



Ad Hoc By Laws Review Committee
Agenda

February 25, 2021, 7:00 PM

Virtual Meeting – Held on WebEx

Call-in number: 202-860-2110

Meeting number (access code): 160 042 3294

For those attending via WebEx, please use this link:

<https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e94d556790dec4d4011ba0059138dd1c9>

Public Meeting – All are Welcome.

7:00 pm	Call to Order
7:02 pm	Welcome / Introductions
7:15 pm	Review Agenda, Committee Purpose, & Ground Rules
7:20 pm	Overview of ANC 6A By Laws..... pg. 2 OANC By Laws Template.....pg. 19
7:25 pm	Share observations from review of other ANC bylaws ANC1A.....pg.23 ANC1B.....pg. 40 ANC2E.....pg. 44 ANC4A.....pg. 47 ANC5A.....pg. 53
7:40 pm	Next Steps / Questions
7:50 pm	Community Comment
7:55 pm	Wrap up & Adjourn



ANC 6A Bylaws

adopted 2013

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Article I. Commission Name

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

Article II. Commission Geographic Boundaries

The boundaries of the Commission are all in North East, unless otherwise designated, and generally from the corner of 7th Street and Florida Avenue, south to the corner of 7th Street and H Street, east to the corner of 8th Street and H Street, south to the corner of 8th Street and East Capitol Street, east to the corner of East Capitol Street and 22nd Street, north to the corner of C Street and 22nd Street, west to the corner of C Street and 19th Street, north to the corner of 19th Street and Benning Road, west to the corner of Benning Road and Florida Avenue and west to the corner of 7th Street and Florida Avenue. Specifically, the boundaries of the Commission are defined by the Board of Elections as the following Single Member Districts: 6A01, 6A02, 6A03, 6A04, 6A05, 6A06, 6A07 and 6A08.

Article III. Commission Membership

Section 1. The Commission shall consist of those nonpartisan, elected members from the Single Member Districts of the Commission as determined by the District of Columbia Board of Elections and Ethics.

Section 2. Each member of the Commission shall serve for a term of two years, which shall begin at noon on the second day of January following the date that the Board of Elections and Ethics certifies the election of each member. Vacancies shall be filled in accordance with Section XI, Section 1 of these bylaws.

Section 3. The members shall serve without compensation.

Article IV. Commission Responsibilities

Section 1. General Scope of Responsibilities

- a) The Commission may advise all units of District of Columbia government, including the Council, the Mayor, executive and independent agencies, boards and commissions, and the judiciary regarding matters affecting the Commission area. The Commission will represent the concerns of its residents with respect to the delivery of services by the District government. In taking advisory actions, the Commission shall account for the views of its residents, while making decisions for the good of the District of Columbia as a whole.
- b) The Commission may advise units of the DC government regarding planning, streets, alcoholic beverage licenses, recreation, social services, education, health, public safety, budget, sanitation, and any other matters that affect the Commission area and the quality of life in the District as a whole.
- c) The Commission may also advise other governmental bodies, such as the federal government or independent agencies, insofar as their actions affect the Commission area.

- d) The Commission may initiate its own proposals for District Government action and undertake other projects beneficial to the community.

Section 2. Public Hearings

- a) The Commission may hold public hearings on requested or proposed government actions. The Commission may invite public witnesses from any executive or independent entity to testify before the Commission.
- b) Within 45 days of the close of the public hearing, the Commission may submit to the Council a report detailing the Commission's findings and recommendations to be included in any public record of the proposed government action.

Section 3. The Commission shall monitor complaints of area residents with respect to the delivery of District government services and file comments on the same with the appropriate District government entity and the Council.

Section 4. Annual Reports

- a) On or before November 30 of each year, the Commission may file an annual report with the Council of the District of Columbia and the Mayor for the preceding fiscal year.
- b) The Chair, with the assistance of the Secretary, shall be responsible for the preparation of the report. Such report shall include but not be limited to:
 - 1) Summaries of important problems perceived by the Commission, in order of their priority;
 - 2) Recommendations for actions to be taken by the District Government;
 - 3) Recommendations for improvements on the operation of the Commission;
 - 4) Financial reports;
 - 5) Summary of Commission activities.
- c) Minority reports may be filed.

Section 5. Fiscal Reports

- a) Annual Fiscal Year Budget
 - 1) The Commission shall develop and approve an annual budget for the upcoming fiscal year within 60 days of notification of the amount of the Commission's annual allotment.
 - 2) At the Commission meeting prior to the adoption of the budget, the Commission shall present the budget to the public to elicit comments from the residents of the Commission area. The Secretary, utilizing one of the methods outlined in Article V, Section 4, will make the draft copy of the fiscal year budget available to the public seven days prior to presentation.
 - 3) The proposed budget will be adopted at a public meeting. The Secretary, utilizing one of the methods outlined in Article V, Section 4, will make the proposed copy of the fiscal year budget available to the public seven days prior to adoption.
- b) Quarterly Financial Reports
 - 1) The Treasurer of the Commission shall prepare a quarterly financial report on a form provided by the District of Columbia Auditor.
 - 2) The Commission shall maintain its accounts on a fiscal year basis beginning October 1 and ending the following September 30.
 - 3) The Treasurer shall present the quarterly financial report to the Commission for its consideration at a Commission meeting within 30 days after the end of the quarter.

The Treasurer will forward a copy of the report to all the Commissioners ten days before the Commission meeting. The Secretary, utilizing one of the methods outlined in Article V, Section 4, will make the draft financial report available to the public seven days prior to consideration.

- 4) A copy of the approved financial report, signed by the Chair, the Secretary, and the Treasurer, shall be filed, along with a record of the vote adopting the report, with the Auditor within 15 days of approval.
- 5) Each quarterly report must include copies of canceled checks, bank statements, grant request letters and grant disbursements, invoices and receipts, executed contracts, details about all contributions received during the time period covered by the quarterly report, and the minutes of the meeting indicating the Commission's approval of the disbursements reported in the quarterly report.
- 6) The Commission shall make available for on-site review to the Auditor, upon the Auditor's request, originals of the documents required to be submitted with quarterly financial reports pursuant to this section.
- 7) A copy of the quarterly financial report shall be available for public inspection during normal office hours of the Commission. Absent a Commission office, copies will be made available to the public online or upon request.

Section 6. Solicitation of Funds

- a) The Commission may not solicit or receive funds unless specifically authorized to do so by the Council, except that receipt of individual contributions of \$1,000 or less, per calendar year, need not be approved by the Council.
- b) The Commission will not accept any contribution from any person, when aggregated with all other contributions received from that person, exceeds \$1,000 per calendar year.
- c) The Commission shall file, with its quarterly reports to the Auditor, details of all contributions received during the relevant period of time.

Section 7. Expenditure of Funds

- a) The Commission shall expend funds received through its annual allocation, or other donated funds, for public purposes within the Commission area or for the functioning of the Commission office, to include staffing salaries and nominal refreshments (no meals) at regularly scheduled Commission meetings. For the purposes of nominal refreshments, Single Member District meetings will not be considered as regularly scheduled Commission meetings.
- b) Expenditures may be in the form of grants by the Commission for public purposes within the Commission area pursuant to Article IV, Section 9.
- c) The Commission may expend funds for Commissioner training on subjects pertaining to their official duties when such training is not available from government sources.
- d) The Commission may expend funds to purchase property liability insurance or obtain indemnification against loss in connection with assets of the Commission or any liability in connection with the activities of the Commission. Such insurance or indemnification may be purchased or obtained in such amounts and from such sources as the Commission deems to be appropriate.
- e) The Commission may expend funds to pay for local transportation and parking expenses of a Commissioner if the Commissioner is officially representing the Commission or a committee of the Commission at public hearings or meetings or is engaged in official Commission business.

- f) Funds allocated to the Commission may not be used for a purpose that involves partisan political activity; personal subsistence expenses; Commission compensation; meals; legal expenses other than for Commission representation before an agency, board, or commission of the District government; or travel outside of the Washington metropolitan area.
- g) Any expenditure of funds by a Commission shall be recorded by the Treasurer in the Commission's books of accounts. No expenditure of any amount shall be made without the specific authorization of the Commission.
- h) Any expenditure made by check shall be signed by at least two officers of the Commission, one of whom shall be the Treasurer or Chair. The check shall, prior to signature, contain the date of payment, the name of the payee, and the amount of the payment. No check shall be made payable to cash or bearer. Any check must be pre-numbered, shall bear the name of the Commission and "District of Columbia Government" on its face, and shall be issued in consecutive order.
- i) No expenditure shall be made by a Commission during a vacancy of office of Treasurer or at any time when a current and accurate statement and bond or its equivalent are not on file with the Auditor.
- j) Disbursements of Commission funds exceeding \$50 for personal service expenditures shall be specifically approved by the Commission at a public meeting prior to the disbursement. The approval shall be recorded in the minutes of the Commission meeting. Any personal services payment shall name the person who is to receive the payments, the rate of compensation, and the maximum hours of service, if less than full-time compensation. If an expenditure is made without the required authorization of the Commission, the expenditure shall be deemed to be a personal expense of the Commissioner who authorized the payment, unless the Commission subsequently approves the expenditure within 90 days.
- k) The Commission may establish a petty cash fund, not to exceed \$200 at any one time, in accordance with procedures established for imprest funds by the D.C. Controller. The fund shall be reimbursed by the Treasurer upon presentation of appropriate supporting documents. The Treasurer may disburse to another Commissioner or employee of the Commission an amount not in excess of \$200 for authorized Commission expenditures through a Commission-established petty cash fund. A record of disbursements from the petty cash fund shall be kept by the Treasurer in a manner consistent with other accounts of the Commission.
- l) To insure against loss of unauthorized expenditures or loss of funds, the Commission shall participate in the Advisory Neighborhood Commission Security Fund by paying an annual contribution determined by the Fund at the beginning of fiscal year. Participation makes the Trustees of the Fund liable for any misappropriation or loss of Commission funds by the Treasurer. Trustees may waive or delay monetary contributions for any Commission when levels are sufficient. In the case of unauthorized expenditures or loss of funds, the majority of the Commission may request reimbursement upon a written application form provided by the Fund Trustee.

