
Advisory Neighborhood Commission 6A

Standard Operating Procedures

Revision History

Name	Date	Reason for Changes
Laura Gentile	December 12, 2021	Original
Laura Gentile	October 16, 2022	Update language in Section IV. E. (Committee membership)

This Standard Operating Procedures document includes procedures, general guidelines, and other information to assist ANC 6A’s efforts to conduct organized, efficient, and effective meetings, and to support the community.

I. Address Information

The official mailing address of ANC 6A is:
P.O. Box 75115
Washington, DC 20013

II. Declaration of Purpose

Mission

As elected officials, Commissioners are responsible for representing the interests of their community, including those who are historically underrepresented and underserved by government decision-makers.

The mission of the Commission is to represent all residents of 6A, while paying special attention to historic ramifications of systemic racism that have profound consequences on our community. The Commission recognizes and remembers all those who have been historically underserved and/or marginalized, including the Indigenous People on whose lands DC currently sits—the Nacotchtank, Piscataway, Doeg-Tauxenant, and Pamunkey Nations and Tribes—who have stewarded these lands for millennia, as well as the enslaved Africans and Black Americans, separated from their families and native lands by force, and made to labor to build this city and much of our region and the latest impact these histories have today. The Commission also recognizes that, as a result of gentrification, DC has one of the highest rates of displacement of native residents.¹ In addition, DC has one of the highest rates of incarceration in the nation.² Further, residents of ANC 6A have varying relationships with law enforcement and government.³

The Advisory Neighborhood Commission system traces its origins to the Adams Morgan Organization (AMO), which was founded in 1972 by neighborhood advocates.⁴ During DC’s transition to Home Rule, the AMO served as a powerful model of how local self-government could thrive. As community members serving on behalf of neighbors, Commissioners and Committee members (ANCs) must

¹ https://www.washingtonpost.com/local/in-the-district-gentrification-means-widespread-displacement-report-says/2019/04/26/950a0c00-6775-11e9-8985-4cf30147bdca_story.html

² <https://www.prisonpolicy.org/profiles/DC.html>

³ <https://dccouncil.us/police-reform-commission-full-report/>

⁴ <https://storymaps.arcgis.com/stories/724d1a6c62184eb1a2122262365a2314>

recognize that doing the right thing does not always mean acting on the wishes of the loudest voices. While ANCs must listen to all voices, ANC decisions and deliberations should always be made on behalf of all of the neighbors, including those that, for many reasons, are not contributing or unable to contribute during discussions.

And while ANCs must ensure that the voices of neighborhood residents are considered and heard, this does not necessarily mean that their individual views will be followed. In a similar vein, although government agencies are obligated to give “great weight” with respect to ANC recommendations and comments, they are not obligated to act in direct concert with those recommendations and comments. Government agencies must weigh the voices of all ANCs against the broader needs of the community and goals of the government.

ANC 6A values and promotes inclusiveness, diversity, and an environment that values respect, fairness, and integrity. ANC 6A acts in accordance with these values by treating fellow commissioners, committee chair and members, and the public with dignity, civility, and respect.

ANC Oath

Prior to assuming their official duties, each Commissioner must take the following oath:

“I (name), having been duly elected as a Commissioner of the Advisory Neighborhood Commissioners of the District of Columbia do solemnly swear or affirm that: I, will support and defend the Constitution of the United States; that I will perform such duties as may be assigned to me as a member of said Commissions to the best of my ability without fear or favor; that I will exercise my best judgment and will consider each matter before me from the viewpoint of the best interest of the District of Columbia, as a whole; and that I will faithfully discharge said duties.”

III. Meetings – Accessibility & Scheduling

- A. All Commission meetings shall be held at locations that are designed to reasonably accommodate the residents of the Commission area, depending on the issues to be considered by the Commission.
- B. Each participant is entitled to equal rights and treatment, no participant will be denied these rights because of race, color, creed, class, national origin, immigration status, sex, age, religion, ethnic identity, ethnicity, language, culture, housing status, sexual orientation, gender, gender identity, economic status or disability, as defined by the Americans with Disabilities Act of 1990 (ADA).

- C. The Commission will strive toward full accessibility for all of its residents.
- D. Whenever feasible and financially viable, the Commission will strive to make online participation available for all ANC meetings.
- E. In scheduling meetings, the Commission shall consider the occurrence of religious holidays that may affect levels of participation by both Commissioners and the community.

