\$1,000.00	\$0.00
Total Office/Operational Expenditures														\$3,556.63	\$12,901.46	\$8,344.83
Outreach Expenditures Category														Ytd Spent	Outreach Budget	Avail
Social Media	\$300.00													\$0.00	\$300.00	\$300.00
Warner Center News	\$750.00													\$0.00	\$750.00	\$750.00
Valley Cultural - Summer Concert Series Outreach Booth WC Park	\$3,000.00													\$0.00	\$3,000.00	\$3,000.00
One Generation Sr Fair Outreach Booth	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Website Webmaster	\$2,000.00													\$0.00	\$2,000.00	\$2,000.00
Website Hosting	\$900.00	\$19.99	Cong of NC											\$19.99	\$900.00	\$880.01
General Outreach	\$1,900.00	\$81.00	\$500.00											\$581.00	\$1,900.00	\$1,319.00
Greatful Hearts & Disaster Prep Booth 5500 3 (23-070) 11/8/23	\$500.00													\$500.00	\$500.00	\$0.00
Replace Damaged NC Pole Banners 5900 4 (23-071) 11/8/23	\$900.00													\$870.53	\$900.00	\$29.47
General Outreach [RO] (from Rollover Funds to balance)	\$3,800.00													\$0.00	\$3,800.00	\$3,800.00
Total Outreach Expenditures														\$1,971.52	\$15,050.00	\$13,078.48
Election Expenditures														Ytd Spent	Elections Budget	Avail
Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO)	\$750.00													\$750.00	\$750.00	\$0.00
Total Election Expenditures														\$750.00	\$750.00	\$0.00
Neighborhood Purposes Grants (NPG) Expenditures Category														Ytd Spent	NPGs Budget	Avail
West Valley Food Pantry [BAC 6-23-063 Passed 10/12/23]	\$2,000.00													\$2,000.00	\$2,000.00	\$0.00
Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00													\$1,500.00	\$1,500.00	\$0.00
Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00													\$1,300.00	\$1,300.00	\$0.00
Remaining General NPG Funds Not Yet Allocated	\$2,900.00													\$0.00	\$2,900.00	\$2,900.00
Total NPG Expenditures														\$4,800.00	\$7,700.00	\$2,900.00
Community Improvement Projects (CIP) Expenditures Category														Ytd Spent	CIPs Budget	Avail
Enviromental Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Homeless Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Public Safety Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Education Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Community Services Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Total CIP Expenditures Category														\$0.00	\$5,000.00	\$5,000.00
TOTAL ANNUAL BUDGET ALLOCATIONS														\$11,078.15	\$41,401.46	\$30,323.31
Office/Operational Expenditures																
Outreach Expenditures																
Election Expenditures																
General and Operational Expenditures																
NPG Expenditures																
CIP Expenditures Category																
TOTAL EXPENDITURES FOR THE FISCAL YEAR																



[Print](#)

Billing Activity - Invoices

Woodland Hills-Warner Center Neighborhood Council

Today's Date: 02/10/2024

Attn: Heath Kline
 200 N Spring St
 Los Angeles CA 90012
 US
 P: 8183125601

User Name:

Invoices from 02/03/2024 to 02/10/2024

Date	Description	Charge Amount	Credit Amount
02/10/2024	Invoice #1707556938	\$81.00	
	Constant Contact - Email Plus 1501-2500 Contacts Highest contact count: 1567 From 01/10/2024 to 02/10/2024	\$81.00	

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



[Print](#)

Billing Activity - Payments

Woodland Hills-Warner Center Neighborhood Council
Attn: Heath Kline
200 N Spring St
Los Angeles CA 90012
US
P: 8183125601

Today's Date: 02/10/2024
User Name:

Payments from 02/03/2024 to 02/10/2024

Date	Description	Charge Amount	Credit Amount
02-10-2024 04:22:20 AM	Payment - Credit Card (MasterCard) *****7237		\$81.00

Billing questions? [Contact Support](#)

Constant Contact - 1601 Trapelo Road - Waltham, MA 02451 US



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **November 8, 2023**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **2 (23-069)) \$1,000 Budget Reallocation to Provide Funds for Refreshments**

Board Motion and/or Public Benefit Statement (CIP and NPG):

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Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

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Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
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Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
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Julie Waltrip	Area 5 Business	X						
Theresa Campbell	Area 5 C. B. O.				X			
Vacant	Area 5 Alternate							
Vacant	Area 6 Residential							
Mihran Kalaydjian	Area 6 Business				X			
Heath Kline	Area 6 C. B. O.	X						
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Vacant	Area 7 Business							
Joyce Fletcher	Area 7 C. B. O.	X						
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Vacant	Youth							

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Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **November 8, 2023**

Date: **November 8, 2023**



Account Information

WHWCNC
Peter Fletcher
20929 Ventura Boulevard
Woodland Hills, CA 91364, US

Bill Date: 02/12/24
Usage Period: 01/12/24 - 02/12/24

Charges Summary

Previous Invoice Amount:\$30.11

Current Charges:
Recurring Charges \$22.00
Non-Recurring Charges \$0.00
Usage Charges \$1.85
Sms Charges \$0.00
Taxes & Surcharges \$5.66
Federal USF \$2.47
Total Charges: \$31.98
Debits & Credits \$0.00
Payments \$31.98
Balance Due: \$0.00

Grasshopper News

At Grasshopper, we know that entrepreneurs just like you can change the world, one small business at a time.
That's why we started the Entrepreneur Movement. Watch the video at grasshopper.com/idea and tell everyone you know about Grasshopper.

Partner Offers



Detail of Current Charges

Payments & Credits		
Date	Detail	Payment/Credit
02/12/24	Monthly Payment, Paid on Master Card ending in 7237	\$31.98
Total Payments & Credits:		\$31.98

Recurring Charges		
Current Period		
Pay As You Grow Plan, 02/12/24 - 03/12/24	\$12.00	
Voicemail Transcription, 02/12/24 - 03/12/24	\$10.00	
Total Recurring Charges:		\$22.00

Minute Charges Summary						
Type	Included	Used	Overage	Rate	Charge	
Domestic	0 minutes	30.8	30.8 minutes	0.060	\$1.85	
Total Minute Charges:						\$1.85

Taxes & Surcharges		
Type	Detail	Charge
Tax	Utility Users Tax	\$1.82
Tax	FCC Regulatory Fee (Wireline)	\$0.03
Tax	CA PUC Fee	\$0.06
Surcharge	Regulatory Recovery Fee	\$3.75
Total Taxes & Surcharges:		\$5.66

Federal Universal Service Fund		
Type	Detail	Charge
Surcharge	Fed Universal Service Fund	\$2.47
Total Federal USF Contributions:		\$2.47

Summary of Minute Charges

By Number		
Number	Total Minutes	
+18186399444	30.8	
Total Minutes Used:		30.8

Explanation of Terms

Domestic: Calls that are placed inside the United States and its provinces.

Off Shore: Calls placed outside of U.S. borders.

International: Calls placed from a country other than the U.S.

Federal Universal Service Fund The USF contribution factor established by the Federal Communications Commission is applicable to telecommunications services and is adjusted by the FCC every calendar quarter.

Voice Over: Use of voice talents for recording of main greeting or extensions.

Bonus Minutes: Extra minutes that are credited to your account.

Set Up Support: Help setting up your account and customizing your features.



NC Name: **Woodland Hills - Warner Center**

Meeting Date: **November 8, 2023**

Budget Fiscal Year: **2023-2024**

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Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate				X			Alternate
Vacant	Area 2 Residential							
Paul Lawler	Area 2 Business	X						
Vacant	Area 2 C. B. O.							
Vacant	Area 2 Alternate							
Tracey Rosen	Area 3 Residential	X						
Vacant	Area 3 Business							
Vacant	Area 3 C. B. O.							
Harout Aristakessian	Area 3 Alternate	X						
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Rachel Tabak - Resigned Vac ?	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Theresa Campbell	Area 5 C. B. O.				X			
Vacant	Area 5 Alternate							
Vacant	Area 6 Residential							
Mihran Kalaydjian	Area 6 Business				X			
Heath Kline	Area 6 C. B. O.	X						
Vacant	Area 6 Alternate							
Vacant	Area 7 Residential							
Vacant	Area 7 Business							
Joyce Fletcher	Area 7 C. B. O.	X						
Vacant	Area 7 Alternate							
August Steurer	At-Large	X						
Bobbie Wasserman	At-Large Alternate					X		Alternate
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	13	0	0	4	1	0	2

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **November 8, 2023**

Date: **November 8, 2023**

WHWCNC Annual Budget FY2023-2024		July (Paul)	August	September	October	November	December	January	February	March	April	May	June	Ytd Spent	Budget	Avail
As Adjusted & Adopted 9/13/23 BAC 3 (23-053)	Budget Allocation															
As Adjusted & Adopted 11/08/23 BAC 2 (23-069)																
Spending trxs updated through 01/03/2024																
Annual Budget Funds	\$32,000.00															
Rollover Funds [RO-Supplementa Funds Reallocation] BAC 3 (23-053)	\$10,000.00															
Adjustments (Sept Expenses Pd by City Clerk Grasshopper 562.54 & StorQuest 5268)	(\$330.54)															
Adjustments (Oct Expenses Pd by City Clerk Grasshopper 5 & StorQuest 5268 10/1/23)	(\$268.00)															
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)															
Total Adjustments	(\$869.54)															
Total Annual Budget Funds	\$41,130.46															
Office/Operational Expenditures Category														Ytd Spent	Office/Opps Budget	Avail
Space Rental Board Meetings	\$1,200.00													\$500.00	\$1,200.00	\$700.00
NC Storage StorQuest	\$2,940.00	\$268.00												\$1,617.00	\$2,940.00	\$1,323.00
Phone System - Grasshopper	\$1,200.00	\$31.90												\$188.11	\$1,200.00	\$1,011.89
Adjustment- Sept NC expenses Pd by City Clerk during credit card transiation	(\$330.54)						\$30.89	\$30.89						(\$330.54)	(\$330.54)	\$0.00
Adjustment- Oct NC expenses Pd by City Clerk during credit card transiation	(\$268.00)													(\$268.00)	(\$268.00)	\$0.00
Adjustment-Dec NC expenses Pd by City Clerk CC StorQ charged in Error	(\$271.00)															
Constant Contact	\$960.00		\$81.00		\$162.00	\$81.00	\$81.00							\$405.00	\$960.00	\$555.00
Software Upgrades	\$200.00													\$0.00	\$200.00	\$200.00
Mail Box Rental (UPS PMB)	\$500.00	\$516.00												\$516.00	\$500.00	(\$16.00)
Office Supplies and Printing	\$2,000.00													\$200.00	\$2,000.00	\$1,800.00
Paper and Ink	\$500.00													\$0.00	\$500.00	\$500.00
Email and Web Hosting and Support (RO Funds)	\$3,000.00				\$520.56	\$208.50								\$729.06	\$3,000.00	\$2,270.94
Food & Refreshments For NC Meetings, Retreats, & Outreach Events	\$1,000.00	Added 11/8/23												\$1,000.00	\$1,000.00	\$0.00
Total Office/Operational Expenditures														\$3,556.63	\$12,901.46	\$8,344.83
Outreach Expenditures Category														Ytd Spent	Outreach Budget	Avail
Social Media	\$300.00													\$0.00	\$300.00	\$300.00
Warner Center News	\$750.00													\$0.00	\$750.00	\$750.00
Valley Cultural - Summer Concert Series Outreach Booth WC Park	\$3,000.00													\$0.00	\$3,000.00	\$3,000.00
One Generation Sr Fair Outreach Booth	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Website Webmaster	\$2,000.00													\$0.00	\$2,000.00	\$2,000.00
Website Hosting	\$900.00	\$19.99	Cong of NC											\$19.99	\$900.00	\$880.01
General Outreach	\$1,900.00	\$81.00	\$500.00											\$581.00	\$1,900.00	\$1,319.00
Greatful Hearts & Disaster Prep Booth 5500 3 (23-070) 11/8/23	\$500.00							\$500.00	CK Request 12/19/23 Issued 12/19/23					\$500.00	\$500.00	\$0.00
Replace Damaged NC Pole Banners 5900 4 (23-071) 11/8/23	\$900.00							\$870.53	CK Request 12/19/23 Pending Clerk Aprvl					\$870.53	\$900.00	\$29.47
General Outreach [RO] (from Rollover Funds to balance)	\$3,800.00													\$0.00	\$3,800.00	\$3,800.00
Total Outreach Expenditures														\$1,971.52	\$15,050.00	\$13,078.48
Election Expenditures														Ytd Spent	Elections Budget	Avail
Westfield for Rose Goldwater Cmnt Cntr 6/18/23 NC Election Venue (RO)	\$750.00				\$750.00									\$750.00	\$750.00	\$0.00
Total Election Expenditures														\$750.00	\$750.00	\$0.00
Neighborhood Purposes Grants (NPG) Expenditures Category														Ytd Spent	NPGs Budget	Avail
West Valley Food Panty [BAC 6-23-063 Passed 10/12/23]	\$2,000.00				\$2,000.00									\$2,000.00	\$2,000.00	\$0.00
Pierce College Foundation - Brahma Bodega [BAC 7-23-064 Passed 10/12/23]	\$1,500.00				\$1,500.00									\$1,500.00	\$1,500.00	\$0.00
Lions of Lockhurst PTO - Garden Project [BAC 10-23-083 Passed 12/13/23]	\$1,300.00							\$1,300.00	Submitted 12/17/23 Pd 12/21/23					\$1,300.00	\$1,300.00	\$0.00
Remaining General NPG Funds Not Yet Allocated	\$2,900.00													\$0.00	\$2,900.00	\$2,900.00
Total NPG Expenditures														\$4,800.00	\$7,700.00	\$2,900.00
Community Improvement Projects (CIP) Expenditures Category														Ytd Spent	CIPs Budget	Avail
Enviromental Project	\$1,000.00				up to \$300.00	BAC 23-065 for wagon								\$0.00	\$1,000.00	\$1,000.00
Homeless Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Public Safety Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Education Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Community Services Project	\$1,000.00													\$0.00	\$1,000.00	\$1,000.00
Total CIP Expenditures Category														\$0.00	\$5,000.00	\$5,000.00
TOTAL ANNUAL BUDGET ALLOCATIONS														\$11,078.15	\$41,401.46	\$30,323.31
Office/Operational Expenditures	\$12,630.46															
Outreach Expenditures	\$15,050.00															
Election Expenditures	\$750.00															
General and Operational Expenditures	\$28,430.46															
NPG Expenditures	\$7,700.00															
CIP Expenditures Category	\$5,000.00															
TOTAL EXPENDITURES FOR THE FISCAL YEAR	\$41,130.46															
		\$916.89	\$581.00	\$0.00	\$5,235.45	\$320.39	\$1,411.89	\$2,341.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,078.15	\$41,401.46	\$30,323.31
														YTD Spent	Total Budget	Unspent

Order Details

What's New?


Pickup

Office DEPOT
6227 Topanga Canyon Blvd
Woodland Hills, CA 91367 USA
(818) 716-7770

Pickup Contact:
Tracey Rosen Whwnc
[Redacted]

Payment

Amount: \$71.20

 ***7237

Additional Info

Ordered By: HEATH
[Redacted]

Store Pickup 1 of 1

ORDER NUMBER	ORDER STATUS	TOTAL
35619717-001	Processing	\$71.20



^ Pickup on February 22, 2024

Pickup Details

Reorder All



Copies
Item #870284

Qty: 100 @ \$0.89 / each
\$89.00

▶ Custom Product

🎁 20% Off Qualifying Purchase: -\$17.80

🔄 Buy It Again

✍ Write a Review

Order Summary

Order Placed	February 21, 2024
Item Subtotal:	\$89.00
Discounts:	(\$17.80)

Order Total **\$71.20**





NC Name: **Woodland Hills - Warner Center** Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024** Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

Board Motion and/or Public Benefit Statement (CIP and NPG):
 Motion: After review and discussion, the WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24 to support voted spending items through 2/15/24; where the board in the Outreach category reduced the Website Webmaster sub category by \$500 to \$1500 and increased the Valley Cultural Concerts sub category by \$500 to \$3500. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required.

Method of Payment: (Select One) Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schylar Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	21	0	0	3	4	0	4

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline* Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer** Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024** Date: **February 15, 2024**









NC Name: **Woodland Hills - Warner Center**

Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: After review and discussion, the WHWCNC has updated its budget allocations for their 23-24 FY budget effective 2/15/24 to support voted spending items through 2/15/24; where the board in the Outreach category reduced the Website Webmaster sub category by \$500 to \$1500 and increased the Valley Cultural Concerts sub category by \$500 to \$3500. We direct the treasurer to use this updated budget going forward and file it with the City Clerk as required.