Section 8. Depository of Funds

- a) The Commission shall, by resolution and within 30 days of the selection of officers, designate a commercial bank, savings and loan association, credit union, or any combination thereof, which is insured by an instrumentality of the government of the United States and which is located within the District of Columbia, as a depository of all funds received by the Commission.

- b) The Commission shall request a District of Columbia Tax Identification Number and include the phrase "District of Columbia Government" in each account name.
- c) The Commission shall establish no more than one checking or negotiable order of withdrawal account. The Commission may deposit into any savings account, created pursuant to this section, funds not immediately needed for the operation of the Commission.

Section 9. Grants

- a) A grant may be awarded pursuant to a vote of the Commission at a public meeting following a public presentation of the grant request. The Community Outreach Committee will facilitate and coordinate grant requests on behalf of the Commission.
- b) The Commission may approve grants to organizations that are public in nature and benefit persons who reside within the Commission area.
- c) The services provided by the grantee organization must not be duplicative of any that are already performed by the District government.
- d) Grant applications must be submitted in writing to the Community Outreach chair of the Commission and contain the following:
 - e) A description of the proposed project of which the grant is requested;
 - f) A statement of expected public benefits; and
 - g) The total cost of the proposed project, including other sources of funding, if any.
- h) Within 60 days following the issuance of a grant, the grant recipient shall forward to the Commission a statement as to the use of the funds consistent with the grant application, complete with receipts which support the expenditures.
- i) Grant disbursements shall be included in quarterly financial reports submitted to the Auditor.
- j) Grants are dependent upon the availability of funds.

Section 10. The Commission may take any other action, not specifically forbidden by law, for the well-being of the Commission area and its residents. Such activities shall not duplicate existing D.C. government programs.

ARTICLE V. Meetings

Section 1. Pursuant to the provisions of Section 742(a) of the District of Columbia Home Rule Act, all meetings of the Commission shall be open to the public, except those parts of meetings where personnel or legal matters are discussed. Without limiting the scope, the following categories of information shall be specifically made available to the public:

- a) The names, salaries, and dates of employment of all employees of the Commission;
- b) Final decisions of the Commission, including concurring and dissenting opinions;
- c) Information of every kind dealing with the receipt or expenditure of public or other funds of the Commission;
- d) All documents not related to personnel and legal matters;
- e) The minutes of all Commission meetings; and
- f) Reports of the District of Columbia Auditor.

Section 2. Voting

- a) Voting in Commission meetings shall be restricted to Commissioners. All members shall have equal voting rights following the principle of one person, one vote. There shall be no

voting by proxy. However, to the greatest degree possible, the principle of common courtesy and consensus should be allowed to prevail.

- b) No official action may be taken by the Commission unless a majority of the elected representatives of the Commission are present and voting, not including Commissioners who have resigned, moved, or vacant seats on the Commission.
- c) A simple majority of those present and voting shall decide all questions unless the bylaws or Robert's Rules of Order require a larger number.
- d) In the case of a tie vote, the motion shall fail.
- e) Generally, the voting shall be conducted as outlined in Robert's Rules of Order. Accordingly, there shall be three basic ways to record a vote:
 - 1) Voice vote. Those voting in favor shall say "aye" or "yes," and those voting against shall say "nay" or "no".
 - 2) Raising of hands. The vote will be recorded with the number of hands voting in favor and the number of hands voting against.
 - 3) Roll call vote. Upon a request from a Commissioner, a roll call vote shall be conducted by the Secretary. In that case, the Secretary shall ask each Commissioner to either vote of "aye" or "yes" or "nay" or "no".
- f) As outlined in Robert's Rules of Order, members who do not vote either "aye" or "yes" or "nay" or "no" on the motion (abstain) will not have their vote recorded or counted as voting.

Section 3. Commission meetings shall be held at regular intervals, not less than nine times a year. In January of each year, a schedule of tentative meeting dates and times shall be circulated to residents of the Commission area.

Section 4. No less than seven days notice shall be given by the Commission of its meetings or convocations (except where shorter notice for good cause is necessary or in the case of an emergency). Notice must include at least two of the following methods:

- a) Posting written notices in at least 4 conspicuous places in each single-member district within the Commission area;
- b) Publication in a city or community newspaper;
- c) Transmitting or distributing notice to a list of residents and other stakeholders in the community;
- d) Posting of notice of meetings on the Commission's website; and
- e) In any other manner approved by the Commission.

Section 5. Special meetings of the Commission can be called by the Chair or by written request of three Commissioners. The purpose of the special meeting shall be stated in the notice and no other topic may be discussed at that meeting, except by unanimous consent at the beginning of the meeting. At least seven days notice will be given to each Commissioner. Accordingly, notice shall also be given to the public by the Secretary as outlined in Article V, Section 4.

Section 6. Emergency meetings of the Commission can be called by the Chair. An "emergency" means that an action must be taken immediately to preserve the public peace, health, safety, welfare or morals pursuant to District of Columbia law, regulation or code. The purpose of the emergency meeting shall be stated in the notice and no other topic may be discussed at that meeting, except by unanimous consent at the beginning of the meeting.

Accordingly, immediate notice shall also be given to the public by the Secretary as outlined in Article V, Section 4.

Section 7.

a) Within 30 days of receiving a notification from the District Government of proposed actions or proposed final policy decisions or guidelines, the Commission may forward its written recommendations with respect to the proposed actions to the Council of the District of Columbia, the Mayor and the appropriate agency, board or commission.

b) When a motion has been adopted by the ANC and the designated representative is unable to attend, the Chair and the Vice Chair of the Commission are designated to be the representatives of the ANC for the purposes delineated in the motion.

Section 8.

a) 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 of problems or issues of concern within the Commission area and on proposed District government actions that affect the Commission area. Community views shall be adequately considered in positions taken by the Commission.

b) Commissioners and members of the public shall speak no more than twice on the same topic and the time available for that speech shall be more than two minutes, unless the Commission grants an extension of time. The Commissioner or Committee Chair presenting a motion shall have up to five minutes to present their arguments, but their subsequent time shall be limited to two minutes. Any questions asked of the mover of the question shall be answered briefly and the time used shall not count against their two additional minutes for their second speech.

Section 9. The Commission shall establish such mechanisms as will ensure the broadest dissemination of information with respect to meetings, positions and actions. The Commission shall make a good faith effort to involve all segments of the Commission population in its deliberations regardless of race, sex, age, voting status, religion, economic status, or sexual orientation.

Section 10. Any Commissioner may have an item placed on the agenda of a regular meeting provided that the Commissioner submits the item to the Chair at least eight days in advance of the meeting.

Section 11. At least eight days in advance of a meeting, the Chair will provide the Secretary a tentative agenda. At least seven days in advance of the scheduled meeting, the Secretary will issue the tentative agenda, draft copy of the previous minutes, committee reports and the monthly Treasurer's report to each Commissioner and the public at large by using one of the methods provided in Article V, Section 4.

Section 12. When a Commissioner knows that a potential conflict of interest exists, the Commissioner is required to notify the Chair of the matter and nature of conflict prior to discussion of that interest. The Commissioner will then be excused from the deliberations and 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 excused from deliberations and votes on that matter.

ARTICLE VI. Commission Office Operations

Section 1. The Commission may decide to establish an office. If the Commission decides to utilize an office, the following shall be done:

- a) The Commission shall adopt a resolution, to be signed or transmitted by the Chair and Secretary, to request from the Mayor suitable office space in a District of Columbia-owned facility. The requested space shall be a minimum of 250 square feet and shall be the sole office of the Commission. The space shall be located within the Commission boundaries. If no such space is available, then the space shall be located within the Ward of the Commission. The resolution will specifically ask for \$600 per month to cover rental office space if District-owned or -leased office space cannot be provided:
 - 1) The Chair will confirm that the Mayor acknowledged receipt of the resolution within 15 days;
 - 2) The Chair will accept the list of available office space from the Mayor's office within 45 days after receipt of the resolution;
 - 3) Provided that the space provided is District-owned or -leased, there shall be a written lease between the Mayor or District agency and Commission which shall specify what operating costs, such as utilities, janitorial services and security shall be paid by the Commission.
- b) If the Mayor is unable to provide office space that is District-owned or -leased, the Commission shall vote to accept the \$600 per month from the District of Columbia to offset the costs of a lease for office space. Furthermore, the Commission shall vote to enter into a lease for a suitable office for Commission business. Prior to approving the lease, the monthly lease costs and operating costs, such as utilities, janitorial services and security shall be identified.
- c) Equipment, phone services and supplies shall be provided from Commission funds. A detailed list of all office equipment will be maintained and updated on a monthly basis. A copy of that list will be held with the Chair and the Secretary.
- d) The Commission shall establish and maintain standard operating procedures for the office.
- e) All purchases of supplies and equipment that exceed the petty cash limit shall be approved in advance by the Commission at a regularly scheduled Commission meeting.
- f) All Commissioners shall have equal access to the Commission office and its records in order to carry out Commission duties and responsibilities. All Commission records shall be made available to Commission members during normal working hours.