IV. Committees

- A. Committees consider matters on behalf of the Commission in order to make recommendations for action by the Commission.
- B. Committee meetings are designed to allow for extended dialogue about proposed projects and issues. Commissioners and community members are encouraged to participate in these meetings. Commissioners are entitled to vote on committee business when in attendance at committee meetings. Commissioners in attendance are counted as members of a quorum, but do not increase the number of members required for a quorum to be present.
- C. At Committee meetings, the Chair will outline, to the extent possible, clarify, and share the amount of time per agenda item at each meeting, including times specifically reserved for community member feedback.
- D. Prospective Committee members are typically recommended for membership by their SMD Commissioner after consultation with the Committee Chair. The Commission will take into consideration the diversity of representation in the residents that it may appoint to Committees.
- E. Committee Chairs, and/or the Commissioner for the specific SMD, may jointly recommend the removal of any committee member who has three or more unexcused absences without good cause within a 12-month period or about whom the ANC has received one or more complaints of significant concern that may be considered inconsistent with the ANC 6A Code of Conduct or other reasonable standard.
- F. Committees or Committee members may not represent the Commission before any agency or forum unless authorized by the Commission to do so. Authorization to present a report or finding by citizens who are not members of ANC 6A may be granted by a majority vote, and must be accompanied by a letter of authorization.
- G. The Executive Committee, Standing Committees and Special Committees are created as defined in the Bylaws. See Appendix A for a description of the

Standing Committees.

- H. If so desired, a Standing Committee may, by majority vote of the Committee, recommend to the Commission that its official name be changed.

V. Meeting & Public Procedures

- A. Commissioners may raise or propose agenda items for inclusion in Commission meetings eight (8) days in advance of the meeting. In order to allow for extended discussion or review, it is preferred that such items be raised and reviewed by the relevant Committee before they are advanced to the full Commission.
- B. Anyone wishing to make a presentation before the Commission is encouraged to make a request through their SMD Commissioner or the Chair at least ten (10) days in advance of the meeting.
- C. The appropriate Committee Chair or SMD Commissioner is responsible for preparing resolutions, motions, reports and/or letters under whose jurisdiction the action falls.
- D. Materials for Commission meetings are included in the agenda package which is posted to the ANC 6A website 24 hours in advance of the meeting.
- E. Materials for Committee meetings are posted to the ANC 6A website 24 hours in advance of the respective meeting and updated as necessary.
- F. At the start of each meeting, the Commission may choose to vote to amend the agenda to include new, urgent items that were not included in the agenda in advance of the public notification.
- G. The Chair is responsible for setting the agenda and number of presenters at each meeting and, as such, with consent of the Commission, may choose to place limits on discussion time and number of presenters in the interests of managing the agenda.
- H. Unless the Commission authorizes other individuals to do so, the Chair is responsible for signing all official correspondence on behalf of the Commission, including motions, resolutions, reports, and related documents.

VI. Commission & Committee Meetings

- A. Commission and Committee meetings are official sessions to be conducted with the greatest of decorum and respect. As such, Commissioners should be addressed by their official title and last name. Both types of meetings are open

to the public except when discussing personnel issues.

- B. The Commission Chair or Vice Chair will ensure that any items referred to the appropriate Committee are placed on the agenda for the next monthly meeting. The Chair reserves the right to defer to SMD Commissioners on matters that may be deemed time-sensitive or emergency in nature.
- C. For both Commission and Committee meetings, the Chair may open the floor to the public for its input on issues and place limits on discussion time and number of respondents.
- D. As outlined in Section V.A. of this document, to the extent possible, issues should be routed through Committees to allow for appropriate discussion and public notice prior to being raised before the full Commission.

VII. Consent Agenda

- A. The purpose of the consent agenda is to group routine Commission business items and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately.
- B. If a Commissioner makes a motion to support an item at a Committee meeting and place it on the consent agenda, and if that motion passes unanimously, the item is placed on the consent agenda for the full Commission meeting. If, at the Committee level, any Committee member or Commissioner in attendances votes “no” on the motion, the item cannot be placed on the consent agenda.
- C. Any Commissioner may request to have an item removed from the consent agenda prior to the full Commission meeting by sending a written request to the Chair.
- D. At the beginning of the Commission’s full monthly meeting, after adopting the minutes from the previous meeting and the agenda for the present meeting, the Chair will move to adopt the consent agenda as drafted. If the motion passes, there will be no more discussion of the items on the consent agenda during the full Commission meeting.