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Motion continued on next page. Check Credit Card Board Member Reimbursement

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Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayne Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schlyer Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	21	0	0	3	4	0	4

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature:

Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024**

Date: **February 15, 2024**




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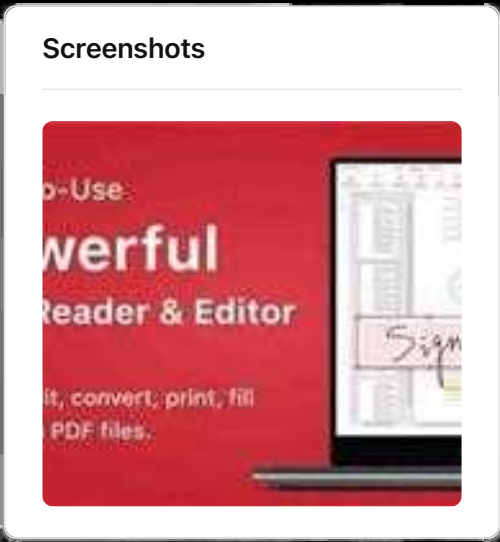
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- Convert PDF to XML

Convert to PDF

- Convert Word to PDF (Docx to PDF)
- Convert Excel to PDF (Xls to PDF)
- Convert PowerPoint to PDF (PPT to PDF)
- Convert PNG to PDF (Image to PDF)
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NC Name: **Woodland Hills - Warner Center** Meeting Date: **February 15, 2024**

Budget Fiscal Year: **2023-2024** Agenda Item No: **14 (24-025) FY23-24 Budget Review & Reallocation to support current spending.**

Board Motion and/or Public Benefit Statement (CIP and NPG):
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Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate					X		Alternate
Julian Tu	Area 2 Residential	X						
Paul Lawler	Area 2 Business				X			
Peter Haber	Area 2 C. B. O.	X						
Masha Dowell	Area 2 Alternate	X						
Tracey Rosen	Area 3 Residential	X						
Dean Matthew	Area 3 Business	X						
Harout Aristakessian	Area 3 C. B. O.				X			
Jayce Baron	Area 3 Alternate					X		Training/Alt
Don Patterson	Area 4 Residential	X						
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Steve Sommers	Area 5 C. B. O.	X						
Allan Biggins	Area 5 Alternate	X						
Bill Barnett	Area 6 Residential	X						
Heath Kline	Area 6 Business	X						
Bobbie Wasserman	Area 6 C. B. O.	X						
Janice Mendell	Area 6 Alternate					X		Training/Alt
Kate Kennedy	Area 7 Residential	X						
Schylar Katz	Area 7 Business	X						
Joyce Fletcher	Area 7 C. B. O.	X						
Rosaleen O'Sullivan	Area 7 Alternate					X		Training/Alt
August Steurer	At-Large	X						
Vacant	At-Large Alternate							
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	21	0	0	3	4	0	4

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: Authorized Signature:

Print/Type Name: **Heath Kline, Treasurer** Print/Type Name: **Dena Weiss, President**

Date: **February 15, 2024** Date: **February 15, 2024**



V I S U A L

A3 Visual
(a AAA Flag & Banner company)
8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **INV288398**
DATE **1/15/2024**
SALES TEAM **499 JEREMY TAGUE**
REFERENCE **SO381962**

INVOICE

CUSTOMER C209891

WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD COUNCIL

PROJECT

Pole Banner Replacements

PRIMARY CONTACT

JOYCE FLETCHER
323-871-5109
joycefletcher@yahoo.com

PAYMENT TERMS

Net 30

SHIPPING METHOD

Installation - Los Angeles

BILL TO

WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD
COUNCIL
20929 VENTURA BLVD.
#47 - 535
WOODLAND HILLS CA 91364

SHIP TO

WOODLAND HILLS/ WARNER CENTER NEIGHBORHOOD
COUNCIL
20929 VENTURA BLVD.
#47 - 535
WOODLAND HILLS CA 91364

QTY	ITEM NAME / DETAIL	EACH	TOTAL
4	Double Pole Banners (Graphic) Pole Banner Graphic Vinyl - Block Out - White - 16oz 36" W x 96" H	\$150.00	\$600.00 *
2	Double Pole Banners (Hardware) Double Pole Banner Display Hardware	\$97.50	\$195.00 *
1	Service Call prepaid on invoice 365929 Memo	\$0.00	\$0.00

SUBTOTAL \$795.00
TAX (9.5%)* \$75.53
TOTAL \$870.53
BALANCE DUE \$870.53

PAYMENT DUE BY 2/14/2024

PLEASE MAKE ALL PAYMENTS TO: A3 VISUAL • 8955 NATIONAL BLVD • LOS ANGELES • CA • 90034
A surcharge of 3% will be applied to payments by credit card.

IMAGINE • CREATE • ACTIVATE

A FINANCE CHARGE OF 1.5% PER MONTH WHICH IS EQUIVALENT TO AN ANNUAL PERCENTAGE RATE OF 18% WILL BE APPLIED TO ACCOUNTS PAST DUE.
It is understood and agreed that in event it becomes necessary for A3 Visual to institute action to collect payment for merchandise sold herein, purchaser will pay all collection costs, including reasonable attorney's fees. The goods will be delivered, Ex-Works, to the agreed upon A3 Visual facility (Los Angeles, CA; San Francisco, CA; Miami, FL) and if the Customer desires that the goods be shipped to any other location, the Customer shall bear all cost and risks in shipment of the goods. Any Claims or Returns must be made within 2 days of receipt of goods. Upon approval, stock items will be issued a store credit. Custom products will either be repaired, replaced, or issued a credit upon approval. Goods must be picked up within 15 days of completion, as A3 Visual will not be responsible after this point. A3 Visual shall not be responsible for shipping/freight costs or for loss of or damage to goods, whether or not Customer chooses to insure the goods. Customer shall have the responsibility for pursuing any such claim against any carrier and if Customer has chosen to insure the goods, then Customer shall have responsibility for pursuing any claim under said insurance. See accompanying Terms and Conditions for further details.



A3 Visual
(a AAA Flag & Banner company)
8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **INV288398**
DATE **1/15/2024**

TERMS AND CONDITIONS

1. **Acknowledgement and Agreement.** The Terms and Conditions set forth herein apply to any sale of goods or services by A3 Visual (a AAA Flag & Banner company) to Customer. By signing the Quote, Customer acknowledges that it has read, understands and agrees to these Terms and Conditions. In addition, by agreeing to place an order with A3 Visual, and by accepting the goods and services ordered from and supplied by A3 Visual, Customer shall be deemed to have full knowledge of the Terms and Conditions set forth herein, shall be deemed to have accepted all such Terms and Conditions without objection, and such Terms and Conditions shall be binding in all respects on Customer.
2. **Inconsistency and Modification.** In the event of any conflict or inconsistency between the Terms and Conditions set forth herein and any term or condition set forth in any Order or in any offer or other form issued by Customer, whether or not such offer or other form is accepted by A3 Visual, the Terms and Conditions set forth herein shall prevail. No waiver, alteration, or modification of the Terms and Conditions set forth herein shall be valid or binding on A3 Visual unless made in writing and signed by a duly authorized representative of A3 Visual.
3. **Variations.** Customer acknowledges that, due to differences in equipment, materials, inks and other conditions between color proofing and actual production operations, a reasonable variation in color, clarity, brightness, and tone may exist between the proofs provided to Customer and the completed, manufactured goods supplied by A3 Visual. Customer further acknowledges and agrees a variation in appearance from the Order submitted by Customer and from any sample provided by A3 Visual is expected and reasonable, is acceptable to Customer, and shall not be deemed to be non-conforming or defective.
4. **Site Survey and Indemnity.**

Site Survey: In order for A3 Visual to accomplish its work, A3 Visual might require a survey of the site prior to installation or delivery of the goods. The sole purpose of the survey will be for A3 Visual to assess the logistics of installation or delivery, not to assess any risks or hazards of injury or damage. Prior to the date of installation or delivery of the goods, the Customer shall advise A3 Visual in writing or e-mail of any risks or hazards, patent or latent, associated with the site, including but not limited to any structures or conditions on, below, or adjacent to the site ("Site Conditions"), and relating to the installation or delivery of the goods. At no time shall A3 Visual be responsible for the Site Conditions, for remediation of Site Conditions, or for notifying the Customer or third-parties of any Site Conditions.

Indemnity: To the extent permitted by law, Customer shall indemnify, defend, and hold harmless A3 Visual, its officers, agents, employees and servants from all allegations, proceedings, claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from or relating to any Site Conditions, and relating to the installation or delivery of the goods.
5. **Permits and Authorizations.** Where and as applicable, Customer shall ultimately be responsible for obtaining all necessary permits and authorizations required for the delivery and/or installation of any goods provided by A3 Visual to Customer, and for maintaining such permits and authorizations in full force and effect. A3 Visual's performance shall be excused as a result of, and A3 Visual shall have no responsibility for, any delays arising or resulting from the failure to obtain or maintain such permits or authorizations.
6. **Delivery of Goods.** The goods will be delivered, Ex-Works, to the agreed upon A3 Visual's facility (Los Angeles, CA; San Francisco, CA; Miami, FL), and if the Customer desires that the goods be shipped to any other location, the Customer shall bear all cost and risks in shipment of the goods. A3 Visual shall not be responsible for shipping/ freight costs or for loss of or damage to goods, whether or not Customer chooses to insure the goods. Customer shall have the responsibility for pursuing any such claim against any carrier and if Customer has chosen to insure the goods, then Customer shall have responsibility for pursuing any claim under said insurance.
7. **Rental Hardware.** A3 Visual's rental hardware remains the property of A3 Visual. In the event of damage to or loss of rental hardware, A3 Visual reserves the right to charge for any repairs to, or replacement of, that rental hardware. Also, city light pole banner hardware is considered rental hardware and at the end of the term the pole banner hardware returns to A3 Visual. A3 Visual reserves the right to charge additional rental fees for pole banner hardware rentals exceeding 90 days.
8. **Cost Reimbursement. If A3 Visual's work, including site survey, site access, installation, or delivery of the goods, is delayed, restricted, obstructed or prevented for any reason, other than by A3 Visual's sole negligence and regardless of whether installation or delivery is by A3 Visual or third-party, then the Customer shall be responsible to pay or reimburse A3 Visual for all related expenses, including rental equipment, labor, materials, etc. , within thirty (30) days of presentment of proof of those costs.**



A3 Visual
(a AAA Flag & Banner company)
8955 National Blvd
Los Angeles, CA 90034
310-836-3200

TRANSACTION # **INV288398**
DATE **1/15/2024**

9. Inspection and Non-Conforming Goods. Customer shall promptly inspect all goods and services provided by A3 Visual and shall notify A3 Visual, in writing within two (2) days after delivery of any nonconformance, including a detailed explanation of the nonconformance, and, if applicable, a statement of intent to reject the nonconforming goods or services. A3 Visual shall have the right and opportunity to inspect, remedy, correct, or replace any nonconforming goods or services prior to any cancellation by Customer.
10. Payment Terms and Conditions. Unless otherwise set forth in writing, prepared and/or signed by A3 Visual; Clients who do not have approved terms shall be required to provide full payment at the time of order approval. Clients who have been approved for credit terms, are required to provide a 50% deposit with the balance due as per the net terms approved for that client. Additionally, any invoice past due from approved terms will be charged a late payment charge of one and a half percent (1.5%) per month, which is an annual rate of eighteen percent (18%). The late payment charge will be calculated on the balance shown on our statement as being past due and payable.
11. Actions or Proceedings to Enforce. If it becomes necessary for A3 Visual to employ an attorney or a collector to collect any outstanding balance due from Customer, including any accrued interest or finance charge, or to defend against any action brought by or on behalf of Customer against A3 Visual arising from or related to any goods or services provided by A3 Visual, the attorney's fees and costs for such services incurred by A3 Visual in the successful prosecution or defense of such action shall be the responsibility of customer, and A3 Visual shall be entitled to an award of all such attorney's fees and costs it incurred in prosecuting or defending such action.
12. **DISCLAIMER OF WARRANTIES. ALL GOODS AND SERVICES ARE PROVIDED "AS IS," WITHOUT WARRANTY OR REPRESENTATION OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, CAPACITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, AND ANY EXPRESS WARRANTIES BY REPRESENTATION, DESCRIPTION, OR OTHER AFFIRMATION OF FACT, SAMPLE, OR ILLUSTRATION, WHETHER ORAL, WRITTEN, OR CONTAINED IN ANY LETTER, BROCHURE, WEBSITE, IMAGE OR OTHER MEDIUM. A3 VISUAL DOES NOT WARRANT THE PERFORMANCE OR RESULTS OF USING ITS GOODS OR SERVICES.**
13. **LIMITATION OF LIABILITY. IN NO EVENT SHALL A3 VISUAL BE LIABLE FOR, AND THE CUSTOMER WAIVES SUCH LIABILITY FOR, ANY LOST PROFITS, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL AND PUNITIVE DAMAGES, AND COST OF PROCUREMENT OF SUBSTITUTE PRODUCTS AND SERVICES, HOWEVER CAUSED AND UNDER ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHERWISE, ARISING OUT OF THE MANUFACTURE OR SUPPLY OF ANY GOODS OR SERVICES, INCLUDING INSTALLATION OR DELIVERY, VANDALISM OR THEFT, ACTS OF GOD, OR FORCES OF NATURE, EVEN IF A3 VISUAL HAS ACTUAL OR IMPUTED KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES OR OF THE POSSIBILITY OF DIRECT OR INDIRECT CONSEQUENCES, AND NOTWITHSTANDING ANY FAILURE OF PURPOSE OF ANY LIMITED REMEDY. THE AGGREGATE LIABILITY OF A3 VISUAL FOR CLAIMS ARISING HEREUNDER OR OTHERWISE SHALL NOT EXCEED THE AMOUNTS PAID BY CUSTOMER HEREUNDER. HOWEVER, THIS LIMITATION DOES NOT LIMIT OR EXCLUDE ANY LIABILITY TO THE EXTENT NOT PERMITTED BY APPLICABLE LAW. ANY ACTION ARISING OUT OF THE PURCHASE BY CUSTOMER OF GOODS OR SERVICES FROM A3 VISUAL MUST BE COMMENCED WITHIN ONE YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.**
14. **EXCLUSIVE REMEDIES. CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AGAINST A3 VISUAL ARISING, DIRECTLY OR INDIRECTLY, OUT OF ANY GOODS OR SERVICES PROVIDED BY A3 VISUAL IS THE REPLACEMENT OF ANY NONCONFORMING GOOD(S) OR SERVICES, OR AT A3 VISUAL'S ELECTION, A REFUND OF THE PORTION OF THE PURCHASE PRICE ALLOCABLE TO THE NONCONFORMING GOOD(S) OR SERVICES. NOTHING HEREIN SHALL LIMIT EITHER PARTY'S LIABILITY FOR BODILY INJURY OF A PERSON.**
15. Severability. If any provision of these Terms and Conditions is determined to be illegal or unenforceable, it shall be disregarded and shall not affect the enforceability of any other provision of these Terms and Conditions. Waiver by A3 Visual of a breach of any provision hereof shall not be deemed a waiver of future compliance therewith.
16. Governing Law and Venue. The Terms and Conditions shall be governed and construed in accordance with the laws of the State of California without regard to its choice of law principles. All rights and obligations of the parties hereto shall be governed by the laws of the State of California and deemed to have occurred in Los Angeles, California. The sole jurisdiction and venue for the enforcement, interpretation or construction of any portion of a transaction between A3 Visual and Customer, including but not limited to these Terms and Conditions, shall lie in the federal and state courts located in Los Angeles County, California.
17. Independent Contractor Relationship. Customer agrees that the business conducted by A3 Visual with respect to Customer is that of an independent contractor and that such is the sole relationship between the parties. Customer is not the representative or agent of A3 Visual, and has no authority, right or ability to bind or commit A3 Visual in any way, and will not attempt to do so or imply that it may do so.



V I S U A L

A3 Visual

(a AAA Flag & Banner company)

8955 National Blvd
Los Angeles, CA 90034

310-836-3200

TRANSACTION # **INV288398**

DATE **1/15/2024**

18. Union Labor. When Union Labor is required: All install & removal laborers are subject to (4) hour minimums unless otherwise noted. Please keep in mind that this estimate is given in good faith and may not be reflective of all costs that occur. This estimate should be used for budgetary purposes only. Actual costs will be determined at the conclusion of the project and invoiced based on actual services rendered. Daily time tickets can be provided for actual time and materials used. Labor rates are subject to change without notice. Hourly rates quoted are based upon the straight time rate (Monday - Friday) Hours are 8am to 5pm to include a 1-hour lunch. Any time before 8am and after 5pm are subject to the overtime rate for the 1st (4) four hours and double-time for every hour after. Saturday and/or Sunday is billed at double-time rate with the same (4) hour minimum.

WHWCNC Pole Banners

Before





2



Before







NC Name: **Woodland Hills - Warner Center**

Meeting Date: **November 8, 2023**

Budget Fiscal Year: **2023-2024**

Agenda Item No: **4 (23-071) \$900.00 A3 Visuals - Replace Damaged Street Pole Banners**

Board Motion and/or Public Benefit Statement (CIP and NPG):

Motion: For the board to approve funding up to \$900.00 from the WHWCNC Budget / General Outreach to replace (4) double sided torn or missing WHWCNC Banners on poles on Ventura Blvd. in Woodland Hills. The vendor is A3 Visual (a AAA Flag & Banner company) which is an approved vendor. The banners were destroyed by heavy rain storms and high winds.

Method of Payment: (Select One)

Motion continued on next page. Check Credit Card Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Karen DiBiase	Area 1 Residential	X						
Geoffrey Hobson	Area 1 Business	X						
Shelley Schwartz	Area 1 C. B. O.	X						
Reina Cerros-McCaughey	Area 1 Alternate				X			Alternate
Vacant	Area 2 Residential							
Paul Lawler	Area 2 Business	X						
Vacant	Area 2 C. B. O.							
Vacant	Area 2 Alternate							
Tracey Rosen	Area 3 Residential	X						
Vacant	Area 3 Business							
Vacant	Area 3 C. B. O.							
Harout Aristakessian	Area 3 Alternate	X						
Don Patterson	Area 4 Residential		X					
Martin Lipkin	Area 4 Business	X						
Dena Weiss	Area 4 C. B. O.	X						
Vacant	Area 4 Alternate							
Christopher Waddy	Area 5 Residential				X			
Julie Waltrip	Area 5 Business	X						
Theresa Campbell	Area 5 C. B. O.				X			
Vacant	Area 5 Alternate							
Vacant	Area 6 Residential							
Mihran Kalaydjian	Area 6 Business				X			
Heath Kline	Area 6 C. B. O.	X						
Vacant	Area 6 Alternate							
Vacant	Area 7 Residential							
Vacant	Area 7 Business							
Joyce Fletcher	Area 7 C. B. O.	X						
Vacant	Area 7 Alternate							
August Steurer	At-Large	X						
Bobbie Wasserman	At-Large Alternate					X		Alternate
Vacant	Youth							

	Vote Counts:	Yes	No	Abstain	Absent	Ineligible	Recused	Notes
Board Quorum: 12	Total:	12	1	0	4	1	0	2

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: *Heath Kline*

Authorized Signature: *Dena Weiss*

Print/Type Name: **Heath Kline, Treasurer**

Print/Type Name: **Dena Weiss, President**

Date: **November 8, 2023**

Date: **November 8, 2023**

Item No. 3

Education Committee

NPG for Calabash Charter Academy

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Woodland Hills Warner Center

SECTION I - APPLICANT INFORMATION

1a) Friends of Calabash, Inc, dba Calabash PTO 47-1100562 California 6/3/2014
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 23055 Eugene Street Woodland Hills CA 91364
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (If different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Kate Eisenberg 818-405-2333 calabashptopresident@gmail.com
Name *Phone* *Email*

2) **Type of Organization- Please select one:**

- Public School *(not to include private schools)* **or** 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**

This grant will be used to directly pay for the necessities of providing science education and opportunities for learning for a public elementary school in Woodland Hills through the purchasing of mobile field trips (presentations provided on campus) from Discovery Cube.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

Discovery Cube is an organization offering hands-on science education for the past 35 years. It achieves this goal through four core initiatives: STEM proficiency, early childhood education, healthy living, and environmental stewardship. These initiatives inspire educators, their students, and all those committed to learning for life. The real-world applications of science education that these presentations provide give learners a chance to make a difference in the lives of young students and identify science as a solution and as a force for good in the community at large. Discovery Cube's education teams transform the typical teacher-centered classroom by creating a curriculum that is forward-thinking as well as thought-provoking. It's a curriculum that requires students to actively engage in hands-on experiences and discovery in order to find solutions to everyday challenges. The public at large will be benefited greatly by empowering our youth and investing in their future.