Section 2. The Commission may hire personnel to assist in the duties of running both the office and attending to Commission business. Prior to hiring, the duties, responsibilities, hours to be worked, and salary of any hired personnel must be approved by the Commission at a public meeting.

- a) A payroll register must be maintained to record all paychecks issued to employees.
- b) Federal, State, Social Security taxes, and other deductions must be withheld in accordance with all applicable State and Federal laws.
- c) The employee serves at the pleasure of the Commission and shall be considered an employee of the D.C. government for purposes of health benefits and life insurance.

Section 3. All official correspondence shall be logged in and disposition recorded. A copy of all outgoing correspondence and incoming material for the Commission or Commission committees shall be placed in a reading file and made available to all Commissioners for a period of 30 days.

ARTICLE VII. Joint Meetings

Section 1. The Commission may hold joint meetings with other Commissions to deal more effectively with or respond to concerns and issues that transcend and affect the areas of the Commissions.

- a) Joint Commission meetings may be held only after the Commission authorizes involvement.
- b) A commissioner may represent and participate in a formal joint meeting only after the Commission has authorized the participation in the joint meeting and has specified in a resolution the scope of that participation.
- c) Action taken by individual commissioners in an informal joint meeting shall follow the general direction of the Commission.
- d) All associated meetings of Joint Commissions, either formal or informal, shall be open and at least 14 days notice will be given by the Secretary for posting notices as required by Article V, Section 4.

ARTICLE VIII. Commission Elections

Section 1. The Commission shall elect officers from its members and standing committee chairs at a public meeting of the Commission held in January each year.

- a) The officer positions shall be: Chair, Vice Chair, Secretary and Treasurer. The officers of the Commission must be elected Commissioners.
- b) The standing committees shall be: Economic Development and Zoning, Alcohol Beverage Licensing, Public Safety, Community Outreach and Transportation and Public Space. The committee chairs may be either elected Commissioners or residents that live in the geographic boundaries of the Commission as defined in Article II.
- c) The Commission may also elect any other officer or chair the Commission deems necessary.

Section 2. Methods of Election.

- a) Upon a two-thirds majority of the Commissioners present and voting, any Commissioner may submit a slate of officers and committee chairs for consideration. The approval of the slate shall require a simple majority of the Commissioners present and voting. If a simple majority vote is not achieved to approve the slate, the individual offices and committee chairs will be voted on separately as outlined in Article VIII, Section 2, subsection (b).
- b) The Commission shall use the following procedure to elect individual officers and committee chairs:
 - 1) Each candidate shall be nominated by a Commissioner and must be seconded by another Commissioner. A Commissioner may nominate him or herself, but may not second the nomination. Upon receiving a second, the candidate shall be afforded a brief period of time to address the nomination.
 - 2) Officers of the Commission shall be elected by a simple majority vote of the Commission. In the event that no candidate has a simple majority vote of all

Commissioners, there shall be a run-off between the two candidates having received the most votes.

- 3) "If two candidates for any office are tied, then the term of office will be divided equally between the two. If one is an incumbent in the officer position, then that candidate will continue in that office for the first six months of the calendar year. If neither is an incumbent in the office in question, then the candidate with recent continuous seniority as ANC Commissioner will take the first six months of the calendar year. If the two have the same time in office, then a coin toss will determine who takes the office for the first six months of the calendar year. If more than two candidates for any office are tied, then the drawing of lots shall determine the victor.";
- 4) Voting on each office shall occur before the floor is open for nomination for another office.
- c) Voting during the Commission elections for officers and committee chairs shall be conducted in accordance with Article V, Section 2. Under any circumstance, there shall not be a secret ballot vote during these elections.

Section 3. The Commission shall approve the membership of all Commission committees at the request of each of the committee chairs either at the January meeting or the next regularly scheduled meeting after the election of officers and committee chairs.

- a) Each committee chair will forward a list of names, consisting of residents of the Commission area, to the Commission for approval.
- b) The approval of committee membership shall be by a simple majority of the Commission. The approval can either be by a slate of candidates or voted upon individually.
- c) Voting on each Committee membership shall occur before the floor is open for nominations for another Committee memberships.

ARTICLE IX. Officer Duties

Section 1. Chair

- a) The Chair shall serve as the facilitator of the Commission and chairs all Commission and Assembly meetings.
- b) The Chair shall prepare or make arrangements of a prepared Agenda for each Commission and Assembly meetings as described in Article V, Section 10.
- c) The Chair may rule on procedural questions and such rulings may only be overturned by a majority vote of the Commission.
- d) The Chair shall serve as the principal addressee for all official correspondence that shall be sent to a central mailbox. The Chair may delegate to the Secretary or staff person, the responsibility for the dissemination of official correspondence to Commissioners.
- e) The Chair shall become the vehicle for resolving any problems between Commissioners, constituents, government agencies, and community organizations that jeopardize the effectiveness of the Commission.
- f) The Chair shall insure that no funds are expended or purchases negotiated during the vacancy of the Treasurer's office.
- g) The Chair shall perform the duties of the Secretary during any vacancy in the office of Secretary, in which case the Chair shall also serve as Deputy Secretary. In case of

resignation or vacancy of the Secretary, the Deputy Secretary shall perform the duties of the Secretary until an election can be held at the next Commission meeting.

- h) The Chair shall file with the Auditor, and maintain in force during the term of office, a cash or surety bond in an amount and on a form satisfactory to the Auditor. Participation by the Commission in the Advisory Neighborhood Commission Security Fund shall satisfy the requirement of a cash or surety bond.

Section 2. Vice Chair

- a) The Vice Chair shall fulfill the obligations of the Chair in his/her absence.
- b) The Vice Chair shall serve as Deputy Treasurer. In case of resignation or vacancy of the Treasurer, the Deputy Treasurer will collect all relevant financial documents, checkbooks, and reports and fulfill that vacancy until a Commission election can be held at the next Commission meeting.
- c) The Vice Chair shall file with the Auditor, and maintain in force during the term of the office, a cash or surety bond in an amount and on a form satisfactory to the Auditor. Participation by the Commission in the Advisory Neighborhood Commission Security Fund shall satisfy the requirement of a cash or surety bond.
- d) The Vice Chair oversees and coordinates the establishment of special committees.

Section 3. Secretary

- a) The Secretary shall call the roll at each Commission meeting and notify the Chair when a quorum is formed.
- b) The Secretary shall be responsible for the recording of minutes of Commission meetings. A draft copy of the minutes shall be forwarded to each Commissioner at least 10 days before the next scheduled Commission meeting.
- c) The Secretary shall disseminate the agenda: draft minutes from the preceding meeting; committee reports, if any, forwarded from committee chairs; draft monthly Treasurer's report forwarded from the Treasurer; and notices for each Commission meeting as described in Article V, Section 11.
- d) The Secretary shall maintain the official records of the Commission activities.
- e) The Secretary shall schedule and coordinate press conferences as required.
- f) The Secretary shall be responsible for assisting the Chair in the preparation of the annual report.
- g) The Secretary shall maintain a list of the names, a current telephone number and home addresses of the members of the Commission and the Commission committees. A copy of that list shall be forwarded to the Office of Advisory Neighborhood Commissions on a monthly basis.

Section 4. Treasurer

- a) The Treasurer shall receive and manage the annual allotment of funds pursuant to Section 738(e) of the Home Rule Act.
- b) The Treasurer will file with the Office of the District of Columbia Auditor, within 30 days of assuming the office, a statement that includes the Treasurer's name, home and business address and telephone numbers, the location of the books and records of the Commission,

and the name and location of any depository of the Commission's funds including account numbers.

