
Advisory Neighborhood Commission 6A

Bylaws

Revision History

Name	Date	Reason for Changes
Laura Gentile	December 12, 2021	Update of 2013 Bylaws

ARTICLE I. History & Mission

The name of this unincorporated elected body shall be the Advisory Neighborhood Commission (ANC) 6A. Hereinafter the word "Commission" shall be used to refer to ANC 6A.

ARTICLE II. Object

Section 1. The Commission has the duties and powers described in [PL 93-198](#) and [DCL 1-21](#) as amended.

ARTICLE III. Members

Section 1. The Commission shall be composed of those persons duly elected to represent the Single Member Districts (SMDs) within the Commission area.

Section 2. All members shall have equal voting rights followed by the principle of one person, one vote. There shall be no voting by proxy.

ARTICLE IV. Officers

Section 1. The Commission shall elect an Executive Committee comprising the Commission's Chair, a Vice-Chair, a Secretary, and a Treasurer from among its members.

Section 2. The election of officers shall take place at a meeting of the Commission in January of each year.

Section 3. Each candidate for office shall be nominated by a member of the commission. Commissioners may nominate themselves. Seconds are not required.

Section 4. When nominations are closed, the voting shall take place as determined by the Commission at that time. No secret ballots are allowed.

Section 5. The officers shall be elected to serve for one year or until their successors are elected. Their terms of office shall commence at the close of the meeting at which they are elected. In the event of a vacancy, the officer filling the vacant position shall only serve out the remainder of the term of the officer he or she replaced.

Section 6. A simple majority shall be required for election of officers. If there is not a simple majority after the first ballot, there shall be an election between the candidates receiving the most votes. In the event of a tie vote, the term shall be divided equally between the tied candidates. A coin toss or drawing of straws shall be used to determine the order in which the candidates serve.

Section 7. If there is a vacancy among any officers except the Treasurer, the Commission shall hold an election during the next meeting of the Commission. If there is a vacancy in the Treasurer position, the Commission may hold a special meeting to elect a new Treasurer.

Section 8. The Chair shall serve as a convenor of the Commission and shall chair the Commission meetings.

Section 9. The Chair shall have the power to call special meetings of the Commission and of the Executive Committee.

Section 10. In the Chair's absence, or when the Chair wishes to give up the chair, the Vice-Chair shall act as the Chair.

Section 11. The Secretary, or Designee, shall ensure that minutes are kept for all meetings of the Commission and that copies are distributed to all members of the Commission. The Secretary, or Designee, shall also ensure that notice is given for all Commission meetings as required by District law.

Section 12. The ANC 6A website (www.anc6a.org) shall serve as the central repository for all Commission records.

Section 13. The Treasurer shall be responsible for developing an annual fiscal year budget, preparing quarterly financial reports, keeping the Commission's financial records and accounts, and for executing its expenditures in accordance with DC law.

Section 14. All checks must be signed by two officers, one of whom must be either the Treasurer or the Chair.

Section 15. When officers are elected, the Commission will identify one officer who will serve as the Parliamentarian. This role will typically be filled by the Secretary but may be filled by another officer. The Parliamentarian will advise the Chair regarding adherence to Robert's Rules of Order.

Section 16. The officers shall have the assistance of the Commission staff in carrying out their duties as may be required.

ARTICLE V. Meetings

Section 1. Each January, the Commission shall decide on a schedule of meeting times and places for the next twelve (12) months. The Commission, however, may modify the schedule if necessary. In case of an emergency, the Chair may reschedule the meeting time or location.

Section 2. No official action may be taken by the Commission unless a quorum is present and a majority of those voting "yea" or "nay" vote in favor of the action.

Section 3. A quorum is a majority of the current Commission members. However, a quorum cannot be formed unless a majority of the SMDs have Commissioners.

Section 4. Special meetings of the Commission can be called by the Chair, the Executive Committee, or by written request of three Commission members. The purpose of a special

meeting shall be stated in the notice and no other topic may be discussed at that meeting. Reasonable notice shall be given in writing.

Section 5. All meetings of the Commission shall be accessible to the public.

Section 6. The Commission is committed to non-discrimination on the basis of race, color, creed, class, national origin, sex, age, religion, ethnic identity, ethnicity, immigration status, language, culture, housing status, sexual orientation, gender, gender identity, economic status or disability as defined by the Americans with Disabilities Act of 1990 and shall conduct itself, and its meetings, in accordance with this commitment.

Section 7. As outlined in the DC Code, the Commission shall set aside a portion of each public meeting to hear the views of residents within the Commission area and other affected persons regarding problems or issues of concern within the Commission area and proposed District government actions that affect the Commission area. This will include previously considered comments that were not handled or addressed at the respective committee-level meeting.