■

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 17 2015**

FRIENDS OF CALABASH INC
C/O OLGA BARAZ
21241 VENTURA BLVD STE 188
WOODLAND HILLS, CA 91364

Employer Identification Number:
47-1100562
DLN:
17053082327025
Contact Person: MS. LEE ID# 31208
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
June 3, 2014
Contribution Deductibility:
Yes
Addendum Applies:
No

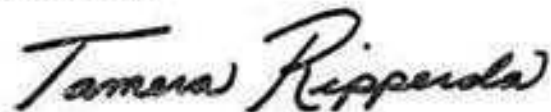
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations



Discovery Cube OC
 2500 North Main Street
 Santa Ana, CA 92705
 Phone 714-913-5030

Programming Quote

Invoice Date: February 29, 2024

Kate Eisenberg
 Calabash Charter Academy
 23055 Eugene Street
 Woodland Hills, CA 91364

RE: 2024 Science to Go!

Dear Calabash Charter Academy:

This quote is for current pricing on Science to Go! programming for the 2023-24 School year. We hope to start the Workshops on April 1 or anytime thereafter. Details of the pricing are as follows per student enrollment for this school year:

Programming	Qty	Description	Price	Total
Tier 1 Workshops	83	TK/Kinder Workshop	11.00	913.00
Tier 1 Workshops	76	1 st Grade Workshop	11.00	836.00
Tier 1 Workshops	73	2 nd Grade Workshop	11.00	803.00
Tier 1 Workshops	59	3 rd Grade Workshop	11.00	649.00
Tier 1 Workshops	69	4 th Grade Workshop	11.00	759.00
Tier 1 Workshops	55	5 th Grade Workshop	11.00	605.00
		Subtotal		4,565.00

****There will be a \$50 travel fee added on to each day we travel out to the school****

We appreciate your interest in our Science to Go! programs for the 2023-24 school year and we look forward to working with you.

Thank you for choosing Discovery Cube.

Outreach Programming 2024

Workshops:

Sound Exploration – Students will explore the world of sound through the interaction of science and literature. Hands-on experiences will engage students with various sound making instruments and help them understand how sound travels. They will also be able to identify high and low pitch sounds. *~30-40 minutes in length. Maximum of 20 students. Pricing is a flat rate of \$150 per workshop.*

Buzzy Bees – Students investigate the fascinating world of insects as they learn about the external body parts of bees and discover some of their amazing adaptations. The class concludes with the students making a take-home buzzing bee project. The completed buzzy bee project requires an open outdoor space for testing. *NOTE: We bring an adult sized bee costume that is put on a teacher or aide and the instructor removes the parts to show how the anatomy of a bee works.

Diary of a Worm - After reading the book, “Diary of a Worm,” students will investigate live worm anatomy and behavior, and take home a personalized worm carrier with a live worm.

Fossils – Why do changes in the environment cause some living things to become extinct? Students will make a replica of a fossil, and discover which animals may have lived in their own backyard long, long ago during this interactive lesson on California’s past.

Owls are a Hoot! – Students will explore the nocturnal owl including a close-up look at their adaptations. Other activities include taking apart owl pellets and identifying bones to learn what owls eat.

Science Rocks! – This activity allows students to investigate the physical properties of rocks, erosion and weathering. The students’ exploration of the rock cycle includes making a rock board and comparing soil samples.

Electric Circuits – In this activity, students will create a simple circuit and learn to design and build other circuits using components such as wires, batteries, bulbs, and speakers. Students will use Snap Circuit Kits to help illustrate parallel and series circuit.

Electric Motors – Students will make the connection between electricity and magnetism as they explore electromagnetic fields and build their own electric motor to take home.

Forces and Motion – Students will use ramps, balls, measuring tapes, and a variety of materials to experiment with the concepts of forces, motion, inertia and gravity in this hands-on lesson. Students finish the class by building roller coasters to illustrate science concepts.

Engineering Design: Structures – Students will conduct a series of challenges, tests and trials using index cards and wooden weights. They will also learn about the integrity of structures and which shapes of structures are the strongest, then apply this information to manufactured and natural designs. *~ Classes are 1.5 hours in length.*

Engineering Design: Build a Nest – Students will use a variety of materials to construct and test a nest that will hold the weight of a chicken egg. In addition, students will investigate different materials and characteristics of materials, along with observing birds’ nests and discover how certain behaviors help ensure survival of the young. *~ Classes are 1.5 hours in length.*

Pig Heart Dissection – Students conduct a heart dissection (4 students per heart) guided by trained Science Center staff. They will compare the pig heart to the human heart while mapping the chambers of the heart and tracing the blood's pathway through the circulatory system.

Assemblies:

Bubbles – Get ready to be amazed at the science behind bubbles. Join our bubbleologist as we explore how bubbles work. Investigate the properties of bubbles, from their colors and shapes to what keeps them from popping and what makes them pop.

Nature Connections – Through exploration and discussion, students will learn that about adaptations that can occur in various parts of the body, focusing on eyes, ears, noses, feet, mouths, and tails. Students will match a specific adaptation of a body part to an animal and then discover how this adaptation sets the animal up to survive. Various scenarios will show students how animals are adapted to their specific habitats and how altering this habitat would prove to be detrimental to the success of that species.

Reaction Lab – Uncover the mysteries of chemical reactions as students participate in some amazing demonstrations that are sure to keep them on the edge of their seats. Color-changing chemicals, extreme temperatures and expanding matter are a few of the many chemical reactions we will explore.

Super Cool – Using our knowledge of the physical properties of the three states of matter, we endeavor to describe the observations of a mystery substance –[spoiler alert] liquid nitrogen, a liquid that is -319 degrees Fahrenheit. Once identified, we delve into its effect on everyday objects, creating brittle bananas, flaky flowers, and an incredible “dragon’s breath” effect.

Motion Commotion – Motion Commotion teaches about the pushing and pulling forces, how forces affect the motion of an object and tools used to move objects. A variety of materials are incorporated into the interactive demonstrations.

Watt’s Current – Students will observe the power of electricity and learn about electrical circuits as our instructor operates a Tesla coil and an electrostatic generator. Students are invited to participate during this energy-filled presentation that is sure to make their hair stand on end!

Science Magic – Magicians are fun to see but they never tell the secrets to their magic. Scientists, on the other hand, love to share how things work. Students will be led through different “magictricks and illusions to find out the science behind them. Explore different types of tricks that magicians typically use. Demos include optical illusions, dry ice demos, sodium polyacrylate Three Cup Monte, and genie in a lamp.

FUNDING

- Fully funded by our PTO, our STEAM Lab is a space designed to allow our students to fully immerse themselves in weekly experiments and hands-on science. From microscopes, to robotics kits, to an extensive array of experiments available to our teachers, it's the perfect space for our kids.
- Science at this age is messy and fun, and having a space outside the classroom for teachers to run these experiments means they don't have to limit themselves to only the tidy, easy lessons that would allow for easy class clean-up.
- All our students, TK-5th, visit the STEAM lab as part of their science standards and curriculum. As part of the STEAM education, we are working with a vendor, Discovery Cube to bring STEAM education to our campus.
- We have respectfully requested \$4,565 (to approximately cover the cost of 1 field trip per student) from the Woodland Hills Warner Center Neighborhood Council, and will be appreciative of any amount approved.













Item No. 4
Outreach Committee
Rack Cards



Minuteman Press
 20648 Ventura Blvd.
 Woodland Hills, CA 91364
 Phone: 818-348-2300 / Fax: 818-348-2303
 Web: woodlandhills-ca.minutemanpress.com
 E-mail: mmpwoodlandhills@gmail.com

Quotation

2/8/2024

Bill to: Woodland Hills Warner Center Neighborhood
 Council
 Tracy Rosen
 20929 Ventura Blvd., #47-535
 Woodland Hills, CA 91364

 Phone: 310-387-2466
 Mobile Phone: 310-387-2466
 Email: t.rosen@whcouncil.org

Ship to: Woodland Hills Warner Center Neighborhood
 Council
 Tracy Rosen
 20929 Ventura Blvd., #47-535
 Woodland Hills, CA 91364

 Phone: 310-387-2466
 Mobile Phone: 310-387-2466
 Email: t.rosen@whcouncil.org

Where Quality and Service Make The Difference

500 Rack Cards - 130# Uncoated Cover - 4 x 9 - 2 Sides (Job ID 76106)	Total: \$122.50
1,000 Rack Cards - 130# Uncoated Cover - 4 x 9 - 2 Sides (Job ID 76107)	Total: \$219.34

Salesperson: Garth Sanders

Taxes are not included.
 Thank you for the opportunity to serve you. Quote valid for 30 days.

50% Deposit, COD

Item No. 5
Outreach Committee
Promotional Items

Checkout

Shipping Address Edit

Tracy Rosen
Woodland Hills Warner Center Neighborhood Council
20025 Ventura Blvd
Suite 47-535
Woodland Hills, CA 91364
(818) 437-7787

Shipping Method

- Ground \$65.08
 3 Day Select \$127.28
 2nd Day Air \$188.08
 Next Day Air \$275.51

Payment Method

- Pay with Credit Card Pay with Other Method



Your card will not be charged until your order has shipped.

Enter a Card

Some (*) fields are required.

Name on Card*

Card Number*

Expiry Date*

Order Summary

Hand Fan - Slice	\$550.00
Extra Charge	\$65.00
(Hand Fan Qty: 100)	
Subtotal (1 products)	\$625.00
Shipping	\$62.08
Tax	\$55.38
Subtotal	\$742.46
Discount Code	
Total	\$747.46

Let's Be Certain

Should we make it a date?

We're ready to produce your order based on the production times listed for each item. If you need your order no later than a specific date, please let us know.

Date Order Needed By

If there are any concerns about this date, your Customer Service Representative will be in touch right away.

It's OK, you can tell us!

Anything else you'd like your Customer Service Representative to know? Let us know!

Additional Instructions

Checkout

Shipping Address Edit

Tracy Rosen
Woodland Hills Warner Center Neighborhood Council
20025 Ventura Blvd
Suite 47-535
Woodland Hills, CA 91364
(818) 437-7787

Shipping Method

- Ground \$197.21
 5 Day Select \$450.49
 2nd Day Air \$427.19
 Next Day Air \$511.28

Payment Method

- Pay with Credit Card Pay with Other Method



Your card will not be charged until your order has shipped.

Enter a Card

Some (*) fields are required.

Name on Card*

Order Summary

Value Grocery Total - 12" x 12"	\$665.50
Extra Charge	\$30.00
(Value Grocery Qty: 150)	
Subtotal (1 products)	\$715.50
Shipping	\$187.61
Tax	\$67.67
Subtotal	\$970.78
Discount Code	
Total	\$980.48

Let's Be Certain

Should we make it a date?

We're ready to produce your order based on the production times listed for each item. If you need your order no later than a specific date, please let us know.

Date Order Needed By

If there are any concerns about this date, your Customer Service Representative will be in touch right away.

It's OK, you can tell us!

Anything else you'd like your Customer Service Representative to know? Let us know!

Additional Instructions


[Categories](#)

[Hi, Tracy!](#)

Checkout

✓ Shipping Address [Edit](#)

Tracy Rosen
Woodland Hills Warner Center Neighborhood Council
20929 Ventura Blvd.
Suite 47-520
Woodland Hills, CA 91364
(818) 491-7781

✓ Shipping Method

- Ground \$83.81
- 1 Day Select \$193.38
- 2nd Day Air \$250.81
- Next Day Air \$432.16

3 Payment Method

- Pay with Credit Card Pay with Other Method



Your card will not be charged until your order has shipped.

Enter a Card

Some fields are required.

Name on Card*

Order Summary

TopRight Sticky Roll - 8" x 2" - 25 Sheet White (By 200)	\$780.00
Subtotal (1 products)	\$780.00
Shipping	\$83.81
Tax	\$74.10
Total	\$937.71

Let's Be Certain

Should we make it a date?

We're ready to produce your order based on the production times listed for each item. If you need your order to arrive on a specific date, please let us know.

Date Order Needed By:

If there are any concerns about that date, your Customer Service Representative will be in touch right away.

It's OK, you can tell us!

Anything else you'd like your Customer Service Representative to know? Let us know!

Additional Instructions


[Categories](#)

[Hi, Tracy!](#)

Checkout

✓ Shipping Address [Edit](#)

Tracy Rosen
Woodland Hills Warner Center Neighborhood Council
20929 Ventura Blvd.
Suite 47-520
Woodland Hills, CA 91364
(818) 491-7781

✓ Shipping Method

- Ground \$42.02
- 1 Day Select \$91.53
- 2nd Day Air \$190.88
- Next Day Air \$205.49

3 Payment Method

- Pay with Credit Card Pay with Other Method



Your card will not be charged until your order has shipped.

Enter a Card

Some fields are required.

Name on Card*

Order Summary

Kalisa Sunglasses Extra Charge Custom/Date (By 05)	\$812.50
Shipping	\$20.00
Subtotal (1 products)	\$832.50
Shipping	\$42.02
Tax	\$79.09
Total	\$953.61

Let's Be Certain

Should we make it a date?

We're ready to produce your order based on the production times listed for each item. If you need your order to arrive on a specific date, please let us know.

Date Order Needed By:

If there are any concerns about that date, your Customer Service Representative will be in touch right away.

It's OK, you can tell us!

Anything else you'd like your Customer Service Representative to know? Let us know!

Additional Instructions



Categories

Search

Hi Tracey!

0

Checkout

Shipping Address

Edit

Tracey Rosen
Woodland Hills Warner Center Neighborhood Council
20428 Ventura Blvd
Suite 47-535
Woodland Hills, CA 91364
(818) 451-7781


Shipping Method

-  Ground \$40.25
 2 Day Select \$190.12
 2nd Day Air \$248.97
 Next Day Air \$355.15

Payment Method

- Pay with Credit Card Pay with Other Method



 Your card will not be charged until your order has shipped.

Enter a Card

(Required) fields are required.

Name on Card*

Order Summary

 Power Clip - Oppose	\$799.50
Extra Charge	\$55.00
Subtotal (1 products)	\$764.50
Shipping	\$40.25
Tax	\$12.63
Tax Exempt?	
Enter Custom Code	
Total	\$917.38

Let's Be Certain

Should we make it a date?

We're ready to produce your order based on the production times listed for each item. If you need your order no later than a specific date, please let us know.

Date Order Needed By:

If there are any concerns about that date, your Customer Service Representative will be in touch right away.

It's OK, you can tell us!

Anything else you'd like your Customer Service Representative to know? Let us know!

Additional Instructions:

Item No. 6
President
New WHWCNC Shirts

ESTIMATE

69

T-SHIRT GUYS
661 Cochran St
Simi Valley, CA 93065

NANCYTSHIRTGUYS@YAHOO.CO
M
+1 (805) 520-1204
www.t-shirtguys.com



Woodland Hills Warner Center Neighborhood Council

Bill to

Tracey Rosen
Woodland Hills Warner Center Neighborhood
Council

Ship to

Tracey Rosen
Woodland Hills Warner Center Neighborhood
Council

Estimate details

Estimate no.: 1259
Estimate date: 03/07/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		APPAREL PRINTING 1301 AMERICAN APPAREL COTTON T-SHIRTS - TRUE NAVY SIZES S-XL		50	\$10.79	\$539.50
2.		APPAREL PRINTING 3940 NEXT LEVEL WOMEN'S COTTON V-NECK T-SHIRT - MIDNIGHT NAVY SIZES XS-XL		50	\$11.96	\$598.00
3.		**LOGO PRINTED ON FRONT LEFT CHEST AND FULL BACK 3 COLOR FRONT AND 3 COLOR BACK				\$0.00
4.		**ABOVE PRICING BASED ON 100 PIECES TOTAL FOR SCREENPRINT AND SHIRT COST. 150 PIECES WOULD BE \$1.08 LESS**				\$0.00
5.		EMBROIDERY DG20 Devon & Jones CrownLux Performance® Men's Plaited Polo - NAVY SIZES S-XL		36	\$22.76	\$819.36
6.		LOGO EMBROIDERED LEFT CHEST 13000 STITCHES				\$0.00
7.		**EMBROIDER COST BASED ON 50 PIECES**				\$0.00
Subtotal						\$1,956.86
Sales tax						\$141.87

70 Note to customer

Please find your estimate details here. A 50% deposit is due once you approve your estimate.
Feel free to contact us if you have any questions. We look forward to working with you!

Have a great day!

Nancy
T-SHIRT GUYS

Total

\$2,098.73

Item No. 8
Treasurer
Budget Reallocation

Item No. 9
Governance
Changes to Bylaws

**BYLAWS OF THE
WOODLAND HILLS - WARNER CENTER
NEIGHBORHOOD COUNCIL**
Amended on March 6, 2024

Bylaws Table of Contents

ARTICLE I: NAME.....	3
ARTICLE II: PURPOSE	3
ARTICLE III: BOUNDARIES	4
Section 1: Boundary Description.....	4
Section 2: Internal Boundaries.....	4
ARTICLE IV: STAKEHOLDER.....	5
ARTICLE V: GOVERNING BOARD.....	5
Section 1: Composition	5
Section 2: Quorum	6
Section 3: Official Actions	6
Section 4: Terms and Term Limits.....	7
Section 5: Duties and Powers	7
Section 6: Vacancies.....	7
Section 7: Absences	7
Section 8: Censure	7
Section 9: Removal.....	8
Section 10: Resignation.....	10
Section 11: Community Outreach.....	10
ARTICLE VI: OFFICERS	10
Section 1: Officers of the Board.....	10
Section 2: Duties and Powers	10
Section 3: Selection of Officers	12
Section 4: Officer Terms.....	12
Section 5: Removal of Officers.....	12
ARTICLE VII: COMMITTEES AND THEIR DUTIES.....	13

Section 1: Standing	13
Section 2: Ad Hoc	13
Section 3: Committee Creation and Authorization.....	13
Section 4: Term of Office	13
ARTICLE VIII: MEETINGS.....	14
Section 1: Meeting Time and Place.....	14
Section 2: Agenda Setting	15
Section 3: Notifications/Postings.....	15
Section 4: Reconsideration	15
ARTICLE IX: FINANCES	15
ARTICLE X: ELECTIONS	16
Section 1: Administration of Elections.....	16
Section 2: Governing Board Structure and Voting.....	16
Section 3: Minimum Voting Age	16
Section 4: Method of Verifying Stakeholder Status.....	16
Section 5: Restrictions on Candidates Running for Multiple Seats.....	16
Section 6: Other Elections Related Language	16
ARTICLE XI: GRIEVANCE PROCESS.....	17
ARTICLE XII: PARLIAMENTARY AUTHORITY	17
ARTICLE XIII: AMENDMENTS.....	18
ARTICLE XIV: COMPLIANCE	18
Section 1: Code of Civility	18
Section 2: Training	18
Section 3: Self-Assessment	18
ATTACHMENT A – Map of Neighborhood Council	19
ATTACHMENT B – Governing Board Structure and Voting.....	20
ATTACHMENT C – Glossary Definitions.....	22

ARTICLE I: NAME

The name of this organization shall be the WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL ("Neighborhood Council").