- c) The Treasurer shall file with the Auditor, and maintain in force during the term of the office, a cash or surety bond in an amount and on a form satisfactory to the Auditor. Participation by the Commission in the Advisory Neighborhood Commission Security Fund shall satisfy the requirement of a cash or surety bond.
- d) The Treasurer shall be responsible to ensure that the Commission is in full compliance with the requirements specified in Article IV, Sections 5 through 8 of these bylaws.
- e) The Treasurer shall be responsible to respond in writing to all Auditor's reports, stated violations, or alleged infractions. Upon receipt of any Auditor's reports, violations, or infractions, the Treasurer will:
- f) Notify the Chair within seven calendar days from receipt of information from the Auditor.
- g) Provide a written summary of Auditor's reports, violations or infractions, and proposed Commission responses to all Commissioners within 14 days of receipt of information from the Auditor.
- h) Present to the community a summary of the Auditor's reports, violations or infractions, and proposed Commission responses at the next scheduled Commission meeting.
- i) Respond to the Auditor, in writing within 60 days of receipt of information, the Commission's formal answer and position on each report, violation or infraction.
- j) The Treasurer is responsible for preparation of a monthly financial report to account for all Commission funds. This report shall use a format acceptable to the Chair and the DC Auditor. The monthly report will be issued to the Chair and the Secretary eight days before each Commission meeting. The Treasurer shall insure that the books and records are ready for inspection at all times.
- k) The Treasurer shall perform a monthly reconciliation of the bank statement to the checkbook and include those results in the monthly Treasurer's report. The Treasurer will ensure the Commission's bank statement and a copy of canceled checks are transmitted from the bank directly to the Treasurer's address on a monthly basis. Upon completion of the monthly reconciliation, the Treasurer will file the originals with the Secretary at the next regularly scheduled Commission meeting.
- l) The Treasurer will ensure that the depository in which the Commission maintains a checking account shall be immediately notified of any change in the Commission officers.

Article X. Committee Duties

Section 1. Pursuant to the provisions of Section 742(a) of the District of Columbia Home Rule Act, committee meetings shall be open to the public.

Section 2. The Standing Committees of the Commission are:

- a) Alcohol Beverage Licensing,
- b) Community Outreach,
- c) Economic Development and Zoning,
- d) Public Safety, and
- e) Transportation and Public Space.

The Commission may establish any other committees upon the action of a majority of the Commissioners present and voting at a regularly scheduled meeting.

Section 3. Each committee shall establish procedures that will facilitate achieving its mission. At a minimum, each committee will designate a member to record, and forward to the Commission Secretary, the actions and recommendations of each meeting in a committee report. This record shall also include a list of all the committee members in attendance at the meeting.

Section 4. Each committee shall make a good faith effort to involve all segments of the population in its deliberations regardless of race, sex, age, voting status, religion, economic status or sexual orientation.

Section 5. All committee members shall have equal voting rights following the principle of one person, one vote. There shall be no voting by proxy. Formal committee recommendations require a majority of the committee membership to be present and voting. In the case of a tie vote, the motion before the committee shall fail.

Section 6. All approved motions or recommendations will be forwarded to the Commission Secretary no later than eight days prior to the next scheduled meeting of the Commission.

Section 7. All approved motions or recommendations will be presented to the Commission by the committee chair or by a member of the committee in the chair's absence. Committee recommendations shall constitute motions when presented to the Commission and shall require a Commissioner to second the motion, provided that such recommendations must have been adopted by a majority of the committee with a quorum present.

Section 8. Until the Commission adopts the committee's approved motions or recommendations, those motions or recommendations will not be presented to any government agency, public entity or private organization as the Commission's view or position. Committees may not speak for the Commission.

Section 9. No less than seven days notice shall be given to the public by the committee of its meetings in accordance with the provisions of Article V, Section 4 of these bylaws.

Section 10. Commissioners may participate in committee deliberations with their votes recorded in the committee report.

Article XI. Vacancy and Removal

Section 1. Commissioner Vacancy

- a) The Commission will announce a vacancy if written resignation is received from a Commissioner. If the vacancy occurs more than six months prior to the next election, the Chair will announce the vacancy and, in writing, immediately inform the District of Columbia Register and the District of Columbia Board of Elections and Ethics (hereinafter referred to as the "BOARD").
- b) When a vacancy exists in the office of a Commissioner, and the vacancy does not occur within the six-month period prior to a general election, the vacancy shall be filled by the Commission. No vacancy shall be filled if it occurs within the six-month period prior to the election.
- c) The Commission will consider a vacancy to occur if:

- 1) there is a change of address that causes the Commissioner to live outside the Single Member District (SMD) in which he or she was elected;
 - 2) there is a death; or
 - 3) a Commissioner holds another elected public office prohibited under the ANC legislation.
- d) When a vacancy occurs in the Commission as outlined in Article XI, Section 1, subpart (c), and no letter of resignation is submitted, the Commission will petition the District of Columbia Board of Elections and Ethics by a resolution signed by the Chair and the Secretary to declare the vacancy. The resolution shall be considered by the Commission at a special meeting called for the sole purpose of considering the vacancy. The notice of the special meeting will be posted in accordance with Article V, Section 4. Prior to the special meeting, the Commission shall make a good faith effort to notify, in writing, the Commissioner who is the subject of the resolution. Notice of the meeting shall be sent by certified mail, return receipt required, to the Commissioner not later than 15 days prior to the meeting, and shall provide that the Commissioner have an opportunity to rebut the alleged vacancy. The resolution, provided a quorum is established and passed by a simple majority of the Commission, accompanied by the minutes of the meeting at which the resolution was adopted and a list of those Commissioners attending the meeting, shall be sent to:
- 1) The Board of Elections and Ethics;
 - 2) The District of Columbia Register;
 - 3) The Council;
 - 4) The Mayor; and
 - 5) The Commissioner in question.
- e) For the purposes of these bylaws, a vacancy is certified to exist upon the publication of a notice of the vacancy in the District of Columbia Register.
- f) Within 90 days of the date that the District of Columbia Register posts the notice of the vacancy and the Board declares a vacancy, the members of the Commission shall fill the vacancy as follows:
- 1) Within two days (excluding Saturday, Sundays and legal holidays) after the date that the Board declares a vacancy, the Secretary will announce the vacancy using two of the methods listed in Article V, Section 4, one of which will be specifically, Article V, Section 4, subsection (a). The announcement will state the SMD vacancy and the date the petitions will be made available by the Board.
 - 2) Within five days (excluding Saturday, Sundays and legal holidays) after the date that the Board declares a vacancy, the Commission will ensure that the Board makes available petitions for the purpose of obtaining the signature of registered qualified electors within the affected SMD.
 - 3) If no registered qualified electors within the affected SMD obtain petitions within fourteen days after the date that the Board declares a vacancy, the Secretary will republish the announcement of the vacancy using two of the methods listed in Article V, Section 4.
 - 4) After twenty-one days from the date that the Board declares a vacancy, the Secretary will inquire with the Board to determine if any registered qualified electors returned a petition. Assuming confirmation that petitions have been filed, the Secretary will accept transmittal of the registered electors who qualified for the appointment of the SMD once the Board completes its five working-day challenge period.

- 5) If after twenty-one days no registered qualified elector submits a petition to the Board for the vacant single member district, the Commission will work with the Board to take the necessary steps of fill the vacancy in accordance with District of Columbia Comprehensive Advisory Neighborhood Commission Reform Amendment Act of 1999.
- 6) If there is only one elector qualified to fill the vacancy within the affected SMD, the Commission shall appoint the qualified elector to the vacant position at its next regularly scheduled meeting.
- 7) If the Board transmits to the Secretary a list of qualified candidates containing more than one name, the Commission shall give notice to the public, under the protocol outlined in Article V, Section 4 of these bylaws, that at the next regularly scheduled meeting there shall be an open vote of the qualified registered electors of the affected SMD to elect a Commissioner.
- 8) Prior to the scheduled meeting for the open vote, the Secretary will obtain from the Board a list of all qualified electors from the affected SMD.
- 9) At the scheduled meeting for the open vote, the Secretary (and other Commissioners as required) will verify all qualified electors by either viewing their voter identification card or verify their status on the voter registration list provided by the Board. The Secretary will provide each verified elector a ballot that lists all the qualified candidates in alphabetical order.
- 10) Once the Secretary and Vice Chair have counted all the ballots, the results shall be read aloud by the Chair. In the event that the Chair is vacant or not in attendance, the results shall be read aloud by the Commissioner presiding over the meeting.
- 11) After the vacancy has been filled, the Commission shall transmit to the Board a resolution signed by two officers of the Commission that states the winner of the SMD and requests that the Board declare the vacancy filled. The resolution shall also be sent to the following:
 - a) The Council,
 - b) The Mayor, and
 - c) The person appointed or elected by the Commission.

Section 2. Commissioner Removal

- a) Any Commissioner may be removed from office by the registered voters of the Single Member District (SMD) from which he or she was elected. This process requires that a petition be signed by at least 10 percent of the registered voters of the SMD. However, if a Commissioner has missed all of the regularly scheduled meetings over a three month period, the required number of signatures is reduced to 5 percent.
- b) The initiator of the removal petition has 30 calendar days, beginning with the day the Board first makes petitions available, to secure the proper signatures and file the petition with the Board. The number of registered voters used for computing this requirement is based on the latest official voter count issued 30 or more days prior to the submission of the signed petition.
- c) After a 10 day challenge period, the Board certifies the petition. If the petition is challenged, the Board holds a hearing on that challenge. If the petition is upheld, the Board will hold a special election in the SMD or conduct a mail ballot.

- d) No commissioner may be removed within the first six months nor the last six months of his or her term of office nor within six months after an attempted removal procedure has been determined in his or her office.