VIII. Reports & Minutes

- A. Committee Reports. Committee Chairs will distribute reports to all Commissioners at least five (5) days in advance of the next regularly scheduled meeting in order to provide sufficient time for review. Commissioners should contact Committee Chairs with their comments as soon as possible to enable

incorporation into the report prior to the next meeting.

- B. Commission Meeting Minutes. The Commission staff will prepare and share draft minutes from the previous month's meeting with the Secretary, or Designee, for review at least five (5) days before the next meeting. Following review, the Secretary, or Designee, will distribute to all Commissioners at least three (3) days before the next meeting to give Commissioners sufficient time to review and provide input.
- C. Financial Reports. The financial report will be emailed as a pdf file for inclusion in the agenda package at least three (3) days in advance of the next regularly scheduled meeting in order to give Commissioners sufficient time for review. Commissioners should contact the Treasurer with any comments as soon as possible to enable incorporation into the report prior to the next meeting.

IX. Use of Confidential Information

Commissioners may not⁵:

- A. Willfully or knowingly disclose or use confidential or privileged information acquired by reason of their position unless authorized or required by law to do so; or
- B. Divulge information in advance of the time prescribed for its authorized issuance or otherwise make use of or permit others to make use of information not available to the general public.

X. Dispute Resolution

- A. The Office of ANC (oanc@dc.gov) is the primary point of contact for any concerns or complaints about commissioners, questions or concerns regarding the operational procedures of Commission, and related issues.
- B. The ANC 6A Bylaws is the governing document for the Commission.
- C. Robert's Rules of Order is the official document governing parliamentary proceedings of the Commission.
- D. Applicable federal and District of Columbia law supersedes any rule, regulation or parliamentary procedure.

⁵ <https://dccouncil.us/wp-content/uploads/2021/01/PR24-0001b.pdf>

APPENDIX A: ANC 6A COMMITTEES

The Committees described below serve as forums to address issues that need more discussion and cannot be accommodated at a full Commission meeting due to time constraints. With the exception of the Executive Committee, ANC 6A Committee membership and chair positions are open to all ANC 6A residents. Committee Chairs are selected by vote of the Commission and serve for one year. The number of times that a Chair may be reelected is not limited.

The following roles and responsibilities are common to each Committee:

- Draft correspondence, which could include resolutions and letters, for Commission action;
- Coordinate public meetings, as necessary, to gather input for the Commission's consideration;
- Coordinate with the appropriate SMD Commissioner(s) on SMD-specific issues; and
- Promote membership and maintain a list of its members.

The roles and responsibilities that are unique to each committee are included below:

ALCOHOLIC BEVERAGE LICENSING (ABL) COMMITTEE

The ABL Committee advises the Commission on issues related to the DC government's Alcoholic Beverage Regulation Administration (ABRA). The ABL provides the community with the first opportunity to engage in all alcohol license issues in ANC 6A. As part of this effort, the Committee:

- Tracks applications for new licenses, license changes, and license renewals for ABRA-licensed establishments within ANC 6A;
- Works with appropriate SMD Commissioner(s) to negotiate and maintain settlement agreements on behalf of the ANC with ABRA-licensed establishments within ANC 6A;
 - *Settlement agreements that address noise, safety, and/or trash management are required for each request for a new or renewal ABC license with ABRA.*
- Assists Commissioners and community members in addressing concerns pertaining to ABRA-licensed establishments within ANC 6A; and
- As appropriate, represents ANC 6A in ABRA proceedings.

COMMUNITY OUTREACH COMMITTEE (COC)

The COC serves as a conduit for broader community outreach within the Commission. The Committee provides a sounding board for the community and advances specific concerns to the ANC. As part of this effort, the Committee:

- Holds presentations and offers forums and workshops of interest to the ANC 6A community;
- Works with the ANC to manage applications and make recommendations for grant funding; and

- Manages the social media for ANC 6A, in collaboration with the administrator.