ARTICLE II: PURPOSE

A. The purpose of the Neighborhood Council shall be:

1. To foster a sense of community for all Stakeholders to express ideas and opinions about their neighborhoods and their government; and to provide a forum to effectively address the issues which impact the community.
2. To promote, empower, and encourage community participation in city governance so that government is more responsive to local needs and requests.
3. To promote the public good by collaborating and building partnerships with local government and organizations that address local needs.
4. To create, execute and support projects and initiatives for the physical, environmental, safety, social and cultural improvement of Woodland Hills and Warner Center.
5. To inform, on a continuing basis, the community of pending relevant or significant changes or actions of the City of Los Angeles that will or may affect them.
6. To secure support from the City of Los Angeles, our elected officials and other governmental agencies to enable the Neighborhood Council to receive the resources needed to achieve our goals.

B. The policy of the Neighborhood Council shall be:

1. To respect the rights, diversity, dignity and expression of views of all citizens, whether they be individuals, businesses; groups and organizations, within the community;
2. To remain non-partisan with respect to the diverse community of Woodland Hills and Warner Center in our operations including, but not limited to, the process of electing or selecting the Neighborhood Council Board (hereinafter "Board"), Officers, and committee members as set forth herein.
3. To encourage all Stakeholders to participate in the activities of the Neighborhood Council and to collaborate/work together to improve/evolve the community.
4. To actively prohibit discrimination against any individual or group in our operations.
5. To have fair, open and transparent procedures for the conduct of all Neighborhood Council business.
6. To utilize an outreach system for informing Stakeholders about the activities and objectives of the Neighborhood Council and the City of Los Angeles.

ARTICLE III: BOUNDARIES

Section 1: Boundary Description

The Neighborhood Council area shall be comprised of the entire Woodland Hills Community, as follows:

North: by Victory Boulevard (except between Shoup Avenue and De Soto Avenue, where the northern boundary shall be Vanowen Street, and between Corbin Avenue and Winnetka Avenue, where the northern boundary shall be the Los Angeles River Channel)

South: by the City/County Line

East: by Corbin Avenue

West: by the City/County Line

Section 2: Internal Boundaries

- A. **Area 1 Boundaries:**
- North** Victory Boulevard
 - South** Ventura 101 Freeway
 - East** Corbin Avenue
 - West** DeSoto Avenue

This area shall also include the area between the Los Angeles River Channel and Victory Boulevard between Corbin and Winnetka Avenues.

- B. **Area 2 Boundaries:**
- North** Vanowen Street
 - South** Victory Boulevard (between Shoup Avenue and the lots fronting along the west side of Topanga Canyon Boulevard) and the Ventura 101 Freeway (between Topanga Canyon Boulevard and De Soto Avenue)
 - East** DeSoto Avenue
 - West** Shoup Avenue (between Vanowen Street and Victory Boulevard) and the lots fronting along the west side of Topanga Canyon Boulevard (between Victory Boulevard and the Ventura 101 Freeway)
- C. **Area 3 Boundaries:**
- North** Victory Boulevard
 - South** Ventura 101 Freeway
 - East** Topanga Canyon Boulevard
 - West** Woodlake Avenue
- D. **Area 4 Boundaries:**
- North** Victory Boulevard
 - South** Ventura 101 Freeway
 - East** Woodlake Avenue
 - West** Los Angeles City/County Line
- E. **Area 5 Boundaries:**
- North** Ventura 101 Freeway
 - South** Los Angeles City/County Line
 - East** Corbin Avenue
 - West** Serrania Avenue
- F. **Area 6 Boundaries:**
- North** Ventura 101 Freeway
 - South** Los Angeles County Line
 - East** Serrania Avenue
 - West** Topanga Canyon Boulevard

G. Area 7 Boundaries:	North Ventura 101 Freeway
	South Los Angeles County Line
	East Topanga Canyon Boulevard
	West Los Angeles City/County Line

The boundaries of the Neighborhood Council are set forth in Attachment A – Map of Woodland Hills -Warner Center Neighborhood Council. Please note: The Platt Library, located at 23600 Victory Blvd., Woodland Hills, CA, 91367 (Area 4) is under co-jurisdiction with the West Hills Neighborhood Council.

ARTICLE IV: STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A “Stakeholder” shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council; or
- (2) Is a Community Organization Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

A “Community Organization” is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of “Stakeholder” and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

ARTICLE V: GOVERNING BOARD

Section 1: Composition

The Neighborhood Council Board (“Board”), shall consist of twenty-three (23) Stakeholders either publicly-elected or Board appointed (when necessary) as Neighborhood Council Representatives, as defined immediately below, plus their alternates, as defined in Article X, Section 6(A). In accordance with the Plan for a Citywide System of Neighborhood Councils (“The Plan”), no single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

- A. **Residential Representatives (“RR”):** An RR shall be any person whose primary residence is located within an area as defined in Article III Section 2 whether in a home, apartment, condominium or other permanent housing structure. There shall be one (1) RR elected in each of the seven (7) areas.

- B. **Business Representative** (“BR”): A BR shall be any person who: (1) owns a business of commercial property (2) owns a rental property; or (3) is employed by a business located within an area defined in Article III Section 2. There shall be one (1) BR elected in each of the seven (7) areas.
- C. **Community Organization Representative** (“COR”): A COR Representative shall be any person who identifies themselves as a Community Organization Stakeholder, as defined in Article IV, an individual who is a member of or participates in a community organization such as, but not limited to educational institutions, religious institutions, community organizations or other non-profit organizations based in that one WHWCNC area as defined in Article III Section 2. There shall be one (1) COR elected in each of the seven (7) areas.
- D. **At-Large Representative** (“ALR”): An ALR shall be any person who meets the definition of a Stakeholder. There shall be only one (1) ALR elected to represent all Stakeholders of Woodland Hills - Warner Center.
- E. **Youth Member** (1) – Open to Stakeholders between the ages of fourteen (14) and seventeen (17), at the time the Stakeholder is appointed lives, works or attends a school within the boundaries of Woodland Hills - Warner Center. The Youth member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues.

However, the Youth member shall be allowed to speak on such matters. The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.
- F. **Alternate Area Representative** (“AAR”): Each of the seven (7) areas shall have an Alternate who is authorized to vote in the Board member's absence.

Per the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1):

No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment (“Department”).

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department’s procedure, at the request of the Board.

Section 2: Quorum

No formal meeting of the Board shall be held or Neighborhood Council business conducted or votes taken in the absence of a quorum. A quorum shall consist of thirteen (13) Board Representatives and/or Alternates present and voting.

Section 3: Official Actions

A simple majority vote by the board members, present and voting, shall be required to pass motions. Abstentions shall not be counted as votes.

- A. The presiding officer may vote on all motions.

- B. Voting by proxy shall not be allowed.
- C. The Alternate Representative may vote only when a corresponding Area Representative or At-Large Representative is absent.
- D. In the event that an Elected Representative is absent or recuses him/herself, the Alternate for the corresponding area shall vote in their absence.

Section 4: Terms and Term Limits

All elected representatives and alternates serve in their seat's 4-year term. Each appointed Board member shall serve for the remainder of the established term. Positions are established via elections held every two years in the following staggered manner:

- Starting in 2023: Areas 1, 3, 5, and 7
- Starting in 2025: Areas 2, 4, 6, and the At-Large position

There's no limit on how often someone, who still qualifies, can be re-elected or serve again.

Section 5: Duties and Powers

The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the President. The President may delegate to any individual the authority to present before any City body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies

In the event that a Representative resigns, is removed, or is unable to serve, the Alternate shall become the Representative for the remainder of the Representative's elected term. In the event that the Alternate is removed, unable to serve, or there is no Alternate, any Stakeholder as defined in Article IV, "Stakeholder" may make a recommendation to the President, who shall present a replacement nominee to the Governance Committee. The applicant's qualifications shall be verified and confirmed by the Governance Committee, and then be seated immediately after approval by a majority vote of the Neighborhood Council Board. The replacement shall serve for the remainder of the term of the office being filled.

Section 7: Absences

A Neighborhood Council Representative who fails to attend three (3) regularly scheduled Neighborhood Council Board meetings in any twelve (12) month period may be removed as a Neighborhood Council Representative following attendance and participation review by the Governance Committee and a two-third vote of the Board present and voting. The President of the Board will notify the representative of their removal via email notice to the representative's last known email address on record.

Section 8: Censure

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and

misuse or abuse of the censure or removal process by acting in bad faith.

The Board shall use the following procedure when censuring a Board member:

1. A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.
5. The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
6. In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal

Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the Commission Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

1. A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board

or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.

2. The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
3. The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.
4. The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
5. The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
6. In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
7. The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
8. A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
 - a. The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
 - b. The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
 - c. If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of

receipt of the request for review.

- d. At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
- e. If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
- f. If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.
- g. During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.
- h. If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.
- i. This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their Stakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation

Representatives or Alternates may remove themselves by providing written notice of resignation to the Neighborhood Council President. Email notification is acceptable when sent from the email address on record with the Neighborhood Council. Resignations will become effective immediately upon confirmed receipt and acceptance by the President.

Section 11: Community Outreach

The Neighborhood Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Neighborhood Council, including its Board elections, to find future leaders of the Neighborhood Council, and to encourage all Stakeholders to seek leadership positions within the Neighborhood Council.

ARTICLE VI: OFFICERS

Section 1: Officers of the Board

The Officers of the Board ("the Officers") shall consist of a President, a Vice-President, a Treasurer, a Secretary and a Parliamentarian. These Officers shall be elected by the Board as provided below, and all must be *elected* members of the Board. An appointed member of the board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position. The Youth member and Alternate members cannot serve as an Officer of the Board.

Section 2: Duties and Powers

- A. **President.** The President shall be the principal officer of the Neighborhood Council, shall be the presiding officer at meetings of the Neighborhood Council and shall exercise and perform such other duties as the Neighborhood Council may assign from time to time as prescribed in the Bylaws, Standing Rules and designated by EmpowerLA.
- B. **Vice-President.** The Vice-President shall act as a presiding officer in the absence of the President. In case of vacancy in the office of President, or in the case of the President's unavailability due to sickness, disability, death or resignation, the Vice-President shall perform the duties of the President and when so acting shall have all the powers and perform such other duties the Bylaws and Standing Rules and EmpowerLA may prescribe. The Vice-President shall be responsible for the oversight and compliance of the Standing Committees of the WHWCNC as well as oversee internal operations and on-boarding of new Board members.
- C. **Treasurer.** The Treasurer shall maintain the financial records, or cause to be kept and maintained, adequate and correct financial records of the Neighborhood Council's financial transactions. The financial records shall be open to inspection by any Stakeholder and Representative of the Neighborhood Council at all reasonable times. All financial records shall be kept in accordance with Article IX of these Bylaws. In the absence of both the President and Vice-President, the presiding officer for board meetings and executive committee meetings shall be the Treasurer.
- D. **Secretary.** The Secretary shall record, write and post the minutes of the Neighborhood Council; board meetings, special board meetings and Executive Committee Meetings. The Secretary shall be the custodian of the Neighborhood Council's non-financial records; and perform all other duties prescribed in the Bylaws, Standing Rules and EmpowerLA. The Secretary shall keep an official list of Representatives, Alternates, and Committee Members terms, meeting attendance and keep a register of the physical addresses, electrical addresses and telephone numbers of each Representative and Alternate. The Secretary shall be present when the meeting is called to order and remain present until the meeting is adjourned.

The Board shall appoint by a majority vote of board members present and voting a board member Assistant Secretary who shall assist the Secretary, at the request of the Secretary, with all duties and act in his or her absence at board meetings, special board meetings and at Executive Committee meetings. When the Assistant Secretary is acting as the Secretary the Assistant Secretary shall be present when the meeting is called to order, remain present until the meeting is adjourned and record and write the minutes of that meeting.

- E. **Parliamentarian.** The Parliamentarian shall ensure that the WHWCNC meetings are in compliance with the Bylaws, Standing Rules, WHWCNC Code of Civility, EmpowerLA Code of Conduct and all other City, State and Federal rules and regulations. The Parliamentarian shall ensure the meetings are undertaken in an expeditious manner and shall be the timekeeper, ensuring that all speakers speak within the publicly noticed time frames. The Parliamentarian shall ensure the members abide by all rules to ensure that our NC's business is conducted in a respectful and courteous manner and in a manner that will generate respect and credibility for our WHWCNC.

Section 3: Selection of Officers

- A. After the Election, and the election results are certified by the City Clerk, the Officers shall be elected from the twenty-one (21) elected area representatives and the one (1) elected ALSR member by a majority of voting board members present and voting at the board meeting.

An appointed member of the (21) member board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position.

The Officer's shall be nominated and elected at a board meeting where the Officer Election is placed on the Board Meeting Agenda, within sixty (60) days of the certification of the election or as required by EmpowerLA or the City Clerk.

The Youth Member shall not be an Officer but can vote in the election. An Alternate Area Representative shall not be an Officer and cannot vote in the election.

Officers shall be nominated by a one of the twenty one (21) Area Representatives and the one (1) ALSR. The nominee must accept the nomination.

- B. If there are more than two (2) candidates for an office and none receives a majority vote on the first election, a run-off election shall be held immediately between the two (2) candidates receiving the highest number of votes.

Section 4: Officer Terms

No President or Vice-President shall serve more than two (2) consecutive two (2) year terms in that office, unless this provision is waived by a two-thirds (2/3) vote of the Board members present and voting.

In the event of a permanent vacancy in the office of President, the Vice-President shall become the President for the remainder of the President's term. In the event of a permanent vacancy in the office of the Vice-President, Treasurer or Secretary, the presiding officer shall entertain nominations from the Board for a replacement who shall be seated after approval by a majority of the Board present. The replacement shall serve for the remainder of the term of the office being filled.

Section 5: Removal of Officers

Removal of Officers is pursuant to the Board of Neighborhood Commissioners (BONC) Uniform Policy for Board Member Removal, Bylaws Article V – Governing Board; Section 8: Removal of Governing Board Members and Alternates. Officers may also be removed due to a dereliction of duties with a two-thirds vote of the voting Board members.

ARTICLE VII: COMMITTEES AND THEIR DUTIES

The Board for a Neighborhood Council faces a huge amount of work, dealing with a wide range of issues and decisions. To manage this effectively, the work is split up based on the type of issue at hand. Committees are formed for this purpose, consisting of Board Members and often include Stakeholders, to concentrate on specific issues. These committees then advise the Board on the best actions to take to benefit the community and the city.

Ideas for new committees can be presented by Stakeholders or Board members to the President and Vice President for consideration.

These committees usually meet once or twice a month on a scheduled day and time, and their meetings are announced pursuant to the Brown Act and subject to adhering to the Bylaws, Standing Rules, Code of Civility, Code of Conduct, and the rules and procedures outlined by EmpowerLA.

Committees may have a maximum of 6 Board members as anything larger could be considered an action by the Board and should instead be submitted to the full Board.

Section 1: Standing

Standing Committees: meet once or twice a month on a regular basis at a specific day and time and are publicly noticed in advance of the committee meeting pursuant to the Brown Act. Standing Committees must be compliant with the Brown Act, Bylaws, Standing Rules, Codes of Conduct and EmpowerLA rules and procedures.

The Budget Committee and the Executive Committee meet as needed.

Standing Committees are Listed in the Standing Rules.

Section 2: Ad Hoc

An Ad Hoc committee is established with approval by the President for a specific purpose until it fulfills its assigned task and is then dissolved by the President. An Ad Hoc committee that includes non-board member Stakeholders must be ajenized and noticed in keeping with the Brown Act posting requirement.

Section 3: Committee Creation and Authorization

The President and Vice President shall create standing committees and ad hoc committees, and assign committee members. All members of the board must serve on and regularly attend at least one Standing Committee. Each committee may also include non-elected Stakeholders. The President and Vice President review the committees' compositions at the beginning of each fiscal year. The Board, by a majority vote of board members present and voting may authorize or terminate one (1) or more committees. A maximum of six (6) Board members may serve on a Standing Committee. Additional guidelines are outlined in the Standing Rules.

- A. Committee: Term of Office:** Each committee member of a standing committee and/or ad hoc committee shall continue until a successor is appointed by the President and Vice President or until the standing committee, or ad hoc committee is terminated.

A committee member shall be removed by the President and Vice President with concurrence of the other Officers from a specific committee, or ad hoc committee by committee member resignation or for non-compliance of rules and regulations as defined in the Bylaws, Standing Rules and all other rules and regulations of the WHWCNC, City and EmpowerLA.

- B. Committee Chairperson:** With the concurrence of the other Officers of the Neighborhood Council, the President and Vice President shall designate a Board member or Alternate Representative to serve as a Chairperson for each Neighborhood Council committee, and ad hoc committee.
- C. Committee Vacancies:** Vacancies on any committee, subcommittee and/or ad hoc committee may be filled by appointment made by the Committee Chairperson with the concurrence of the President and Vice President of the Neighborhood Council.
- D. Committee Member Dismissal:** Standing Committee members can be dismissed by the Committee Chair with the President and a Vice President approval.

ARTICLE VIII: MEETINGS

The Neighborhood Council shall abide by all California statutes relative to public meetings and public records. All public meetings, as defined by the Ralph M. Brown Act (the "Act" or "The Brown Act"), shall be noticed and conducted in accordance with the Act and the Neighborhood Council Agenda Posting Policy. All meetings, as defined by the Act, are open and public, and shall permit, to the extent feasible, all Stakeholders to participate in the conduct of business, deliberation and decision-making.

Section 1: Meeting Time and Place

Any public meetings shall be held within the Neighborhood Council boundaries at a location, date and time set by the Board or a committee chair. A calendar of meetings shall be approved by the Board at the beginning of each fiscal year.