Section 3. Officer Vacancy and Removal

- a) The removal of any officer shall be undertaken at a special Commission meeting.
- b) A special Commission meeting to remove an officer shall be called if at least one-half of the elected Commissioners request in writing that the Chair take such action. After the request is made, the Chair shall schedule the meeting to take place within 30 days of receipt of the request.
- c) Within two days (excluding Saturday, Sundays and legal holidays) after the date the written request is provided to the Chair, the Chair will forward the request to the Secretary. Within seven days of receiving the request from the Chair, the Secretary will announce the special meeting, to include date and location of the meeting, using two of the methods listed in Article V, Section 4.
- d) The Chair shall preside over the meeting unless the vote will affect the Chair's own position. In that case, the Vice Chair shall act as the presiding officer.
- e) Provided a quorum is present at the special Commission meeting called, the vote of the majority of the Commissioners shall remove the officer from his or her office.
- f) If an office becomes vacant, an election will be held in accordance with Article VIII, Section 1 at the next regularly scheduled Commission meeting.

Section 4. Committee Chair and Committee Membership Vacancy

- a) The removal of any committee chair or committee member shall be undertaken at a regularly scheduled Commission meeting.
- b) A vote to remove a committee chair or committee member shall be called if at least one-half of the elected Commissioners request in writing that the Chair take such action. After the request is made, the Chair will ensure that the action is included on the next regularly scheduled meeting agenda.
- c) Provided a quorum is present at the next regularly scheduled Commission meeting called, the vote of the majority of the Commissioners shall remove the committee chair or committee member from his or her position.
- d) If a committee chair becomes vacant, the Commission will move to immediately elect a replacement in accordance with Article VIII, Section 2.
- e) If a position on a committee becomes vacant, the Commission shall vote to approve the recommended replacement for the committee chair at the next meeting in accordance with Article VIII.

Article XII. Bylaws

Section 1. The Commission will maintain bylaws governing its operation and internal structure. These bylaws will include:

- a) The geographic boundaries of the Commission area;
- b) A statement of Commission responsibilities;
- c) Voting procedures;
- d) The establishment of standing and special committees;
- e) The manner of selection of officers and chairs;
- f) Duties of the presiding officers;
- g) Procedures for the prompt review and action on committee recommendations;

- h) The use of the Commission office and supplies;
- i) Procedures for the receipt of, and action upon, constituent recommendations at both the Single Member District and Commission levels; and
- j) Procedures for the filling of a vacancy in the office of Treasurer.

Section 2. The Commission shall file an up-to-date copy of the bylaws and all amendments thereto with the Council of the District of Columbia and the Office of Advisory Neighborhood Commissions within thirty days of their adoption.

Section 3. It shall require two-thirds of the Commission as a whole to approve amendments to the bylaws. When appropriate, revisions or amendments to these bylaws shall be approved after the reading of the proposed change at one regularly scheduled meeting prior to its consideration.

Section 4. These bylaws shall be consistent with all Congressional and District legislation, and other applicable laws. Any bylaw provisions, which are not consistent with these laws, are to be held null and void.

Section 5. A current copy of these bylaws and any amendments shall be available for public inspection.

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BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION ____
(As Amended Through _____, 2016)

ARTICLE 1. NAME

Section 1. The name of this Commission is Advisory Neighborhood Commission _____. It is established by DCL 14-133, as amended. The boundaries of the Commission are those described in that law.

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 comprised of those persons duly elected to represent the Single Member Districts within the Commission area.

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

ARTICLE IV OFFICERS

Section 1. The Commission shall elect a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer.

Section 2. The election shall take place in January of each year.

Section 4. Each candidate for office shall be nominated by a member of the commission. Commissioners may nominate themselves. Seconds are not required.

Section 5. When nominations are closed, the voting shall take place as determined by the Commission at that time. However, no secret ballots are allowed.

Section 6. The elected 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 term of the officer he or she replaced.

Section 7. A simple majority shall be required for election of officers. If there is not 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 8. If there is a vacancy among the officers, the Commission shall hold an election the next meeting of the Commission. If there is a vacancy in the office of Treasurer, the Commission may hold a special meeting to elect a new Treasurer.

Section 9. The Chairperson shall serve as a convenor of the Commission and shall chair the Commission meetings.

Section 10. The Chairperson shall have the power to call special meetings of the Commission and of the Executive Committee.

1 Section 11. In the Chairperson's absence, or when the Chairperson wishes to
2 give up the chair, the Vice-Chairperson shall act as the chair.
3

4 Section 12. The Secretary shall ensure that minutes are kept for all meet-
5 ings of the commission and that copies are distributed to all members of
6 the Commission. The Secretary shall also ensure that notice is given for
7 all Commission meetings as required by District law.
8

9 Section 13. The Secretary shall serve as the central repository of copies
10 of minutes of all standing, special and administrative committees.
11

12 Section 14. The Treasurer shall be responsible for developing an annual
13 fiscal year budget, preparing quarterly financial reports, keeping the
14 Commission's financial records and accounts, and for executing its expendi-
15 tures in accordance with District law.
16

17 Section 15. All checks must be signed by two officers one of whom must be
18 either the Treasurer or the Chairperson.
19

20 Section 16. The officers shall have the assistance of the Commission staff
21 in carrying out their duties as may be required.
22

23 ARTICLE V. MEETINGS

24

25 Section 1. Each January the Commission shall decide on a schedule of meet-
26 ing times and places for the next 12 months. The Commission, however, may
27 modify the schedule if necessary. In case of an emergency, the Chairperson
28 may reschedule the meeting time or location.
29

30 Section 2. No official action may be taken by the Commission unless a
31 quorum is present and a majority of those "voting yea or nay" vote in favor
32 of the action.
33

34 Section 3. A quorum is a majority of the current Commission members. How-
35 ever, there is not a quorum unless a majority of the SMDs have Commission-
36 ers.
37

38 Section 4. Special meetings of the Commission can be called by the Chair-
39 person, the Executive Committee, or by written request of three Commission
40 members. The purpose of the meeting shall be stated in the notice and no
41 other topic may be discussed at that meeting. Reasonable notice shall be
42 given in writing.
43

44 ARTICLE VI. EXECUTIVE COMMITTEE

45

46 Section 1. The Executive Committee shall consist of a) the Chairperson; b)
47 the Vice-Chairperson; c) the Secretary; and, d) the Treasurer.
48

49 Section 2. The Executive Committee of the Commission shall have the
50 authority to establish special committees.
51

52 Section 3. The Executive Committee of the Commission shall have the power
53 to propose meeting agenda and make recommendations for the operation of the
54 Commission.
55

56 Section 4. A majority of the members of the Executive Committee shall
57 constitute a quorum.
58

59 Section 5. Meetings of the Executive Committee may be called by the
60 Chairperson or by a majority of the Committee.
61

62 ARTICLE VII. COMMITTEES

63

1 Section 1. There shall be two categories of committees, standing committees
2 and special committees. Standing committees are those created permanently
3 by majority vote of the Commission. Special committees are those created
4 temporarily by the Commission or the Executive Committee.
5

6 Section 2. In accordance with District law, the chairmanship of each
7 Commission committee or task force shall be open to any resident of the
8 Commission area. The chairperson of each such committee or task force shall
9 be appointed by the Commission.
10

11 Section 3. The Chairperson shall ensure that items requiring committee
12 action are referred to the appropriate committee(s) on receipt.
13

14 Section 4. Committee recommendations for Commission action shall be placed
15 on the agenda for the first ANC meeting after they are adopted, if
16 requested by the Committee.
17

18 Section 5. All Committee meetings shall be announced on the ANC website at
19 least 24 hours in advance except in case of an emergency or for other good
20 cause.
21

22 ARTICLE VIII. STANDING RULES

23
24 Section 1. The Commission may adopt rules to implement the requirements of
25 these Bylaws and to enhance the efficiency and operation of the Commission.
26 The rules may be adopted or amended by majority vote at any Commission
27 meeting.
28

29 Section 2. The Commission shall adopt rules for the use of the ANC office
30 and supplies based on the following two principles: (1) all Commissioners
31 shall have equal access to the office; and, (2) the use of the office and
32 Commission supplies shall meet the "public purpose" test.
33

34 Section 3. The Commission shall adopt standing rules for handling consti-
35 tuent recommendations. The rules shall designate one person to ensure that
36 constituent recommendations are referred to the proper Commissioner or
37 government agency for action.
38

39 ARTICLE IX. PARLIAMENTARY AUTHORITY

40
41 Section 1. Roberts' Rules of Order shall govern the Commission except
42 where they are not consistent with District law, these bylaws or any
43 standing rules the Commission may adopt.
44

45 ARTICLE X. AMENDMENT OF BYLAWS

46
47 Section 1. Revision of these Bylaws requires a two-thirds vote of those
48 present and "voting yea or nay." Each Commission member shall have at
49 least two weeks prior notice that an amendment(s) is being proposed to the
50 Bylaws. The notice shall include the suggested change(s).
51

52 Section 2. These Bylaws shall be consistent with all Congressional and
53 District legislation and other applicable laws regarding ANCs. Any
54 inconsistencies are null and void.