ECONOMIC DEVELOPMENT & ZONING COMMITTEE (EDZ)

The EDZ Committee reviews, analyzes and publicly discusses proposed projects that are requesting relief from zoning regulations through the Board of Zoning Administration (BZA) or have an impact on the historic nature of Capitol Hill. As part of this effort, the Committee:

- Identifies appropriate issues related to job creation and business development [including housing development and policy as well as project development];
- Work with developers and other project proponents to encourage the inclusion of affordable housing and multi-family units wherever possible;
- Makes recommendations to the Commission to support or oppose requests for zoning relief;
- Researches and reports findings and provide recommendations to the Commission; and
- Tracks and notifies the Commission of all relevant hearing dates.

TRANSPORTATION AND PUBLIC SPACE COMMITTEE (TPS)

The TPS Committee reviews, analyzes and publicly discusses public space permit applications, DDOT and other public transportation or public space related proposals. The Committee also identifies areas of concern and works with the Commission and residents to facilitate the process with DDOT and other city agencies to remedy transportation and public space issues when determined appropriate. As part of this effort, the Committee:

- Hears from public space permit applicants, reviews applications and makes recommendations to the Commission for support or disapproval of public space permit applications;
- Develops transportation and public space related letters and resolutions for the Commission's consideration; and
- Tracks Traffic Safety Assessments (TSAs) and DDOT 311 requests and works with residents and the Commission to ensure requests are adequately fulfilled by DDOT and other city agencies.

APPENDIX B: GUIDELINES FOR ANC 6A GRANT APPLICATIONS

ANCs may award grants to organizations for public purposes as described in Section 310.13 of the DC Code. The Commission reserves the right to fund or not fund any legal grant application at its sole discretion, without explanation.

Monetary Amounts: When the Commission adopts an operating budget within sixty (60) days of receiving notice of its next fiscal year allotment from the District Government, it will include a line item amount for the Commission to support community grants during that fiscal year.

Public Notice of Availability of Funding: At the beginning of the fiscal year, the Commission will provide the Community Outreach Committee (COC) with a bifurcated allocation for grantmaking, subject to the availability of funding. Prior to the third quarter of the fiscal year, the Commission will perform a second analysis and, if additional funds are available, will inform the COC. The COC Chair shall publish the grant application form and the timeline for consideration to the ANC 6A website with grant applications being accepted at least twice a year. The COC may issue additional notices of grant opportunities based on the availability of funding.

I. Process

A. Eligibility

Only 501(c)(3) organizations based within the geographic boundaries of ANC 6A or those organizations which directly serve the community of ANC 6A may apply for funding. The applicant must propose to provide services, public in nature, that will benefit persons who live, work, learn, play or gather within the Commission boundaries and that do not duplicate those services already performed by DC government.

B. Applications

Applicants must include a written grant application; detailed description of the proposed project and public benefits; and detailed budget, statement of the total costs of the project, and other sources of funding.

Applications must be received by the COC Chair at least seven (7) days prior to action for approval/denial of application. A representative of the potential grantee organization must appear at the COC meeting when the grant request is first made, and then must appear at the Commission meeting when the grant application is considered.

II. Community Support

In an effort to support applications by 501(c)(3) organizations of all sizes and types, the COC is permitted to provide technical assistance regarding specific grant applications. On an annual basis, the COC shall consider ways to encourage non-traditional organizations, new organizations, and minority-led organizations to apply for grants.

III. Financial Reporting Requirements

A. Required Documentation

Payment of grant awards will be supported by documentation, including vouchers, grant request letter or proposal, completed grant application form, receipts from the recipient organization detailing its expenditures, minutes of the meeting in which the Commission approved the grant and any other supporting information that may be required by the OANC or the DC Auditor.

B. Timetable for Financial Reporting

All funds granted must be used in a manner consistent with the grant application approved by the Commission. Within sixty (60) days after a grantee receives the grant award, the grantee must forward to the Commission a statement as to the use of the funds as described below:

- 1) For grantees that have expended all funds -- provide receipts totaling the grant amount.
- 2) For grantees that have not expended all funds – provide a status report. Every month thereafter, the applicant should submit a status report until the funds are exhausted.

C. Failure of Grantee to Comply

Should a grantee fail to comply with Commission requirements or should it become known to the Commission that the grantee failed to comply with DC or federal requirements related to receipt and use of a grant the Commission may, at its sole discretion, refuse to provide future funding to the grantee.