- A. Special Meetings:** A special meeting may be called on an emergency basis or on time-sensitive issues by the President and/or the Vice-President of the Board by delivering written notice to each member of the Board in accordance with the Brown Act and these Bylaws. Such notice per the Brown Act, must be received and posted at least twenty-four (24) hours before the time set for the special meeting. The notice shall specify the time and place of the special meeting, the business to be transacted and posted to ENS, the WHWCNC website and at the physical posting location. A special meeting must be scheduled for a day and time different from when the regular meeting would have been held. A Chair of a Committee can also call a special meeting. However, special meetings may not be a safety net for not posting agendas (72) hours in advance of meetings.
- B. Adjourned Meetings:** The presiding officer shall adjourn the meeting after all items listed on the agenda have been discussed and an action taken. At Board Meetings and Committee Meetings members shall not leave the meeting until the presiding officer has declared the meeting adjourned as a meeting must be immediately adjourned if there is a lack of a quorum of present and voting members. Neighborhood Councils may not hold closed sessions.

Section 2: Agenda Setting

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

The President shall set the agenda for each Council Board meeting.

- A. No items may be added to the Agenda once it is posted. No action or discussion shall be undertaken of any item not appearing on the Agenda, except in response to comments or questions made during Public Comment(s), in which case such responses shall be brief. Neighborhood Council Representatives will be permitted to make brief announcements or a brief report on his/her activities, or make a request of any City staff or other resource present for factual information or request City staff to report back a subsequent meeting concerning any matter, or take action to have a matter of business placed on a future agenda, or any other action or discussion permitted by the Brown Act.
- B. **Minutes.** Within ten (10) business days following approval of the minutes of Neighborhood Council meetings, or as the Board otherwise directs, minutes of the meeting shall be posted on the Neighborhood Council web.

Section 3: Notifications/Postings

At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act, on ENS, on the WHWCNC website and in compliance with all EmpowerLA posting policy. An updated listing of the WHWCNC physical posting location/s shall be kept on file with the Neighborhood Council Secretary, EmpowerLA and stated in writing on meeting agendas.

Section 4: Reconsideration

The Board may reconsider a motion previously brought to a vote. A motion to reconsider must be made by a member who voted on the prevailing side. The motion to reconsider can be requested at the meeting in which the motion was made or at the following meeting. The motion to reconsider cannot be tabled and must be voted on. If the motion to reconsider is approved by a majority vote of the members present and voting, the item for reconsideration can be heard at the meeting or will be placed on the agenda of the next scheduled meeting.

ARTICLE IX: FINANCES

Section 1: Responsibilities of the Board

- A. The Board shall review its fiscal budget and adjust as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations disseminated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available and possible.
- D. The Council will not enter into any contracts or agreements except through the appropriate City officials.

Section 2: Responsibilities of the Treasurer

In addition to the responsibilities described and contained in these Bylaws, the Treasurer shall be the custodian of the funds of the Neighborhood Council. The Treasurer shall cooperate fully with the Department and City Clerk Funding Program in matters related to the Neighborhood Council funding, financial affairs and accounting procedures, and shall allow Department and City Clerk Funding staff access to the accounting records of the Neighborhood Council.

In addition, the Treasurer shall be responsible for ensuring the following:

Monthly Expense Report (MER)

The MER will be provided monthly and will include all documents required by the office of the City Clerk.

Financial Records

The Treasurer will set up and maintain an appropriate record keeping system for the Neighborhood Council. Documents to be used for purposes of accounting and financial control may be reviewed by the Board, Stakeholders, Empower LA and the Office of the City Clerk.

Budget

The Treasurer shall keep the computerized and any required paper financial records of the budget of the Neighborhood Council. Budget Committee Meetings will be held no less than quarterly to re-allocate the funds of the WHWCNC. The Budget financial records will, at a minimum, consist of receipts, expenses and disbursements which will show the beginning balance, the kinds and amounts of expenses paid daily, and the running balance of each funded category. NC funds will be duly accounted for under categories/line items as defined by the Office of the City Clerk and further defined and approved by a vote of the Board.

Disbursements

All disbursements shall be paid by the WHWCNC credit card or by check. The Treasurer and President of the Board shall be the first and second signers. Check payments approved by a vote of the Board are requested by the Treasurer and dispersed by the Office of the City Clerk.

Neighborhood Council Funds

All WHWCNC receipts of funds are deposited intact into their respective bank accounts by the Office of the City Clerk.

Financial Reporting

The Treasurer shall prepare and submit financial documents and reports to the Board as prescribed in the Standing Rules.

The Treasurer shall prepare and submit the financial documents of the Neighborhood Council to the Department/Office of the City Clerk according to their requirements and the requirements of the City of Los Angeles.

ARTICLE X: ELECTIONS

Section 1: Administration of Elections

The Neighborhood Council's election will be conducted pursuant to any and all City, EmpowerLA and City Clerk ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

Except with respect to a Youth Board Seat (which must be between 14 and 17 years of age), a

Stakeholder must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status

Candidates and Voters will verify their Stakeholder status by providing acceptable documentation submitted and verified by the office of the City Clerk.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language

- A. **Alternates:** For each area, one (1) Alternate Area Representative shall be selected pursuant to the Elections Rules and Procedures. The Alternate Representative must attend all Board meetings of the Neighborhood Council. The Alternate Representative shall be a voting member of the Neighborhood Council at any Neighborhood Council Board meeting where the corresponding Area Representative is absent.

If an Area Representative resigns or is removed from office, the corresponding Alternate Representative shall become the Representative for that area for the remainder of the Representative's elected term.

- B. **Selection of Representative and Alternates:** The person receiving the highest number of votes in an election of RRs, BRs, CORs and ALRs, shall serve as the area Representatives for the new term. The person receiving the second highest number of votes in each area election shall become the area Alternate Representative for the new term, providing he or she accepts. The term of the area Alternate Representative shall be concurrent with that of the area Representative.

ARTICLE XI: GRIEVANCE PROCESS

- 1) **Eligibility to Grieve.** The Neighborhood Council grievance review process will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. The Neighborhood Council shall take appropriate action as advised by EmpowerLA. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board. Those grievances can be aired at Neighborhood Council meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Neighborhood Council Standing Rules or these Bylaws.
- 2) **Filing a Grievance,** Board members and Stakeholders shall visit the EmpowerLA Grievance Policy website page and portal for instructions for filing a grievance or contact EmpowerLA at 213-978-1551.

ARTICLE XII: PARLIAMENTARY AUTHORITY

The Board shall meet regularly, as prescribed in the Standing Rules. All Neighborhood Council meetings, including General Meetings, Executive Committee Meetings and Committee meetings, shall

be governed by Roberts' Rules of Order or have modifications of those rules as the Neighborhood Council Board sets forth in the Standing Rules, insofar as such rules are not inconsistent with city, state and federal laws.

Ad-hoc Committees of six (6) or less Board members therefore not open to the public, can waive parliamentary procedure.

ARTICLE XIII: AMENDMENTS

Requests for amendments, changes, additions and/or deletions to the Bylaws or Standing Rules may be proposed by a member of Board. All proposed amendment(s) reviewed by the Governance Committee for analysis and recommendation(s) shall be submitted to the Board. The proposed amendments will be placed on the agenda for public discussion at any scheduled regular Neighborhood Council Board meeting. A recommendation for amendment, change(s), addition(s) and/or deletion(s) of the Bylaws or Standing Rules requires a majority vote of the Board members present and voting. Thereafter, and within fourteen (14) business days after a vote recommending amendment, change(s), addition(s) and/or deletion(s) to the Bylaws, a Bylaw Amendment Application shall be submitted to EmpowerLA in accordance with all rules and regulations.

ARTICLE XIV: COMPLIANCE

All Neighborhood Council Representatives, Alternates, Officers, and any others within the scope of the applicable law, shall abide by all Federal, State and Local laws, including the standards adopted by the Los Angeles Ethics Commission, as a minimum ethical standard. The Neighborhood Council shall adopt as Standing Rules and Codes of Conduct as a pledge and methodology for Neighborhood Council Representatives, Alternates, Officers, and other affected persons, regarding obeying the law and rules and achieving high standards of conduct, including, but not limited to, fair and open procedures for conducting business and financial accountability of Neighborhood Council funds.

Section 1: Code of Civility

The Neighborhood Council, its representatives, and all Stakeholders shall conduct all Neighborhood Council business in a civil, professional and respectful manner or be subject to disciplinary action per the Standing Rules. Board members will abide by both the Commission's Neighborhood Council Board Member Code of Conduct Policy and the Neighborhood Council's Code of Conduct Policy.

Section 2: Training

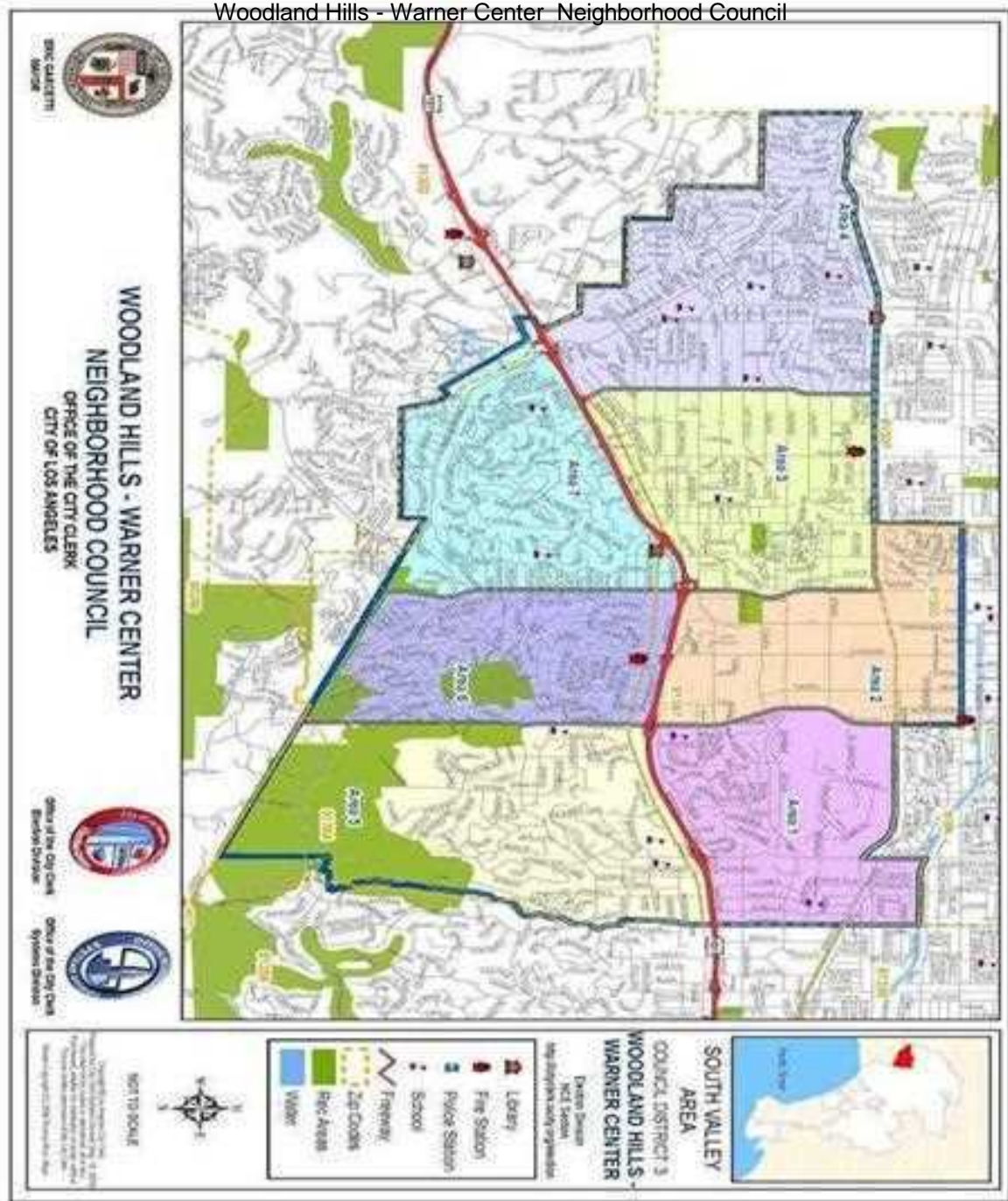
Neighborhood Council (NC) board members, both elected and appointed, are required to complete four trainings in order to vote on issues that come before the council: Ethics, Funding, Code of Conduct, and the Anti-Bias Learning for Employees (ABLE) Training.

Section 3: Self-Assessment

Every year, the Neighborhood Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan and as defined by EmpowerLA.

ATTACHMENT A – Map of Neighborhood Council

Woodland Hills - Warner Center Neighborhood Council



**ATTACHMENT B – Governing Board Structure and Voting
Woodland Hills - Warner Center Neighborhood Council**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Representative of Areas 1 - 7 Term: 4 Years	7	Elected	Stakeholder who is at least 18 years old; whose primary residence is located within the physical boundaries of each respective area.	Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area.
Business Representative of Areas 1 – 7 Term: 4 Years	7	Elected	Stakeholder who is at least 18 years old, who owns a business or rental property or is employed by a business that is located within the physical boundaries of each respective area.	Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area.
Community Organization Representative of Areas 1 – 7 Term: 4 Years	7	Elected	A person who is at least 18 years old and is a member of, or regularly participates in the activities of a community organization that is located within the physical boundaries of each respective area.	Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area.
At-Large Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years old at the time of the election and who lives, works, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest Stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.	Stakeholder who is at least 16 years old at the time of the election and who lives, works, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest Stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Youth Member	1	Appointed	Stakeholders between the ages of fourteen (14) and seventeen (17) at the time the Stakeholder is appointed to this seat.	The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.

ATTACHMENT C – Glossary Definitions

1. Absence - Failure to be present at a scheduled meeting, where you are a voting member.
2. Acceptable Documentation - Documentation acceptable through the City of Los Angeles.
3. Adjourned - End of doing business of a meeting.
4. Administration of Elections - Department of Neighborhood Empowerment and City Clerk election procedures.
5. Agenda - A list of items to be addressed at a meeting per Brown Act Requirements.
6. Alternate - The runner up who has the second highest vote count, regardless of Stakeholder category, for that area.
7. Amendment - A parliamentary procedure for any alteration made to a motion.
8. Area - The Neighborhood Council is divided into seven (7) sections, which are called "Areas." Each Area has three (3) elected Representatives and one alternate representative. Please see Attachment "A"
9. Board - Those elected and appointed members who comprise the Board ("The Board").
10. Board Meetings - A standing monthly meeting of the board Neighborhood Council as defined by the Bylaws (Article VIII).
11. Meeting (Special) - A meeting which requires twenty-four (24) hours notice
12. Bylaws - A set of regulations addressing the operations and governance of the WHWCNC.
13. Censure - An act of condemnation of an act or behavior as deemed unacceptable by the NC
 - a. (Please see Article V, Section 8.).
14. Chairperson - The appointed leader of a standing committee or ad hoc committee
15. Committee (Ad Hoc) - A Committee created for a limited purpose (temporary) that may contain both board members and Stakeholders (Article VII).
16. Committee (Executive)- The officers of the WHWCNC. (Article VII).
17. Committee (Standing) - A committee that meets on a regular basis on a specific day and time, as defined by the Bylaws (Article VII).
18. Complaint - A formal objection (in writing) in the course of the operation of the NC referencing a specific action or actions.
19. D.O.N.E. - "Department of Neighborhood Empowerment" - The City's department overseeing the NC. Also referred to as "the Department"
20. Duties - The required actions of the NC Members as defined by the Bylaws and Standing Rules
21. Election Certification - D.O.N.E.'s and the City Clerk system of validating election results.
22. Grievance - A dispute involving procedural matters. (Please see Article XI.)
23. Motion - Sets forth a specific request for action by the WHWCNC.
24. WHWCNC - "Woodland Hills - Warner Center Neighborhood Council."
25. NC - "Neighborhood Council."
26. Neighborhood Council Property - All nonexpendable items paid for with City funds.
27. Officer/Officers of the Board - Please see Article VI, § 1.
28. President - please see Article VI §2A.
29. Quorum – Thirteen (13) members of the board present and voting at board meetings.
30. Removal - Disqualification of a Board Member or Alternate for the reasons and through the procedures delineated in the Bylaws. (Article 5, Section 8)
31. Representative - The person (either elected or appointed) to fill a position in one of the seven Areas or the At-Large position.
32. Stakeholder - Those individuals who live, work, or own property in the neighborhood as well as those who declare a stake in the neighborhood and affirm the factual basis for it, as determined by The Department.
33. Standing Rules - Non-legislative, operating procedures.
34. Vacancy(s) - An open seat on the Board or a committee.
35. Vice-President - Please see Article VI §2B.

**Bylaw Revisions
With Visible Edits**

BYLAWS OF THE
WOODLAND HILLS - WARNER CENTER
NEIGHBORHOOD COUNCIL

Approved May 19,
2022 Amended on March 6,
2024

Bylaws Table of Contents

ARTICLE I: NAME 3
ARTICLE II: PURPOSE 3
ARTICLE III: BOUNDARIES 4

Section 1: Boundary

Description
..... 4 Section 2: Internal

Boundaries
..... 4 ARTICLE IV:

STAKEHOLDER 5 ARTICLE V:
GOVERNING BOARD 6 Section 1:

Composition
..... 5 Section 2:

Quorum 6 Section 2:

Quorum 7 Section 3:

Official Actions

..... 7
..... 6 Section 4: Terms and Term

Limits
..... 7 Section 5: Duties and Powers

.....
..... 7 Section 6:

Vacancies
..... 7 Section 7: Absences

..... 8 Section

..... 7 Section 8: Censure

..... 8
..... 7 Section 9:

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Removal..... 9.....
 8 Section 10:
 Resignation..... 11.....
 10 Section 11: Community
 Outreach..... 11.....
 10 ARTICLE VI: OFFICERS
 11.....
 10 Section 1: Officers of the
 Board..... 11.....
 10 Section 2: Duties and Powers
 11.....
 10 Section 3: Selection of
 Officers..... 13.....
 12 Section 4: Officer
 Terms..... 13.....
 12 Section 5: Removal of
 Officers..... 13.....
 12 ARTICLE VII: COMMITTEES AND THEIR
 DUTIES..... 1413

Formatted: Footer

Section 1: Standing 14
 Section 2: Ad Hoc 14

Section 1: Standing 13
 Section 2: Ad Hoc 13

Section 3: Committee Creation and
 Authorization 14
 13

Section 4: Term of Office 14
 13

ARTICLE VIII:
 MEETINGS 15

Section 1: Meeting Time and
 Place 15
 Section 2: Agenda 14

Section 3: 15
 Setting 15

Section 4: Reconsideration 16
 Notifications/Postings 15
 16

ARTICLE IX: FINANCES 15
 16

ARTICLE X:
 ELECTIONS 17

Section 1: Administration
 of 16
 Elections 17

Section 2: Governing Board Structure and
 Voting 17
 16
 Section 3: Minimum Voting Age 17

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..... 16 Section 4: Method of Verifying Stakeholder

Status 17

..... 16 Section 5: Restrictions on Candidates Running for Multiple

Seats 18 16 Section 6: Other

Elections Related

Language 18

..... 16 ARTICLE XI: GRIEVANCE

PROCESS 18

..... 17 ARTICLE XII: PARLIAMENTARY

AUTHORITY 18

..... 17 ARTICLE XIII:

AMENDMENTS 19

..... 18 ARTICLE XIV:

COMPLIANCE 19

..... 18 Section 1: Code of Civility

..... 19

..... 18 Section 2: Training

..... 19

..... 18 Section 3: Self-Assessment

..... 19

..... 18 ATTACHMENT A – Map of Neighborhood

Council 20

..... 19 ATTACHMENT B – Governing Board Structure and

Voting 21 20

ATTACHMENT C – Glossary

Definitions 23

..... 22

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Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022

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ARTICLE I: NAME

The name of this organization shall be the WOODLAND HILLS WARNER CENTER NEIGHBORHOOD COUNCIL ("Neighborhood Council").