Advisory Neighborhood Commission 1A

Standard Operating Procedures

Revision History

Name	Date	Reason For Changes
Dotti Wade	03/14/2007	Original
Cliff Valenti	03/27/2009	Added revision history, address information, and Appendix A
COW	03/30/2009	Commissioner review
ANC	04/08/2009	Voted and Approved Revisions
COW	07/06/2011	Commissioner review
ANC	07/13/2011	Voted and Approved Revisions
ANC	04/11/2012	Minor Revisions, Addition of Task Force Language
ANC	11/13/2013	Minor Revisions, Addition of Grant Guidelines
ANC	03/11/2015	Revised Section I, deleted Section II, Subsection J.

ANC 1A STANDARD OPERATING PROCEDURES

In order to conduct organized and efficient ANC 1A meetings, and the effective conduct of administrative operations, it is proposed that Standard Operating Procedures (SOP) be adopted by ANC 1A:

I. Address Information

The official mailing address of ANC 1A is:

3400 11th Street, NW, #200, NW
Washington, DC 20010.

II. Administrative Procedures

- A. The use of the ANC office and supplies is based on the following two principles: (1) all Commissioners will have equal access to the office; and, (2) the use of the office and Commission supplies will meet the "public purpose" test.
- B. Preparation of resolutions, motions, reports and/or letters is the responsibility of the Single Member District (SMD) Commissioner under whose jurisdiction the action falls. These materials must be provided to Commissioners at the Committee of the Whole (COW) meeting prior to the general meeting, except in emergency situations or when a majority of commissioners do not object.
- C. All official correspondence, motions, resolutions, reports, etc., regarding an action and/or will of the Commission must bear the signature of the Chairperson and the Secretary, or sponsoring Commissioner.
- D. All matters pertaining to the administrative operations of ANC 1A will be decided/resolved in Committee-of-the-Whole (COW) or other appropriate committee meetings.
- E. All personnel issues will be decided / resolved at COW meetings only, as personnel issues are not for public discussion. Personnel recommendations from the COW requiring a vote will be presented to the Commission at a regularly scheduled or special Commission meeting. Public recommendations for personnel action will be limited to name of selected applicant, title, brief overview of duties and/or proposed salary.
- F. Commissioners are requested to provide copies of proposed motions or

resolutions to SMD Commissioners at least 3 days prior to the COW meeting or 5 days prior to monthly meeting to enable sufficient review of documents for clarity and discussion.

- G. Postage for official mailings is to be purchased and maintained by the Secretary. Requests for bulk-mailing by SMD Commissioners should be presented to the Secretary at the COW or committee meetings and stamps will be issued following scheduled Commission meeting, thus giving the Secretary notice to ensure sufficient postage is available. Commissioners can also purchase stamps and seek petty cash reimbursements for bulk-mailings in emergency cases.
- H. Requests for postage checks should be made at COW meetings or following monthly meetings. Postage use reports will be submitted to the Treasurer quarterly, or as necessary.
- I. The Secretary, or designee of the Secretary, will pick up all mail from the Post Office, Post Office Box, or mailbox and notify the appropriate Commissioner when mail is received. Mail to the general ANC will be copied by the Secretary and distributed to each Commissioner at the next regular business meeting or meeting of the Committee of the Whole, unless the mail is time sensitive, in which case the Secretary will make all due diligent effort to make contact with all Commissioners quickly as possible. Mail is the responsibility of each SMD Commissioner and each Commissioner will be responsible for obtaining it from the Secretary.

III. Committee Assignments

- A. Committees consider matters on behalf of ANC 1A in order to make recommendations for action by the Commission. Committees may only report their findings and recommendations to the Commission. Committees may not represent the Commission before any agency or forum. Authorization to present a report or finding by citizens who are not members of ANC 1A may be granted by a majority vote, and must be accompanied by a letter of authorization.
- B. There are two (2) categories of committees: Standing and Special, however, nothing is to preclude committees from forming ad hoc groups. See Appendix A for a full description of all Standing Committees.
- C. The Executive Committee, Standing Committees and Special committees are created as defined in the bylaws.
- D. The Chairperson or any Commissioner can nominate committee

chairpersons at a regularly-scheduled or special meeting.

IV. Public Procedures

- A. Commissioners, though strongly discouraged, reserve the right to introduce actions or motions at any official meeting without prior notice.
- B. The appropriate SMD Commissioner or committee is to draft the motion, resolution and/or agreement, as necessary, relating to issues. These proposed agenda action items should be forwarded to the Secretary for inclusion on the proposed agenda and distributed by the SMD Commissioner at a COW meeting or at least 5 days prior to the regular meeting.
- C. Anyone wishing to present before ANC 1A will be required to provide at least 30-days notice in order to be placed on the following month's agenda. Requests may be made to the SMD Commissioner, Chairperson or Secretary.
- D. The Chairperson, with consent of the Commission, can place limits on discussion time and number of presenters in consideration of moving the agenda.
- E. Written copies of materials from the public must be sent to each Commissioner at least 10 days in advance of the meeting to enable Commissioners sufficient opportunity to review the documents. Materials may also be distributed at the previous month's meeting. This will allow opportunity for Commissioners to request clarity and for discussion of the materials at the COW meeting prior to the scheduled meeting.
- F. Material or requests for action handed out at ANC meetings or not provided to Commissioners in advance, as stipulated, will be denied presentation and suggested to be placed on the agenda for the next month's meeting. The Chair reserves the right to defer to SMD Commissioners on matters that may be deemed emergency in nature.
- G. Applications for ABC licenses and DDOT applications are given a 30 day review period. Applications for Zoning Board variances are given a 30 review period. The affected SMD Commissioner is to make copies available to members of ANC 1A for review prior to the meeting in which the application is submitted.
- H. A "Voluntary Agreement" will be required where there are genuine concerns with issues of noise, safety, and/or trash management for each

request for a new or renewal ABC license application with the Alcoholic Beverage Regulations (ABRA). It will be the responsibility of the appropriate SMD Commissioner to negotiate such an agreement with the applicant.

- I. A "Community Agreement" may be required for each request for zoning variance with the Board of Zoning Adjustment (BZA). It will be the responsibility of the appropriate SMD Commissioner to negotiate such an agreement with the applicant.
- J. Applications for funding or grants will require at least 30-days notice prior to action for approval/denial of application. Organizations know at least a month before any event whether they will need additional funding, and their requests to ANC 1A must be timely. It will be the responsibility of the appropriate SMD Commissioner or Committee to review and make recommendations on applications. The Chair reserves the right to defer to SMD Commissioners on matters that may be deemed time-sensitive or emergency in nature.

V. Commission Meetings

- A. All meetings of ANC 1A (except committee meetings) are official sessions and are to be conducted with the greatest of decorum and respect. As such, Commissioners should be addressed by their official title and last name, as with any other official session.
- B. Committee meetings are open to the public, except when discussing personnel issues.
- C. Any ANC 1A Commissioner may serve on a committee or sub-committee.
- D. Any resident of ANC 1A may serve on a committee or sub-committee.
- E. The Chairperson or Vice Chairperson will ensure that items are referred to the appropriate committee or 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.
- F. The Chairperson can open the floor to the public for its input on issues, and place limits on discussion time and number of respondents.
- G. New business will be limited to a brief presentation either from the Commissioners or the public. Items requiring action will be placed on the next month's agenda or referred to Committee.

VI. Reports & Minutes

- A. Committee Reports will be submitted via e-mail or postal/hand delivery at least 5 days in advance of the next regularly scheduled meeting in order to give Commissioners sufficient time to review reports and make comments. Commissioners should contact chairpersons of committees with their comments as soon as possible to enable incorporation into report prior to next meeting.
- B. The Secretary will prepare and distribute draft minutes of previous month's meeting at least 20 days after to the previous regularly scheduled meeting in order to give Commissioners sufficient time to review minutes and make comments. Commissioners should contact Secretary with their comments as soon as possible to enable incorporation into minutes prior to next meeting.
- C. Financial reports will be submitted via e-mail or postal/hand delivery at least 5 days in advance of the next regularly scheduled meeting in order to give Commissioners sufficient time to review reports and make comments. Commissioners should contact the Treasurer with their comments as soon as possible to enable incorporation into financial report prior to next meeting.

VII. Dispute Resolution

- A. The Office of the ANC Commission is the primary authority when resolving disputes regarding the operational procedures of ANC 1A.
- B. The ANC 1A bylaws is the governing document for ANC 1A.
- C. Roberts Rules of Order, newly revised current edition, is the official document governing parliamentary proceedings of ANC 1A.
- D. DC Law supersedes any rule, regulation or parliamentary procedure.

APPENDIX A: ANC 1A COMMITTEES

These committees report to ANC 1A and are expected to coordinate closely with the given SMD commissioner(s) on affected issues. The term for the Chair and Co-Chair of a committee is one year, but the number of times one may be reelected is not limited. The Chair and Co-Chair are voted on by the ANC 1A Commissioners. The Committee is expected to promote membership and maintain a list of its members. Except for the Executive Committee (created in the Bylaws) and the Committee of the Whole, Membership and Chair positions are open to all ANC 1A residents.