Section 8. Any Commissioner may add an item to the agenda of a regular meeting provided that the Commissioner submits the item to the Chair at least eight (8) days in advance of the meeting.

Section 9. At least seven (7) days in advance of the Commission meeting, the Secretary, or Designee, will post the draft agenda to the ANC6A website and update as needed as additional materials become available.

Section 10. Financial Conflicts of Interest

a) Commissioners shall not use their official position or title for any purpose other than their official duties as a Commissioner, nor in any manner that the Commissioner knows or should know is likely to have a direct and predictable effect on their financial interests or the financial interests of a person closely affiliated with the Commissioner. No Commissioner shall substantially participate in a Commission matter that the Commissioner knows or should know is likely to have a direct and predictable effect on their financial interests or the financial interests of a person closely affiliated with the Commissioner.

b) When a Commissioner becomes aware of a potential conflict of interest, the Commissioner is required to notify the Chair of the matter and nature of conflict at the start of the discussion of that item. The Commissioner will then be recused from the votes on that matter. If the Commissioner is the Chair, the Vice Chair will assume responsibility during the issue in question, as the Chair will be recused from the votes on that matter.

ARTICLE VI. Executive Committee

Section 1. The Executive Committee shall consist of a) the Chair; b) the Vice-Chair; c) the Secretary; and, d) the Treasurer.

Section 2. The Executive Committee of the Commission shall have the authority to establish special committees.

Section 3. The Executive Committee of the Commission shall have the power to propose a meeting agenda and make recommendations for the operation of the Commission, which include setting a consent agenda prior to Commission meetings.

Section 4. A majority of the members of the Executive Committee shall constitute a quorum of the Executive Committee.

Section 5. Meetings of the Executive Committee may be called by the Chair or by a majority of the Committee.

ARTICLE VII. Other Committees

Section 1. In addition to the Executive Committee, there shall be two other categories of committees: standing committees and special committees:

- Standing Committees are those created permanently by majority vote of the Commission. Such committees can also be dissolved by majority vote of the Commission.
- Special Committees are those created temporarily by the Executive Committee. These Committees dissolve if members do not provide updates to the Commission for more than three (3) months, do not meet for more than six (6) months, or if a majority of the Commission determines that their objective has been achieved. their objective is achieved.

Section 2. In accordance with District law, the position of Chair of each Commission Committee shall be open to any resident of the Commission area. The Chair of each Committee shall be appointed by the Commission.

Section 3. The Chair of the Commission shall ensure that items requiring Committee action are to be referred to the appropriate Committee chair(s) on receipt.

Section 4. Committee recommendations for Commission action shall be placed on the agenda for the first Commission meeting after they are adopted, unless the Commission objects.

Section 5. Committee Chairs shall serve for up to one year or until their successors are elected. In the event of a vacancy, the Committee Chair filling the vacant position shall only serve out the remaining term of the Chair who was replaced.

Section 6. Committee membership and chairs are approved annually at the first Commission meeting of the year. See Appendix A for a description of the Standing Committees.

Section 7. Committee members can be appointed at any time throughout a year. Potential Committee members must notify their SMD Commissioner and the Committee Chair that they would like to join the Committee, and must attend a meeting of that Committee prior to the consideration of their nomination by the Commission.

Section 8. All Committee meetings shall be announced on the ANC 6A website at least 24 hours in advance of the meeting except in case of an emergency or for other good cause.

ARTICLE VIII. Standing Rules

Section 1. The Commission may adopt rules to implement the requirements of these Bylaws and to enhance the efficiency and operation of the Commission. The rules may be adopted or amended by majority vote at any Commission meeting.

Section 2. The Commission shall adopt standing rules for handling constituent recommendations. The rules shall designate one person to ensure that constituent recommendations are referred to the proper Commissioner, Committee, or government agency for action.

ARTICLE IX. Parliamentary Authority

Section 1. Robert's Rules of Order shall govern the conduct of the Commission except where they are not consistent with District law.

ARTICLE X. Amendment of Bylaws

Section 1. Revision of these Bylaws requires a two-thirds vote of Commissioners present at a meeting of the Commission and "voting yea or nay." Each Commissioner shall have at least two (2) weeks prior notice that an amendment(s) is being proposed to the Bylaws. The notice shall include the suggested change(s).

Section 2. These Bylaws shall be consistent with all applicable federal and District of Columbia law. Any provision of these Bylaws inconsistent with federal or District of Columbia law shall be ineffective to the extent necessary to maintain consistency with law, and shall not invalidate any other provisions of these Bylaws.

Section 3. The Commission shall file an up-to-date copy of the Bylaws and all amendments thereto with the DC Council and the Office of Advisory Neighborhood Commissions within thirty (30) days of their adoption.