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ARTICLE II: PURPOSE

A. The missionpurpose of the Neighborhood Council shall be:

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1. ~~4.~~ To foster a sense of community for all stakeholdersStakeholders to express ideas and opinions about their neighborhoods and their government; and to provide a forum to effectively address the issues which impact the community.

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2. ~~To promote, empower, and encourage community participation in city governance so that government is more responsive to local needs and requests.~~ 2.

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3. ~~To promote the public good by collaborating and building partnerships with local government and organizations that address local needs.~~

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4. ~~To create, execute and support projects and initiatives for the physical, environmental, safety, social and cultural improvement of Woodland Hills and Warner Center.~~

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~~3. To promote and improve the quality of life in our neighborhoods.~~

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5. ~~4.~~ To inform, on a continuing basis, the community of pending relevant or significant changes or actions of the City of Los Angeles that will or may affect them.

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~~5. To promote, empower, and encourage community participation in city governance so that government is more responsive to local needs and requests. The goal is to create opportunities to build partnerships with government that address local needs.~~

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6. ~~6.~~ To secure support from the City of Los Angeles, our elected officials and other governmental agencies to enable the Neighborhood Council to receive the resources needed to achieve our goals.

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~~7. To advocate for compliance with and development of the standards of this Neighborhood Council as set forth in the community and specific plans.~~

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~~8. To promote the public good by collaborating with other organizations or groups for the benefit of the region.~~

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B. The policy of the Neighborhood Council shall be:

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1. To respect the rights, diversity, dignity and expression of views of all citizens, whether they be individuals, businesses; groups and organizations, within the community;

2. To remain non-partisan with respect to political party affiliation, race, creed, or national origin and inclusivethe diverse community of Woodland Hills and Warner Center in our operations including, but not limited to, the process of electing or selecting the Neighborhood Council Board of Directors (hereinafter "Board"), Officers, and committee members as set forth herein.

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Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022

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- 3. To encourage all Stakeholders ~~of Woodland Hills~~ to participate in the activities of the Neighborhood Council and to collaborate/work together to improve/evolve the community.
- 4. To actively prohibit discrimination against any individual or group in our operations ~~on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, homeowner/renter status or political affiliation.~~
- 5. To have fair, open and transparent procedures for the conduct of all Neighborhood Council business.
- 6. ~~The create a system of~~ To utilize an outreach, including the use of the Early Notification System of the City of Los Angeles (ENS), a publicly accessible website or other available forms of communication to inform Stakeholders as to about the existence and activities and objectives of the Neighborhood Council.
- 7. ~~To establish, implement and enforce a policy regarding media, government, community relations and other external communications the City of Los Angeles.~~

ARTICLE III: BOUNDARIES

Section 1: Boundary Description

The Neighborhood Council area shall be comprised of the entire Woodland Hills Community, as follows:

North: by Victory Boulevard (except between Shoup Avenue and De Soto Avenue, where the northern boundary shall be Vanowen Street, and between Corbin Avenue and Winnetka Avenue, where the northern boundary shall be the Los Angeles River Channel)

South: by the City/County Line

East: by Corbin Avenue

West: by the City/County Line

Section 2: Internal Boundaries

- A. **Area 1:** ~~Bounded by~~ **Boundaries:** **North** Victory Boulevard **South** Ventura 101 Freeway **East** Corbin Avenue **West** DeSoto Avenue

This area shall also include the area between the Los Angeles River Channel and Victory Boulevard between Corbin and Winnetka Avenues.

- B. **Area 2:** ~~Bounded by~~ **Boundaries:** **North** Vanowen Street **South** Victory Boulevard (between Shoup Avenue and the lots fronting along the west side of Topanga Canyon)

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Boulevard) and the Ventura 101 Freeway (between Topanga Canyon Boulevard and De Soto Avenue)
East DeSoto Avenue
West Shoup Avenue (between Vanowen Street and Victory Boulevard) and the lots fronting along the west side of Topanga Canyon Boulevard (between Victory Boulevard and the Ventura 101 Freeway)

C. **Area 3--Bounded by Boundaries:**
North Victory Boulevard
South Ventura 101 Freeway
East Topanga Canyon Boulevard
West Woodlake Avenue

D. **Area 4--Bounded by Boundaries:**
North Victory Boulevard
South Ventura 101 Freeway
East Woodlake Avenue
West Los Angeles City/County Line

E. **Area 5--Bounded by Boundaries:**
North Ventura 101 Freeway
South Los Angeles City/County Line
East Corbin Avenue
West Serrania Avenue

F. **Area 6--Bounded by Boundaries:**
North Ventura 101 Freeway
South Los Angeles County Line
East Serrania Avenue
West Topanga Canyon Boulevard

G. **Area 7--Bounded by Boundaries:**
North Ventura 101 Freeway
South Los Angeles County Line
East Topanga Canyon Boulevard
West Los Angeles City/County Line

The boundaries of the Neighborhood Council are set forth in Attachment A – Map of Woodland Hills - Warner Center Neighborhood Council. Please note: The Platt Library, located at 23600 Victory Blvd., Woodland Hills, CA, 91367 (Area 4) is under co-jurisdiction with the West Hills Neighborhood Council.

ARTICLE IV: STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. A "Stakeholder" shall be defined as any individual who:

- (1) Lives, works, or owns real property within the boundaries of the neighborhood council; or
- (2) Is a Community [Interest Organization](#) Stakeholder, defined as an individual who is a member of or participates in a Community Organization within the boundaries of the neighborhood council.

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11

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A "Community Organization" is an entity that has continuously maintained a physical street address within the boundaries of the neighborhood council for not less than one year, and that performs ongoing and verifiable activities and operations that confer some benefit on the community within the boundaries of the neighborhood council. A for-profit entity shall not qualify as a Community Organization. Examples of Community Organizations may include Chambers of Commerce, houses of worship or other faith-based organizations, educational institutions, or non-profit organizations.

[The definition of "Stakeholder" and its related terms are defined by City Ordinance and cannot be changed without City Council action. See Los Angeles Administrative Code Section 22.801.1]

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ARTICLE V: GOVERNING BOARD

Section 1: Composition

The Neighborhood Council Board of Directors ("Board"), shall consist of twenty-three (23) Stakeholders either publicly-elected or Board appointed (when necessary) as Neighborhood Council Representatives, as defined immediately below, plus their alternates, as defined in Article X, Section 6(A). In accordance with the Plan for a Citywide System of Neighborhood Councils ("The Plan"), no single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

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- A. **Residential Representatives** ("RR"): An RR shall be any person whose primary residence is located within an area as defined in Article III Section 2 whether in a home, apartment, condominium or other permanent housing structure. There shall be one (1) RR elected in each of the seven (7) areas.
- B. **Business Representative** ("BR"): A BR shall be any person who: (1) owns a business of commercial property (2) owns a rental property; or (3) is employed by a business located within an area defined in Article III Section 2. There shall be one (1) BR elected in each of the seven (7) areas.
- C. **Community Based Organization Representative** ("CBORCOR"): A CBORCOR Representative shall be any person who identifies themselves as a Community Interest Organization Stakeholder, as defined in Article IV, an individual who is a member of or participates in a community organization such as, but not limited to educational institutions, religious institutions, community organizations or other non-profit organizations based in that one WHWCNC area as defined in Article III Section 2. There shall be one (1) CBORCOR elected in each of the seven (7) areas.
- D. **At-Large Representative** ("ALR"): An ALR shall be any person who meets the definition of a stakeholder. There shall be only one (1) ALR elected to represent all stakeholders of Woodland Hills - Warner Center.
- E. **Youth Member** (1) – Open to Stakeholders between the ages of fourteen (14) and seventeen (17), at the time the Stakeholder is appointed to this seat, lives, works or attends a school within the boundaries of Woodland Hills - Warner Center. The Youth member shall be precluded from voting on matters regarding the expenditure of funds, contracts, or recommendations on age restricted issues.

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13

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However, the Youth member shall be allowed to speak on such matters. The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.

F. Alternate Area Representative ("AAR"): Each of the seven (7) areas shall have an Alternate who is authorized to vote in the Board member's absence.

Per the Administrative Code section 22.810.1 (b)(2)(C)(iii)(1): No single Stakeholder group shall hold a majority of Board seats unless extenuating circumstances exist and are approved by the Department of Neighborhood Empowerment ("Department").

If the Stakeholder status of a Board Member is in question, then the Department will verify status using the Department's procedure, at the request of the Board.

Section 2: Quorum

No formal meeting of the Board shall be held or Neighborhood Council business conducted or votes taken in the absence of a quorum. A quorum shall consist of ~~twelve (12)~~thirteen (13) Board Representatives and/or Alternates present and voting.

Section 3: Official Actions

A simple majority vote by the board members, present and voting, shall be required to pass motions. Abstentions shall not be counted as votes.

- A. The presiding officer may vote on all motions.
- B. Voting by proxy shall not be allowed.
- C. The Alternate Representative may vote only when thea corresponding Area Representative or At-Large Representative is absent.
- D. In the event that an Elected Representative is absent or recuses him/herself, the Alternate for the corresponding area shall take his/her place~~vote in their absence~~.

Section 4: Terms and Term Limits

~~Each Representative~~
All elected representatives and Alternatealternates serve in their seat's 4-year term. Each appointed Board member shall serve for a termthe remainder of four (4)the established term. Positions are established via elections held every two years based on a in the following staggered even-odd-numbered area-system of elections-manner:

- OddStarting in 2023: Areas 1, 3, 5, and 7
- EvenStarting in 2025: Areas 2, 4, 6, and the At-Large position,

There shall not be a There's no limit on the number of terms whichhow often someone, who still qualifies, can be servedre-elected or serve again.

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Section 5: Duties and Powers ~~This section is blank~~

The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the President. The President may delegate to any individual the authority to present before any City body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies

In the event that a Representative resigns, is removed, or is unable to serve, the Alternate shall become the Representative for the remainder of the Representative's elected term. In the event that the Alternate is removed, unable to serve, or there is no Alternate, any ~~stakeholder~~Stakeholder as defined in Article IV, "stakeholder" may make a recommendation to the President, who shall present a replacement nominee to the Governance Committee. The applicant's qualifications shall be verified and confirmed by the Governance Committee, and then be seated immediately after approval by a majority vote of the Neighborhood Council Board. The replacement shall serve for the remainder of the term of the office being filled.

Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022

Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

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Section 7: Absences

A Neighborhood Council Representative who fails to attend three (3) regularly scheduled Neighborhood Council Board meetings in any twelve (12) month period may be removed as a Neighborhood Council Representative by a two-thirds following attendance and participation review by the Governance Committee and a two-third vote of the Board present and voting. The President of the Board will notify the representative of their removal via email notice to the representative's last known email address on record.

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Section 8: Censure

The purpose of the censure process is to place a Board member on notice of misconduct and to provide the Board member with an opportunity to correct the misconduct. The Neighborhood Council ("Neighborhood Council") may censure any Board member at a regular or special meeting open to the public following a good-faith determination by the Neighborhood Council Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. Grounds for censure include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal process by acting in bad faith.

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The Board shall use the following procedure when censuring a Board member:

1. ~~4.~~ A motion to censure a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed censure including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describe conduct only and is not intended to embarrass or humiliate the board member.
2. ~~2.~~ The Board member, group of Board members or committee responsible for setting the final Board agenda shall include the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed censure motion.
3. ~~3.~~ The Board member subject to censure shall be given a minimum of thirty (30) days prior-written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which the motion to censure will be considered. The notice shall provide the specific facts and grounds for the proposed censure as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to the meeting at which the motion to censure will be considered.
4. ~~4.~~ The Board member subject to censure shall be given a reasonable opportunity to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion of censure.

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- 5. ~~5-~~The Board shall decide by a majority vote of those present and voting whether or not the Board member should be censured. The Board member who is the subject of the censure motion shall not be counted as part of the majority present and voting and shall not be allowed to vote. For the purpose of censure motions, abstentions shall not be counted as votes.
- 6. ~~6-~~In no event shall a motion to censure a board member be heard by the Neighborhood Council within sixty (60) days of the next scheduled Board election or selection.

Section 9: Removal

Any Board member may be removed by the Neighborhood Council ("Neighborhood Council") for cause, following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to the Board or that impedes the orderly business of Board operations. A Board member shall not be subject to removal under this Policy, unless the member has been censured at least once pursuant to the ~~Board of Neighborhood Commissioners' ("Commission")~~ Censure Policy. Grounds for removal include, but are not limited to, persistent disruptive conduct at meetings, violations or abuses of the Board's bylaws or standing rules, violations of the Code of Conduct, acting on behalf of the Board without authorization, and misuse or abuse of the censure or removal processes by acting in bad faith.

The Board shall use the following procedure when removing a Board member:

- 1. ~~4-~~A motion to remove a Board member may be initiated by any three (3) Board members. Those Board members shall not constitute a majority of the quorum of any Neighborhood Council body, such as a committee. The proposed motion shall be delivered to any officer of the Board or a specific officer or member of the Board as may be specified in the bylaws or standing rules of the Neighborhood Council. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date(s) and specific conduct relied upon for the motion. The motion shall not be based upon conclusions, e.g., "for alleged violations of the Code of Conduct" but shall contain factual statements that describes conduct only and is not intended to embarrass or humiliate the Board member. The motion to remove shall also include a copy of the prior censure motion and the date it was passed.
- 2. ~~2-~~The Board member, group of Board members or committee responsible for setting the final Board agenda shall list and briefly describe the motion on the agenda of the next regular or special Board meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
- 3. ~~3-~~The Board member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file with the Neighborhood Council, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified in 1 above. The Board shall also provide a copy of the notice to the Department of Neighborhood Empowerment a minimum of thirty (30) days prior to any meeting at which a motion to remove will be considered.

[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

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- ~~4.~~ ~~4.~~ The Board member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the Board's vote on a motion for removal.
- ~~5.~~ ~~5.~~ The Board shall decide whether or not the Board member should be removed by an affirmative vote of two-thirds (2/3) of the currently sitting Board members. The Board member who is the subject of the removal motion shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote. For the purpose of the removal motion, abstentions shall not be counted as votes.
- ~~6.~~ ~~6.~~ In no event shall a motion to remove a Board member be heard by the Neighborhood Council within sixty (60) days of the next election or selection.
- ~~7.~~ ~~7.~~ The Commission may review a Neighborhood Council's removal decision if requested to do so by the affected Board member. Once the request is made for the Commission to review the decision to remove, the Neighborhood Council voting to remove the board member may not fill the vacancy created by the removal until the Commission has made a decision on whether the removal was proper or the Commission declines to review the matter. The Commission's decision whether to hear or decline to hear the removal review request shall be sent in writing to the requestor and the Neighborhood Council within 30 days after the request for review is delivered.
- ~~8.~~ ~~8.~~ A request for the Commission to review a Neighborhood Council's removal decision shall proceed as follows:
- ~~a.~~ ~~a.~~ The request must in writing and must be delivered to the Executive Assistant of the Commission or, in the absence of an Executive Assistant, to the President of the Commission within thirty (30) days of the date of the action by the Neighborhood Council to remove the Board member.
 - ~~b.~~ ~~b.~~ The request must state the basis for the review. The request shall not cite or present any evidence not considered by the Neighborhood Council but must address only procedural deficiencies.
 - ~~c.~~ ~~c.~~ If the Commission determines the request for review raises sufficient questions regarding procedural deficiencies and agrees to hear the review, it will be placed on the agenda of a regular or special meeting of the Commission within sixty (60) days of receipt of the request for review.
 - ~~d.~~ ~~d.~~ At the review the Commission will determine if the facts as presented support the removal motion and if the procedures set out in this policy were correctly applied.
 - ~~e.~~ ~~e.~~ If the Commission determines that there were either factual or procedural deficiencies, the Commission may either reinstate the Board member or return the matter to the Neighborhood Council for further consideration.
 - ~~f.~~ ~~f.~~ If the Commission returns the matter for further consideration and the Neighborhood Council does not act within sixty (60) days of the Commission's decision the Board member will be considered reinstated.

~~Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022~~

~~Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024~~

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~~g.~~ ~~g.~~ During the period of appeal the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions.

~~h.~~ ~~h.~~ If the matter is returned to the Neighborhood Council for further consideration the Board member shall not be counted as part of the Board for any quorum and shall not participate in any Board actions until the Board takes action as requested by the Commission or until the expiration of the sixty (60) day time period.

~~i.~~ ~~9.~~ This policy is not intended to restrict or eliminate a Neighborhood Council's ability to remove or render ineligible to serve, Board members who fail to attend meetings, join committees, maintain their stakeholderStakeholder status, or perform other duties as may be described in the Neighborhood Council's bylaws and/or standing rules. Nor is it intended to limit a Neighborhood Council's ability to remove committee chairs or committee members according to the Neighborhood Council's bylaws and/or standing rules.

Section 10: Resignation

Representatives or Alternates may remove themselves by providing written notice of resignation to the Neighborhood Council President. Email notification is acceptable when sent from the email address on record with the Neighborhood Council. Resignations will become effective immediately upon confirmed receipt and acceptance by the President.