ALCOHOLIC BEVERAGE REVIEW ADMINISTRATION COMMITTEE (ABRA COMMITTEE)

The ABRA Committee is responsible for the following:

- Track ANC 1A requests for information/reports and follow-up with ABRA as necessary.
- Research and report findings and provide recommendations to ANC 1A.
- Draft (recommended) resolutions for ANC 1A's consideration.
- Coordinate community participation at ABC hearings by explicit request of the commission.
- Maintain a spreadsheet of all ANC 1A ABC license holders, ANC ABRA notifications, and appropriate deadlines.

COMMITTEE OF THE WHOLE

The Committee of the Whole is composed of ANC 1A Commissioners, and holds monthly meetings 2 Mondays before the general meeting to discuss the next meeting agenda, share draft resolutions, and letters of support or descent. The Chair must be notified of all agenda item requests on or before the COW meeting date. Anything requiring an ANC vote must be presented on or before the COW meeting date. Participation is limited to ANC 1A Commissioners.

ECONOMIC DEVELOPMENT COMMITTEE

- The EDC is responsible for the following: Identify appropriate issues in regards to job creation and business development [housing development and policy, project development, public space, transportation issues]
- Draft resolutions for ANC 1A's consideration
- Coordinate public meetings as necessary. If a public meeting is held, a participant sign-in sheet and meeting notes shall be provided to ANC 1A within 30 days of the meeting date.
- Research and report findings and provide recommendations to ANC 1A
- Track and notify ANC 1A of all relevant hearing dates.

PLANNING AND ZONING COMMITTEE

The PZC is responsible for the following:

- Identify appropriate issues in regards to land-use planning, zoning, and regulations
- Draft resolutions for ANC 1A's consideration.
- Coordinate public meetings as necessary. If a public meeting is held, a participant sign-in sheet and meeting notes shall be provided to ANC 1A within 30 days of the meeting date.
- Research and report findings, recommendations, and deadlines to ANC 1A
- Track and notify ANC 1A of all relevant hearing dates.

HISTORICAL PRESERVATION, DEVELOPMENT, & DESIGN REVIEW COMMITTEE

The Historical Preservation, Development, & Design Review Committee is responsible for the following:

- Promote preservation of the historic, architectural, and residential character of the Columbia Heights, Park View, and Pleasant Plains neighborhoods.
- Establish and maintain on-going working relations with those public and private entities with similar goals and purposes, such as the Historic Preservation Review Board, Board of Zoning Adjustment, the Zoning Commission, the DC Office of Planning and the DC Preservation League.
- Identify historic properties and districts of merit and submit for landmark status when appropriate.
- Propose related policy positions for the Commission's Consideration.
- Review designs for all proposed development and recommend changes as appropriate to maintain overall character of ANC 1A neighborhoods.

APPENDIX B: GUIDELINES FOR ANC 1A GRANT APPLICATIONS

I. Preface:

Under DC law, ANCs may award grants to organizations for public purposes. ANC 1A reserves the right to fund or not fund any legal grant application at its sole discretion, without explanation.

II. Policy:

A. Public Meeting Requirement

The ANC may not award a grant except pursuant to a majority vote of the ANC at a public meeting following a public presentation of the grant request.

B. Permissible Grants

Any grant that serves the best interests of the public in ANC 1A, as determined by consideration of a complete and timely application, and a majority vote of ANC 1A held at a public meeting of the same. Exceptions include those grants that ANC1A is expressly forbidden by law from funding.

C. Prohibited Grants

1. Awards for non-public purposes or where services are provided for personal gain.
2. Awards conditioned on a grantee's political position, or on support of a position taken by the Commission.
3. Awards to an agency or program funded by the District government.
4. Awards where funds will be used to purchase food or entertainment, or support festivals.
5. Awards to an individual.
6. Awards that will fund or duplicate existing government services.
7. Awards that provide funding to compensate individuals for services usually performed by adult volunteers or organization officers.
8. Awards that will be used to support religious or partisan advocacy activities.
9. Awards that may be used to pay salaries or support fundraising activities.

D. Amount(s)

1. No organization may apply for or receive more than \$3,000 in ANC 1A funds, in any 12-month period, except by special exception 3/4 majority vote of the Commission at a public meeting.
2. No grant expenditure shall exceed the total amount allotted for the same in the annual budget.

III. Process:

A. Public Notice

The grant application itself, the timeline for consideration, and ANC 1A's grant guidelines will be published in advance so as to provide proper notice for any organizations that may want to apply.

B. Competition

The grant application process will be competitive.

C. Timing

1. While Grants may be considered throughout the year, public notification of ANC 1A's grant process and application will be issued twice yearly:
 - a. Once in October
 - b. Once in April
2. Grant application must be received 30 days prior to their consideration at an official meeting of ANC 1A

D. Consideration and Recommendation by Grant Committee

1. Applications will be considered by a Grants Committee.
2. Membership of the Grants Committee – Any duly elected and willing member of Commission may serve on the Grant committee.
3. Procedure – The Grants Committee will consider applications and awards outside of Committee of The Whole Meetings and Public Meetings. They will report their recommendations for grants (if any) to the Commission at the Committee of the Whole meeting.

D. Use of an Approved Application Form

1. The ANC must approve a grant application for use in its process.
2. Grant applications will not be considered unless they are submitted using the approved application.

E. Exceptions

ANC 1A may, at its sole discretion, choose to accept, consider and fund legal grant applications submitted less than 30 days prior to their consideration provided that all other requirements of the application process are met and the Commission votes to consider it by a 3/4 majority at a public meeting.

IV. Application Requirements:

A. Citizen and ANC Sponsorship:

Prior to submitting an application for funding, in order to attest for the need and desire for the proposed activity in the community, the organization requesting the grant must first obtain:

1. A citizen sponsor (presumably the applicant) who resides within the geographic boundaries of ANC 1A (option); and,
2. The support, sponsorship and guidance of an ANC Commissioner to assist in the grant application process and take the responsibility for requisite follow up documentation. Preferably this will be the commissioner who resides in the Single Member District where the citizen sponsor resides or where the applicant organization is based or where the primary public benefit of the grant will take place.

B. Who Can Apply:

Only organizations based within the geographic boundaries of ANC 1A, or those organizations which directly serve the people of ANC 1A may make grant requests. The organization must propose to provide services, public in nature, that will benefit persons who reside or work within the Commission area. However, the services may not duplicate those already performed by the District government.

C. Required Information for Consideration Shall Include:

1. A clear, written and timely grant application;
2. A detailed description of the proposed project;
3. A description of the public benefits; and,
4. A statement of the total costs of the project including other sources of funding including a detailed budget

V. Financial Reporting Requirements

A. Required Documentation

Payment of grant awards must be supported by documentation, including vouchers, grant request letter or proposal, and minutes of the meeting in which the Commission approved the grant.

B. Timetable for Financial Reporting

All funds granted must be used in a manner consistent with the grant application approved by the Commission. Within 60 days after a grantee receives the grant award, or within 30 days after the event/activity, whichever is later, the grantee must forward to the Commission a statement as to the use of the funds including:

1. Receipts totaling the grant amount
2. Refund (if all funds disbursed by the ANC were not spent)

C. Extensions

Should grantee need an extension to file the report, the grantee must submit a request for extension in writing (email is acceptable) prior to the expiration of the 60 (or 30) days. The Chairman, Treasurer and/or Commission will review the request and approve or deny the request within 10 days of the receipt of the request. An extension may be granted for up to an additional 15 days.

D. Enforcement

Failure to comply with information submission requirements set forth in Section IV B will result in the applicant being barred from receiving future grants from ANC 1A for a period of one calendar year beginning the 61st day after the date on the grant check, or after the 31st date of the project, whichever is later. ANC 1A may also request the assistance from the District of Columbia Office of the Attorney General to recover the awarded funds.

E. Responsibilities of the Commissioner Sponsor

The commissioner sponsor will be responsible for assisting the Treasurer in obtaining requisite follow up paperwork.) Individual Commissioners who fail to assist in follow up paperwork can be disallowed from sponsoring grants for a period of up to 1 year by a majority vote of the Commission.

Advisory Neighborhood Commission 1A

Bylaws

Revision History

Name	Date	Reason For Changes
Dotti Wade	3/14/2007	Original
Cliff Valenti	3/27/2009	Added revision history, footer and amended Article VII, and Article VIII
COW	3/30/2009	Reviewed changes
Kent Boese	3/5/2015	Added Article VII, Section 7

ARTICLE 1. NAME

Section 1. The name of this Commission is **Advisory Neighborhood Commission 1A**. It is established by DCL 14-133, as amended. The boundaries of the Commission are those described in that law.

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 comprised of those persons duly elected to represent the Single Member Districts within the Commission area.

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

ARTICLE IV. OFFICERS

Section 1. The Commission shall elect a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer in that order.

Section 2. The election shall take place in January of each year.

Section 3. Each candidate for office shall be nominated by a member of the commission. Nominations do not require seconds.

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

Section 5. The elected officers shall be elected to serve for one year or until their successors are elected. Their terms of office shall commence immediately upon completion of the election of officers at the meeting at which they are elected. In the event of a vacancy, the officer filling the vacant position shall only serve out 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 simple majority after the first ballot, there shall be an election between the candidates receiving the most votes.