Section 11: Community Outreach

The Neighborhood Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Neighborhood Council, including its Board elections, to find future leaders of the Neighborhood Council, and to encourage all Stakeholders to seek leadership positions within the Neighborhood Council.

ARTICLE VI: OFFICERS

Section 1: Officers of the Board

The Officers of the Board ("the Officers") shall consist of a President, a Vice-President, a Treasurer, a Secretary and a Parliamentarian. These Officers shall be elected by the Board as provided below, and all must be *elected* members of the Board. An appointed member of the board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position. The Youth member and Alternate members cannot serve as an Officer of the Board.

Section 2: Duties and Powers

A. **President.** The President shall be the principal officer of the Neighborhood Council, shall be the presiding officer at meetings of the Neighborhood Council and shall exercise and perform such other duties as the Neighborhood Council may assign

[Woodland Hills Warner Center NC - Bylaws Approved 5/19/2022](#)

11

[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

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from time to time as prescribed in the Bylaws, Standing Rules and designated by EmpowerLA.

- B. **Vice-President.** The Vice-President shall act as a presiding officer in the absence of the President. In case of vacancy in the office of President, or in the case of the President's unavailability due to sickness, disability, death or resignation, the Vice-President shall perform the duties of the President and when so acting shall have all the powers and perform such other duties the Bylaws and Standing Rules and EmpowerLA may prescribe. The Vice-President shall be responsible for the oversight and compliance of the Standing Committees of the WHWCNC as well as oversee internal operations and on-boarding of new Board members.
- C. **Treasurer.** The Treasurer shall maintain the financial records, or cause to be kept and maintained, adequate and correct financial records of the Neighborhood Council's financial transactions. The financial records shall be open to inspection by any stakeholder:Stakeholder and Representative of the Neighborhood Council at all reasonable times. All financial records shall be kept in accordance with Article IX of these Bylaws. In the absence of both the President and Vice-President, the presiding officer for board meetings and executive committee meetings shall be the Treasurer.
- D. **Secretary.** The Secretary shall record, write and post the minutes of the Neighborhood Council; board meetings, special board meetings and Executive Committee Meetings. The Secretary shall be the custodian of the Neighborhood Council's non-financial records; and perform all other duties prescribed in the Bylaws, Standing Rules and EmpowerLA. The Secretary shall keep an official list of Representatives, Alternates, and Committee Members terms, meeting attendance and keep a register of the physical addresses, electrical addresses and telephone numbers of each Representative and Alternate. The Secretary shall be present when the meeting is called to order and remain present until the meeting is adjourned.

The Board shall appoint by a majority vote of board members present and voting a board member Assistant Secretary who shall assist the Secretary, at the request of the Secretary, with all duties and act in his or her absence at board meetings, special board meetings and at Executive Committee meetings. When the Assistant Secretary is acting as the Secretary the Assistant Secretary shall be present when the meeting is called to order, remain present until the meeting is adjourned and record and write the minutes of that meeting.

- E. **Parliamentarian.** The Parliamentarian shall ensure that the WHWCNC meetings are in compliance with the Bylaws, Standing Rules, WHWCNC Code of Civility, EmpowerLA Code of Conduct and all other City, State and Federal rules and regulations. The Parliamentarian shall ensure the meetings are undertaken in an expeditious manner and shall be the timekeeper, ensuring that all speakers speak within the publicly noticed time frames. The Parliamentarian shall ensure the members abide by all rules to ensure that our NC's business is conducted in a respectful and courteous manner and in a manner that will generate respect and credibility for our WHWCNC.

[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

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Section 3: Selection of Officers

- A. After the Election, and the election results are certified by the City Clerk, the Officers shall be elected from the twenty-one (21) elected area representatives and the one (1) elected ALSR member by a majority of voting board members present and voting at the board meeting.

An appointed member of the (21) member board can be elected as an Officer should no elected member choose to be nominated for a specific Officer position or no elected member is elected by a majority vote of the board for a specific Officer position.

The Officer's shall be nominated and elected at a board meeting where the Officer Election is placed on the Board Meeting Agenda, within sixty (60) days of the certification of the election or as required by EmpowerLA or the City Clerk.

The Youth Member shall not be an Officer but can vote in the election. An Alternate Area Representative shall not be an Officer and cannot vote in the election.

Officers shall be nominated by a one of the twenty one (21) Area Representatives and the one (1) ALSR. The nominee must accept the nomination.

- B. If there are more than two (2) candidates for an office and none receives a majority vote on the first election, a run-off election shall be held immediately between the two (2) candidates receiving the highest number of votes.

Section 4: Officer Terms

No President or Vice-President shall serve more than two (2) consecutive two (2) year terms in that office, unless this provision is waived by a two-thirds (2/3) vote of the Board members present and voting.

In the event of a permanent vacancy in the office of President, the Vice-President shall become the President for the remainder of the President's term. In the event of a permanent vacancy in the office of the Vice-President, Treasurer or Secretary, the presiding officer shall entertain nominations from the Board for a replacement who shall be seated after approval by a majority of the Board of Directors present. The replacement shall serve for the remainder of the term of the office being filled.

Section 5: Removal of Officers

Removal of Officers is pursuant to the Board of Neighborhood Commissioners (BONC) Uniform Policy for Board Member Removal, Bylaws Article V – Governing Board; Section 8: Removal of Governing Board Members and Alternates. [Officers may also be removed due to a dereliction of duties with a two-thirds vote of the voting Board members.](#)

[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

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ARTICLE VII: COMMITTEES AND THEIR DUTIES

The Board for a Neighborhood Council faces a huge amount of work, dealing with a wide range of issues and decisions. To manage this effectively, the work is split up based on the type of issue at hand. Committees are formed for this purpose, consisting of Board Members and often include Stakeholders, to concentrate on specific issues. These committees then advise the Board on the best actions to take to benefit the community and the city.

Ideas for new committees can be presented by Stakeholders or Board members to the President and Vice President for consideration.

These committees usually meet once or twice a month on a scheduled day and time, and their meetings are announced pursuant to the Brown Act and subject to adhering to the Bylaws, Standing Rules, Code of Civility, Code of Conduct, and the rules and procedures outlined by EmpowerLA.

Committees may have a maximum of 6 Board members as anything larger could be considered an action by the Board and should instead be submitted to the full Board.

Section 1: Standing

Standing Committees: meet once or twice a month on a regular basis at a specific day and time and are publicly noticed ~~(72) hours~~ in advance of the committee meeting pursuant to the Brown Act. Standing Committees must be compliant with the Brown Act, Bylaws, Standing Rules, Codes of Conduct and EmpowerLA rules and procedures.

The Budget Committee and the Executive Committee meet as needed.

Standing Committees are Listed in the Standing Rules.

Section 2: Ad Hoc

An Ad Hoc committee is established with approval by the President for a specific purpose until it fulfills its assigned task and is ~~terminated then dissolved by the President~~. An Ad Hoc committee that includes non-board member ~~stakeholders~~ Stakeholders must be ~~agendized~~ agenized and noticed in keeping with the Brown Act ~~(72) hour~~ posting requirement.

Section 3: Committee Creation and Authorization

~~With the concurrence of the other Officers the~~ The President and Vice President shall create standing committees and ad hoc committees, and assign committee members. All members of the board must serve on and regularly attend at least one Standing Committee. Each committee may also include non-elected Stakeholders. The President and Vice President review the committees' compositions at the beginning of each fiscal year. The Board, by a majority vote of board members present and voting may authorize or terminate one (1) or more committees. A maximum of six (6) Board members may serve on a Standing Committee. Additional guidelines are outlined in the Standing Rules.

A. Committee: Term of Office: Each committee member of a standing committee and/or ad hoc committee shall continue until a successor is appointed by the President and Vice President or until the standing committee, or ad hoc committee is terminated.

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A committee member shall be removed by the President and Vice President with concurrence of the other Officers from a specific committee, or ad hoc committee by committee member resignation or for non-compliance of rules and regulations as defined in the Bylaws, Standing Rules and all other rules and regulations of the WHWCNC, City and EmpowerLA.

B. Committee Chairperson: With the concurrence of the other Officers of the Neighborhood Council, the President [and Vice President](#) shall designate a [personBoard member or Alternate Representative](#) to serve as a Chairperson for each Neighborhood Council committee, and ad hoc committee.

C. Committee Vacancies: Vacancies on any committee, subcommittee and/or ad hoc committee may be filled by appointment made by the Committee Chairperson with the concurrence of the President and Vice President of the Neighborhood Council.

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[D. Committee Member Dismissal: Standing Committee members can be dismissed by the Committee Chair with the President and a Vice President approval.](#)

ARTICLE VIII: MEETINGS

The Neighborhood Council shall abide by all California statutes relative to public meetings and public records. All public meetings, as defined by the Ralph M. Brown Act (the "Act" or "The Brown Act"), shall be noticed and conducted in accordance with the Act and the Neighborhood Council Agenda Posting Policy. All meetings, as defined by the Act, are open and public, and shall permit, to the extent feasible, all Stakeholders to participate in the conduct of business, deliberation and decision-making.

Section 1: Meeting Time and Place

Any public meetings shall be held within the Neighborhood Council boundaries at a location, date and time set by the Board or a committee chair. A calendar of meetings shall be approved by the Board at the beginning of each fiscal year.

- A. **Special Meetings:** A special meeting may be called on an emergency basis or on time-sensitive issues by the President and/or the Vice-President of the Board by delivering written notice to each member of the Board in accordance with the Brown Act and these Bylaws. Such notice per the Brown Act, must be received and posted at least twenty-four (24) hours before the time set for the special meeting. The notice shall specify the time and place of the special meeting, the business to be transacted and posted to ENS, the WHWCNC website and at the physical posting location. A special meeting must be scheduled for a day and time different from when the regular meeting would have been held. A Chair of a Committee can also call a special meeting. However, special meetings may not be a safety net for not posting agendas (72) hours in advance of meetings.
- B. **Adjourned Meetings:** The presiding officer shall adjourn the meeting after all items listed on the agenda have been discussed and an action taken. At Board Meetings and Committee Meetings members shall not leave the meeting until the presiding officer has declared the meeting adjourned as a meeting must be immediately adjourned if there is a lack of a quorum of present and voting members. Neighborhood Councils may not hold closed sessions.

Section 2: Agenda Setting

The President shall set the agenda for each Council Board meeting.

- A. No items may be added to the Agenda once it is posted. No action or discussion shall be undertaken of any item not appearing on the Agenda, except in response to comments or questions made during Public Comment(s), in which case such responses shall be brief. Neighborhood Council Representatives will be permitted to make brief announcements or a brief report on his/her activities, or make a request of any City staff or other resource present for factual information or request City staff to report back a subsequent meeting concerning any matter, or take action to have a matter of business placed on a future agenda, or any other action or discussion permitted by the Brown Act.

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[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

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[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

27

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- B. **Minutes.** Within ten (10) business days following approval of the minutes of Neighborhood Council meetings, or as the Board otherwise directs, minutes of the meeting shall be posted on the Neighborhood Council web.

Section 3: Notifications/Postings

At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act, on ENS, on the WHWCNC website and in compliance with all EmpowerLA posting policy. An updated listing of the WHWCNC physical posting location/s shall be kept on file with the Neighborhood Council Secretary, EmpowerLA and stated in writing on meeting agendas.

Section 4: Reconsideration

The Board may reconsider a motion previously brought to a vote. A motion to reconsider must be made by a member who voted on the prevailing side. The motion to reconsider can be requested at the meeting in which the motion was made or at the following meeting. The motion to reconsider cannot be tabled and must be voted on. If the motion to reconsider is approved by a majority vote of the members present and voting, the item for reconsideration can be heard at the meeting or will be placed on the agenda of the next scheduled meeting.

ARTICLE IX: FINANCES

Section 1: Responsibilities of the Board

- A. The Board shall review its fiscal budget and adjust as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum finding allocation requirements.
- B. The Board shall adhere to all rules and regulations disseminated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.
- C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available and possible.
- D. The Council will not enter into any contracts or agreements except through the appropriate City officials.

Section 2: Responsibilities of the Treasurer

In addition to the responsibilities described and contained in these Bylaws, the Treasurer shall be the custodian of the funds of the Neighborhood Council. The Treasurer shall cooperate fully with the Department and City Clerk Funding Program in matters related to the Neighborhood Council funding, financial affairs and accounting procedures, and shall allow Department and City Clerk Funding staff access to the accounting records of the Neighborhood Council.

In addition, the Treasurer shall be responsible for ensuring the following:

Monthly Expense Report (MER)

The MER will be provided monthly and will include all documents required by the office of the City Clerk.

Financial Records

The Treasurer will set up and maintain an appropriate record keeping system for the Neighborhood Council. Documents to be used for purposes of accounting and financial control may be reviewed by the

[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

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Board, [stakeholdersStakeholders](#), Empower LA and the Office of the City Clerk.

Budget

The Treasurer shall keep the computerized and any required paper financial records of the budget of the Neighborhood Council. Budget Committee Meetings will be held no less than quarterly to re-allocate the funds of the WHWCNC. The Budget financial records will, at a minimum, consist of receipts, expenses and disbursements which will show the beginning-balance, the kinds and amounts of expenses paid daily, and the running balance of each funded category. NC funds will be duly accounted for under categories/line items as defined by the Office of the City Clerk and further defined and approved by a vote of the Board.

[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

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[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

Disbursements

All disbursements shall be paid by the WHWCNC credit card or by check. The Treasurer and President of the Board shall be the first and second signers. Check payments approved by a vote of the Board are requested by the Treasurer and dispersed by the Office of the City Clerk.

Neighborhood Council Funds

All WHWCNC receipts of funds are deposited intact into their respective bank accounts by the Office of the City Clerk.

Financial Reporting

The Treasurer shall prepare and submit ~~the~~ financial documents ~~of the~~ and reports to the Board as [prescribed in the Standing Rules.](#)

[The Treasurer shall prepare and submit the financial documents of the](#) Neighborhood Council to the Department/Office of the City Clerk according to their requirements and the requirements of the City of Los Angeles.

Annual Report

~~The Treasurer shall provide to the Neighborhood Council Board within sixty (60) days after the close of its fiscal year, a report containing the WHWCNC audit of the prior fiscal year, as determined and reported by the Office of the City Clerk.~~

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ARTICLE X: ELECTIONS

Section 1: Administration of Elections

The Neighborhood Council's election will be conducted pursuant to any and all City, EmpowerLA and City Clerk ordinances, policies and procedures pertaining to Neighborhood Council elections.

Section 2: Governing Board Structure and Voting

The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age

Except with respect to a Youth Board Seat, ~~a stakeholder (which must be between 14 and 17 years of age).~~ [a Stakeholder](#) must be at least 16 years of age on the day of the election or selection to be eligible to vote. [See Admin. Code §§ 22.814(a) and 22.814(c)]

Section 4: Method of Verifying Stakeholder Status

Candidates and Voters will verify their [Stakeholder](#) status by providing acceptable documentation submitted and verified by the office of the City Clerk.

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[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

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[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

31

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Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language

- A. **Alternates:** For each area, one (1) Alternate Area Representative shall be selected pursuant to the Elections Rules and Procedures. The Alternate Representative must attend all Board meetings of the Neighborhood Council. The Alternate Representative shall be a voting member of the Neighborhood Council at any Neighborhood Council Board meeting where the corresponding Area Representative is absent.

If an Area Representative resigns or is removed from office, the corresponding Alternate Representative shall become the Representative for that area for the remainder of the Representative's elected term.

- B. **Selection of Representative and Alternates:** The person receiving the highest number of votes in an election of ~~RSRs, BSRs, CBOSERRs, BRs, CORs~~ and ~~ALSRs, ALRs~~, shall serve as the area Representatives for the new term. The person receiving the second highest number of votes in each area election shall become the area Alternate Representative for the new term, providing he or she accepts. The term of the area Alternate Representative shall be concurrent with that of the area Representative.

ARTICLE XI: GRIEVANCE PROCESS

- 1) **Eligibility to Grieve.** The Neighborhood Council grievance review process will be conducted pursuant to all City ordinances, policies and procedures pertaining to Neighborhood Council grievances. The Neighborhood Council shall take appropriate action as advised by EmpowerLA. This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board. Those grievances can be aired at Neighborhood Council meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Neighborhood Council Standing Rules or these Bylaws.
- 2) **Filing a Grievance,** Board members and ~~stakeholders~~ Stakeholders shall visit the EmpowerLA Grievance Policy website page and portal for instructions for filing a grievance or contact EmpowerLA at 213-978-1551.

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ARTICLE XII: PARLIAMENTARY AUTHORITY

The Board shall meet regularly, as prescribed in the Standing Rules. All Neighborhood Council meetings, including General Meetings, Executive Committee Meetings and Committee meetings, shall be governed by Roberts' Rules of Order or ~~such other~~ have modifications of those rules as the Neighborhood Council Board ~~adopts~~ sets forth in the Standing Rules, insofar as such rules are not inconsistent with city, state and federal laws.

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[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

48

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[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

33

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[Ad-hoc Committees of six \(6\) or less Board members therefore not open to the public, can waive parliamentary procedure.](#)

ARTICLE XIII: AMENDMENTS

Requests for amendments, changes, additions and/or deletions to the Bylaws or Standing Rules may be proposed by a member of Board. All proposed amendment(s) reviewed by the Governance Committee for analysis and recommendation(s) shall be submitted to the Board. The proposed amendments will be placed on the agenda for public discussion at any scheduled regular Neighborhood Council Board meeting. A recommendation for amendment, change(s), addition(s) and/or deletion(s) of the Bylaws or Standing Rules requires a majority vote of the Board members present and voting. Thereafter, and within fourteen (14) business days after a vote recommending amendment, change(s), addition(s) and/or deletion(s) to the Bylaws, a Bylaw Amendment Application shall be submitted to EmpowerLA in accordance with all rules and regulations.

ARTICLE XIV: COMPLIANCE

All Neighborhood Council Representatives, Alternates, Officers, and any others within the scope of the applicable law, shall abide by all Federal, State and Local laws, including the standards adopted by the Los Angeles Ethics Commission, as a minimum ethical standard. The Neighborhood Council shall adopt as Standing Rules and Codes of Conduct as a pledge and methodology for Neighborhood Council Representatives, Alternates, Officers, and other affected persons, regarding obeying the law and rules and achieving high standards of conduct, including, but not limited to, fair and open procedures for conducting business and financial accountability of Neighborhood Council funds.

Section 1: Code of Civility

The Neighborhood Council, its representatives, and all Stakeholders shall conduct all Neighborhood Council business in a civil, professional and respectful manner- [or be subject to disciplinary action per the Standing Rules.](#) Board members will abide by both the Commission's Neighborhood Council Board Member Code of Conduct Policy and the Neighborhood Council's Code of Conduct Policy.

Section 2: Training

Neighborhood Council (NC) board members, both elected and appointed, are required to complete four trainings in order to vote on issues that come before the council: Ethics, Funding, Code of Conduct, and the Anti-Bias Learning for Employees (ABLE) Training.

Section 3: Self-Assessment

Every year, the Neighborhood Council shall conduct a self-assessment pursuant to Article VI, Section 1 of the Plan and as defined by EmpowerLA.

[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

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[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

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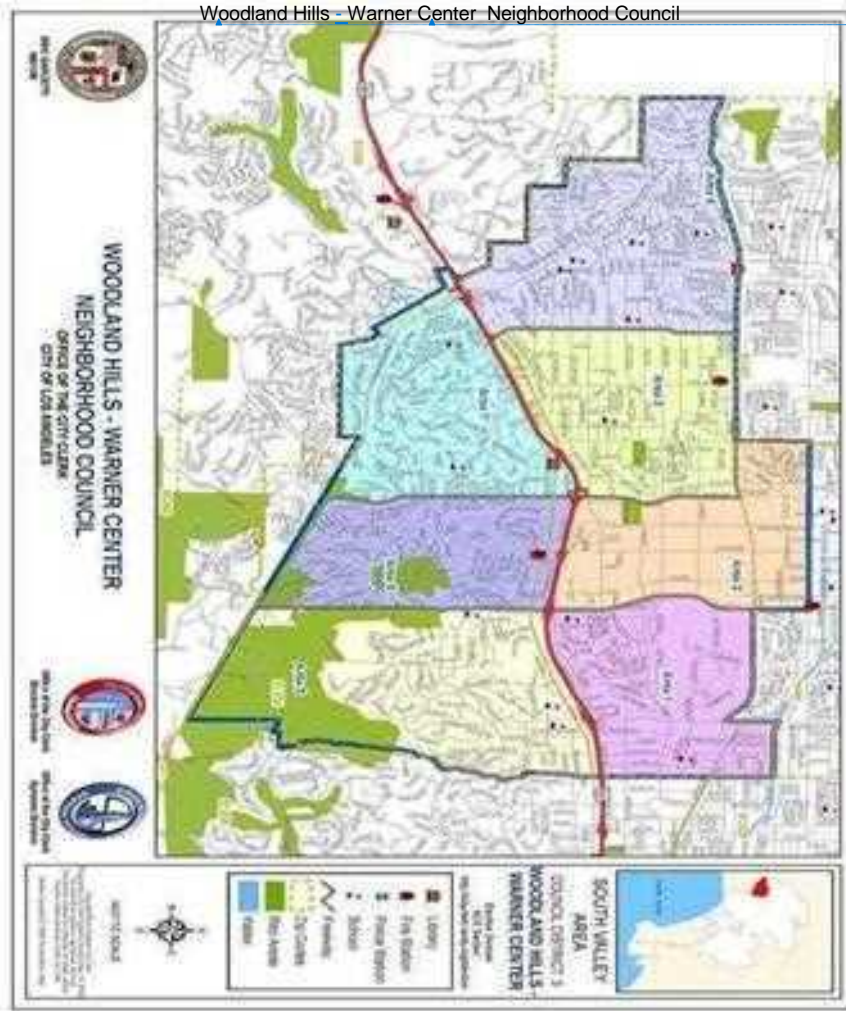
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[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

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ATTACHMENT A – Map of Neighborhood Council
Woodland Hills - Warner Center Neighborhood Council



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[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

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**ATTACHMENT B – Governing Board Structure and Voting
Woodland Hills - Warner Center Neighborhood Council**

BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Residential Representative of Areas 1 - 7 Term: 4 Years	7	Elected	Stakeholder who is at least 18 years old; whose primary residence is located within the physical boundaries of each respective area.	Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area.
Business Representative of Areas 1 - 7 Term: 4 Years	7	Elected	Stakeholder who is at least 18 years old, who owns a business or rental property or is employed by a business that is located within the physical boundaries of each respective area.	Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area.
Community Organization Representative of Areas 1 - 7 Term: 4 Years	7	Elected	A person who is at least 18 years old and is a member of, or regularly participates in the activities of a community organization that is located within the physical boundaries of each respective area.	Stakeholder who is at least 16 years old at the time of the election and lives, works, owns a business, or is a member or participates in a community organization within the area.
At-Large Representative Term: 4 Years	1	Elected	Stakeholder who is at least 18 years old at the time of the election and who lives, works, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder Stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.	Stakeholder who is at least 16 years old at the time of the election and who lives, works, or own real property in the neighborhood and also those who declare a stake in the neighborhood as a community interest stakeholder Stakeholder, defined as a person who is a member of or participates in a Community Organization within the Neighborhood Council's boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

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BOARD POSITION	# OF SEATS	ELECTED OR APPOINTED?	ELIGIBILITY TO RUN FOR THE SEAT	ELIGIBILITY TO VOTE FOR THE SEAT
Youth Member	1	Appointed	Stakeholders between the ages of fourteen (14) and seventeen (17) at the time the Stakeholder is appointed to this seat.	The youth member shall be appointed by a majority vote of the Board on a written application made to the Board on a form to be designated.

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[Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022](#)

[22](#)

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[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

40

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ATTACHMENT C – Glossary Definitions

- 1. ~~1.~~ Absence - Failure to be present at a scheduled meeting, where you are a voting member.
- 2. ~~2.~~ Acceptable Documentation - Documentation acceptable through the City of Los Angeles.
- 3. ~~3.~~ Adjourned - End of doing business of a meeting.
- 4. ~~4.~~ Administration of Elections - Department of Neighborhood Empowerment and City Clerk election procedures.
- 5. ~~5.~~ Agenda - A list of items to be addressed at a meeting per Brown Act Requirements.
- 6. ~~6.~~ Alternate - The runner up who has the second highest vote count, regardless of ~~stakeholder~~Stakeholder category, for that area.
- 7. ~~7.~~ Amendment - A parliamentary procedure for any alteration made to a motion.
- 8. ~~8.~~ Area - The Neighborhood Council is divided into seven (7) sections, which are called "Areas." Each Area has three (3) elected Representatives and one alternate representative. Please see Attachment "A"
- 9. ~~9.~~ Board - Those elected and appointed members who comprise the Board ("The Board").
- 10. ~~10.~~ Board Meetings - A standing monthly meeting of the board Neighborhood Council as defined by the Bylaws (Article VIII).
- 11. ~~11.~~ Meeting (Special) - A meeting which requires twenty-four (24) hours notice
- 3.12. ~~12.~~ Bylaws - A set of regulations addressing the operations and governance of the WHWCNC.
- 13. ~~13.~~ Censure - An act of condemnation of an act or behavior as deemed unacceptable by the NC
a. (Please see Article V, Section 8.).
- 14. ~~14.~~ Chairperson - The appointed leader of a standing committee or ad hoc committee
- 15. ~~15.~~ Committee (Ad Hoc) - A Committee created for a limited purpose (temporary) that may contain both board members and ~~stakeholders~~Stakeholders (Article VII).
- 16. ~~16.~~ Committee (Executive)- The officers of the WHWCNC. (Article VII).
- 17. ~~17.~~ Committee (Standing) - A committee that meets on a regular basis on a specific day and time, as defined by the Bylaws (Article VII).
- 18. ~~18.~~ Complaint - A formal objection (in writing) in the course of the operation of the NC referencing a specific action or actions.
- 19. ~~19.~~ D.O.N.E. - "Department of Neighborhood Empowerment" - The City's department overseeing the NC. Also referred to as "the Department"
- 20. ~~20.~~ Duties - The required actions of the NC Members as defined by the Bylaws and Standing Rules
- 4.21. ~~21.~~ Election Certification - D.O.N.E.'s and the City Clerk system of validating election results.
- 22. ~~22.~~ Grievance - A dispute involving procedural matters. (Please see Article XI.)
- 5.23. ~~23.~~ Motion - Sets forth a specific request for action by the WHWCNC.
- 6.24. ~~24.~~ WHWCNC - "Woodland Hills - Warner Center Neighborhood Council."
- 25. ~~25.~~ NC - "Neighborhood Council."
- 7.26. ~~26.~~ Neighborhood Council Property - All nonexpendable items paid for with City funds.
- 27. ~~27.~~ Officer/Officers of the Board - Please see Article VI, § 1.
- 28. ~~28.~~ President - please see Article VI §2A.
- 29. ~~29.~~ Quorum – ~~Twelve (12) member~~Thirteen (13) members of the board present and voting at board meetings.
- 30. ~~30.~~ Removal - Disqualification of a Board Member or Alternate for the reasons and through the procedures delineated in the Bylaws. (Article 5, Section 8)
- 31. ~~31.~~ Representative - The person (either elected or appointed) to fill a position in one of the seven Areas or the At-Large position.

[Woodland Hills - Warner Center Neighborhood Council \(WHWCNC\) - Bylaws Amended 3/10/2024](#)

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32.32. Stakeholder - Those individuals who live, work, or own property in the neighborhood as well as those who declare a stake in the neighborhood and affirm the factual basis for it, as determined by The Department.

Woodland Hills Warner Center NC – Bylaws Approved 5/19/2022

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Woodland Hills - Warner Center Neighborhood Council (WHWCNC) - Bylaws Amended 3/10/2024

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- ~~8.33.~~ ~~33.~~ Standing Rules - Non-legislative, operating procedures.
- ~~9.34.~~ ~~34.~~ Vacancy(s) - An open seat on the Board or a committee.
- ~~35.~~ ~~35.~~ Vice-President - Please see Article VI §2B.

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Item No. 10

PLUM

Lot Splits Exemptions for Walnut Acres and RA1 Zones

March 7, 2024

TO: City of Los Angeles, Department of City Planning
City of Los Angeles, Department of City Planning, Zoning
Councilmember Bob Blumenfield

FROM: Woodland Hills-Warner Center Neighborhood Council

RE: SB 9 and Requests for Lot Split Exemptions for the Walnut Acres Community
in Woodland Hills, California

The Los Angeles Development Review Process provides an overview of the entire development process, describes what circumstances will trigger a particular review process, and provides the chronological processes that must be completed before proceeding to further reviews.

The Woodland Hills-Warner Center Neighborhood Council (WHWCNC) provides recommendations related to the City of Los Angeles policies, standards, and regulations on land use, property development and construction review which are designed to help ensure the rights and welfare of its citizens, while protecting the rights and privileges of property owners.

At certain times the Woodland Hills-Warner Center Neighborhood Council may feel the need to weigh in on a particular component within development in an effort to better serve the health, safety and welfare of its citizens and their property and the community they live in.

Re: SB 9 and Lot Split Exemptions for the RA1 Zone, the Walnut Acres Community in Woodland Hills, California

The WHWCNC strongly recommends the City of Los Angeles to re-affirm Walnut Acre's RA1 Zone status and formalize a designation for "Walnut Acres", which is located within the broader Woodland Hills community. The history of Walnut acres dates back to the 1920s when James Irvine planted 11,000 walnut trees on 886 acres and today the community maintains much of its rural character.

The unique RA1 Zone designation of the City of Los Angeles benefits the larger community as animal keeping, urban agriculture initiatives, promoting food security and sustainability within the city not only enhances the local food supply but also educates the community on the importance of sustainable living practices.

The lots in the community known as Walnut Acres are zoned RA1.

The lots in Walnut Acres have not been approved for a lot-split or flag lot in over twenty years and on Sept. 2, 2014, the City of Los Angeles established zoning regulations to protect Walnut Acres and similar communities.

RA1 Zones are not included in SB9 as an allowed zone for lot splits, however,

- Recent legislation such as Senate Bill (SB) 9 (Atkins) and the recent proliferation of other City and State policies have placed Walnut Acres in the bull's eye for developers to purchase these RA1 lots.
- Developers request immediate approval for lot splits for very large homes with ADUs and with little or no review to build very large spec houses for sale.
- These lot splits do not meet the criteria for RAI Zoning and equestrian-oriented lots.
- These lot splits also infringe onto the animal keeping and agricultural rights of the adjacent lots.
- However real estate agents and developers continue to pursue lot splits in Walnut Acres and have created an untenable situation where Walnut Acres residents must continuously spend unlimited amounts of time and energy to defend their property and community.
- In 2024 Senate Bill (SB) 9 (Atkins) the California Housing Opportunity and More Efficiency (HOME) Act: To be eligible for the streamlining provided by this bill, a parcel must meet a specific list of qualifications that protects historic districts, preserves the environmental quality and the look of communities, and prevents tenants from being displaced.
- It is the belief of the residents of Walnut Acres and the Woodland Hills-Warner Center Neighborhood Council that SB 9 does not preserve the environmental quality and the look of the community and furthermore residents face the immense danger of having their RA1 rights, agricultural rights, and animal keeping rights taken from them.
- Furthermore, developers consistently submit plans to build very large multi-million-dollar homes on the Walnut Acres two split lots, therefore the developers are providing no access to more rental and ownership options for working families who would otherwise be priced out of the neighborhood.
- Developers have stated that they do not plan to live in the homes for at least (3) years as required by SB9 and are building multiple large homes solely for investment and resale purposes only.

Therefore, the Woodland Hills-Warner Center Neighborhood Council and the residents of Walnut Acres request the following:

As pertaining to the many issues and concerns related to lot splits and flag lots in the RA1 zoned Walnut Acres Community within Woodland Hills, Ca, per Senate Bill (SB) 9 (Atkins) and other affiliated City Planning Rules and Regulations, and

Therefore, Walnut Acres and the WHWCNC requests the City of Los Angeles will take action to protect RA1 zones to make sure that the rural aspects and character of the area are maintained and the standard uses for this zone include low-density residential uses, and all residential development in this type of zone is comprised of single-family homes with large lots to guarantee the possibility for these homes to include a limited amount of agriculture, which also extends to equestrian and animal keeping-related uses.

Therefore, the Woodland Hills-Warner Center Neighborhood Council requests the City of Los Angeles permanently exempt RA1 lots within the area known as Walnut Acres from SB9 and future lot splits/flag lots, to be enacted by a decree and vote of the Los Angeles City Council. And to officially by City Council decree and City Council vote to:

- **Prohibit Lot Splits and Flag Lots in RA1 Zoned Areas in Walnut Acres and other RA1 neighborhoods.**
- **designate the name of the community to be Walnut Acres to signify that Walnut Acres is a unique historical and agricultural area, zone changes are not appropriate and lot splits and flag lots of its parcels are not appropriate.**

BACKGROUND:

In December 2006, Chief Planning Deputy, Johnathan Brand wrote the following article in The Zine Line (a newsletter published by then Councilmember Dennis Zine) November/December 2006 Volume 6 Issue 2

The historic roots of the San Fernando Valley are agricultural. Post-war suburbanization transformed landscape subdivision by subdivision into the communities that we have today. However, several of these subdivisions incorporated residential and semi-rural and agricultural characteristics and are still around today. These areas re zoned “RA Suburban” and comprise Melody Acres in Tarzana, Reseda Ranch in Reseda, and Walnut Acres in Woodland Hills.

Our RA communities are very special in that they are characterized by large and wide lots. The minimum square footage is 17,500 square feet (20,000 square feet for Melody Acres) and the minimum width along the street is 70 feet. Large and private backyards, wooded landscape, and rustic streets without curb, gutters, and limited street lighting characterize these communities. In these areas certain agricultural uses are allowed that are not permitted in higher density zones. The keeping of horses, poultry, and other domestic livestock other than pigs are allowed in the zone so long as the animals and the structures that house them are permitted and that these structures maintain a certain distance from living quarters. Long-time residents love living in these communities and newcomers purchase homes here to enjoy the amenities that are only found in these areas.

Recently we have seen sub-division proposals that have asked to change the zone of a property to allow for higher density, proposals to flag lots to add a home to the rear of a property, proposals to subdivide a parcel without the minimum street frontage, and proposals to subdivide with less than the minimum square footage. All of these proposals require discretionary action from the Planning Department. Increasing density above and beyond what is allowed by the zone designation is problematic for these communities in that they threaten the very characteristics that make them special like privacy, animal keeping opportunities, and a semi-rural look.

Councilman Dennis P. Zine is committed to the preservation of these last remaining RA Suburban zones and recommends denial to the Planning Department for requests that are not by right or requests that require a zone change or general plan amendment.

For Walnut Acres an Interim Control Ordinance has been proposed to temporarily disallow lot splits that require discretionary actions and to limit the size of guest homes that are sometimes

only a few hundred square feet smaller than the main house. The community of Reseda Ranch is going through the process to officially designate the name of their community to Reseda Ranch. This name designation will help signify that Reseda Ranch is a unique area and that zone changes of its larger parcels are not appropriate. Melody Acres has footnotes to the Tarzana/Encino Community plan that limit the minimum lot size to 20,000 square feet and recommend the waiver of street improvements to preserve the rustic look of the street.

On September 2, 2014, the City of Los Angeles, Department of Planning, City of Los Angeles, Department of City Planning, Zoning Information (ZI) File ZI NO. 2438, Equine Keeping in the City of Los Angeles for COUNCIL DISTRICT: All (Citywide) established the following zoning regulations for neighborhoods with lots zoned RA, RE20, RE40, A1, and A2) and was stated the following:

“Many Los Angeles communities have a long tradition of equine keeping, which contribute to these communities’ distinctive character and quality-of-life. This is especially the case in the San Fernando Valley, particularly in communities such as Lake View Terrace, Shadow Hills, Chatsworth, Sylmar, as well as many other Valley neighborhoods.

As development pressures have mounted in these traditional lower-density neighborhoods (lots zoned RA, RE20, RE40, A1, and A2), equestrian-oriented lots have been subdivided into sizes too small to accommodate equines, buffers between equine and non-equine uses have been diminished, equine keeping rights have been lost due to new, adjacent development, and commonly used trails have been obscured or interrupted by new developments. These pressures over time have resulted in a loss of valuable and irreplaceable equine keeping lots that contributes to the rich and dynamic character of Los Angeles.

Improved regulations can assure that existing equestrian-oriented neighborhoods are preserved and that future developments in these areas continue to contribute to the City’s rich equestrian tradition.

Currently, the Los Angeles Municipal Code has very specific provisions with regards to the keeping of equine. This Zoning Information File outlines the required building permit process and general development guidelines for development on equine keeping lots.”

Thank you for consideration.

Sincerely,

Woodland Hills-Warner Center Neighborhood Council