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

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

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

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

Section 11. The Secretary 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 shall also ensure that notice is given for all Commission meetings as required by District law.

Section 12. The Secretary shall serve as the central repository of copies of minutes of all standing, special and administrative committees.

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 District law.

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

Section 15. 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 of at least 9 meetings during the calendar year. The Commission, however, may modify the schedule if necessary. In case of an emergency, the Chairperson 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 on the action.

Section 3. A quorum is a majority of the current Commission members. However, there is not a quorum unless a majority of the SMDs have Commissioners.

Section 4. Special meetings of the Commission can be called by the Chairperson, the Executive Committee, or by written request of three Commission members. The purpose of the meeting shall be stated in the notice and no other topic may be discussed at that meeting. Reasonable notice shall be given in writing.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of a) the Chairperson; b) the Vice-Chairperson; 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 act on behalf of the Commission in emergency situations.

Section 4. A majority of the members of the Executive Committee shall

constitute a quorum.

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

ARTICLE VII. COMMITTEES

Section 1. There shall be three categories of committees:

- The Executive Committee cannot be dissolved, except through the amendment of the bylaws.
- 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 Commission or the Executive Committee. These committees dissolve if members of the committee do not provide updates to the Commission for more than three (3) months, they do not meet for more than six months, or if the objective is achieved.

Section 2. In accordance with District law, the chairmanship of each Commission committee or task force shall be open to any resident of the Commission area. The chairperson of each such committee or task force shall be appointed by the Commission.

Section 3. The Chairperson shall ensure that items requiring committee action are referred to the appropriate committee(s) on receipt.

Section 4. Committee recommendations for Commission action shall be placed on the agenda for the first ANC meeting after they are adopted, if requested by the Committee.

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

Section 6. These committees are reviewed yearly at one of the first three (3) Commission meetings of the year. A complete listing of Committees can be found in Appendix A of the Standard Operating Procedures.

Section 7. All Committee meetings shall be announced on the ANC website and/or local listservs at least 24 hours in advance except in case of 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. These rules will be supported via the Standard Operating Procedures.

Section 2. The Commission shall adopt rules for the use of the ANC office and supplies based on the following two principles: (1) all Commissioners shall have equal access to the office; and, (2) the use

of the office and Commission supplies shall meet "public purpose" test.

Section 3. 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 or government agency for action.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. Roberts' Rules of Order will govern the Commission except where they are not consistent with District law, these bylaws or any standing rules the Commission may adopt.

ARTICLE X. AMENDMENT OF BYLAWS

Section 1. Revision of these Bylaws requires a two-thirds vote of those present and "voting yea or nay." Each Commission member shall have at least 10 days 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 Congressional and District legislation and other applicable laws regarding ANCs. Any inconsistencies are null and void.

These By-Laws supercede all previously issued ANC 1A By-Laws.

BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 1B
(Adopted December 4, 2014)

ARTICLE I. NAME

Section 1. The name of this Commission is Advisory Neighborhood Commission 1B. DCL 14-133 establishes it, as amended. The boundaries of the Commission are those described in that law.

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 comprised of those persons duly elected to represent the Single Member Districts within the Commission area.

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

ARTICLE IV OFFICERS

Section 1. The Commission shall elect a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer.

Section 2. The election shall take place in January of each year.

Section 3. A member of the commission shall nominate each candidate for office.

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

Section 5. The elected officers shall be elected to serve for one year or until a successor is elected. The 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 term of the officer he or she replaced.

Section 6. A simple majority shall be required for election of officers. If there is not simple majority after the first ballot, there shall be an election between the candidates receiving the most votes.

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

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

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

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

Section 11. The Secretary 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 shall also ensure that notice is given for all Commission meetings as required by District law.

Section 12. The Secretary shall serve as the central repository of copies of minutes of all standing, special, and administrative committees.

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 District law.

Section 14. Two officers, one of who must be either the Treasurer or the Chairperson, must sign all checks.

Section 15. 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 12 months. The Commission, however, may modify the schedule if necessary. In case of an emergency, the Chairperson may reschedule the meeting time or location.

Section 2. The Commission may take no official action 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, there is not a quorum unless a majority of the SMDs have Commissioners.

Section 4. Special meetings of the Commission can be called by the Chairperson, the Executive Committee, or by written request of three Commission members. The purpose of the meeting shall be stated in the notice and no other topic may be discussed at that meeting. Reasonable notice shall be given in writing.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Chairperson; the Vice-Chairperson; the Secretary; and, the Treasurer.

Section 2. The Executive Committee of the Commission shall have the authority to establish special committees and act upon non-regulatory administrative items.

Section 3. A majority of the members of the Executive Committee shall constitute a quorum.

Section 4. Meetings of the Executive Committee may be called by the Chairperson or by a majority of the Committee.

ARTICLE VII. COMMITTEES

Section 1. There shall be two categories of committees, standing committees and special committees: Standing committees are those created permanently by majority vote of the Commission; and, Special committees are those created temporarily by the Commission or the Executive Committee.

Section 2. In accordance with District law, the chair of each Commission committee or task force shall be open to any resident of the Commission area. The chair of each such committee or task force shall be appointed by the Commission.

Section 3. The Chairperson shall ensure that items requiring committee action are referred to the appropriate committee(s) on receipt.

Section 4. Committee recommendations for Commission action shall be placed on the agenda for the first ANC meeting after they are adopted, if requested by the Committee.

Section 5. All Committee meetings shall be announced on the ANC website at least 24 hours in advance 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 rules for the use of the ANC office and supplies based on the following two principles: (1) all Commissioners shall have equal access to the office; and, (2) the use of the office and Commission supplies shall meet "public purpose" test.

Section 3. 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 or government agency for action.

Section 4: The aforementioned rules shall be incorporated into "Standard Operating Procedures" (SOPs). The Commission shall conduct its business in accordance with the most recently approved version of the Advisory Neighborhood Commission 1B Standard Operating Procedures.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. Roberts' Rules of Order shall govern the Commission except where they are not consistent with District law, these bylaws or any standing rules the Commission may adopt.

ARTICLE X. AMENDMENT OF BYLAWS

Section 1. Revision of these Bylaws requires a two-thirds vote of those present and "voting yea or nay." Each Commission member shall have at least ten days 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 Congressional and District legislation and other applicable laws regarding ANCs. Any inconsistencies are null and void.

ARTICLE XI. ADOPTION OF BYLAWS

RESOLVED, that the Bylaws of the Advisory Neighborhood Commission 1B, which was presented to the Commission for consideration at a properly noticed public meeting on *December 4, 2014*, is hereby adopted by a two-thirds majority vote of *7* yeas, *0* nays, and *0* abstentions.

James A. Turner
Chairperson

Ricardo A. Reinoso
Secretary

Revision History

Date	Contact Name	Reason for Change / Notes
<i>01/XX/2015</i>	<i>ANC</i>	<i>New rules adopted</i>
01/08/2015	Commissioner Robb Hudson	Moved that the Standard Operating Procedures be incorporated into the Commission's By-Laws by reference by amending Article 8 of the Bylaws of Advisory Neighborhood Commission 1B to include a new Section 4.



Advisory Neighborhood Commission 2E

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Bylaws

ARTICLE I. NAME

The name of the Commission shall be the Burleith Foxhall-MacArthur Georgetown Hillandale Advisory Neighborhood Commission 2E. The Commission is established pursuant to Section 738 of the D.C. Self-government and Governmental Reorganization Act, Pub. L. 93-198, 87 Stat. 824, and D.C. Law 1-58, 22 D.C. Reg. 5453 (April 9, 1976).

ARTICLE II. OBJECT

Section 1.a. The Commission may advise the Council of the District of Columbia, the Mayor and each Executive Agency and all independent agencies, boards, and commissions of the government of the District of Columbia with respect to all proposed matters of District governmental policy including but not limited to decisions regarding planning, streets, recreation, social service programs, education, health, safety, and sanitation which affect the Commission area.

Section 1.b. Proposed District government actions upon which the Commission shall have the opportunity to comment shall include but shall not be limited to actions of the Council of the District of Columbia, the Executive Branch or any independent agency. The Commission may advise each agency, board, and commission regarding the award of any grant or funds to a citizen organization or group, the formulation of any final policy, decision or guideline with respect to grant applications, comprehensive plans, requested or proposed zoning changes, variances, public improvements, licenses, or permits affecting said Commission area, the District budget and city government service delivery and the opening of any proposed facility.

Section 2. The Commission may present its views to entities including but not limited to any federal, regional, or District agency.

Section 3. The Commission may initiate its own proposals for District, federal, regional or neighborhood government action.

Section 4. The Commission shall monitor complaints of Commission area residents with respect to the delivery of District government services and forward comments of same to the appropriate District government entity.

Section 5. On or before November 30 of each year, the Commission shall file an annual report with the Council of the District of Columbia and the Mayor for the preceding fiscal year. Such report shall include but shall not be limited to provisions required by law including:

- summaries of important problems perceived by the Commission and in order of their priority, recommendations for improvements on the operation of the Commission,
- financial reports, and
- summary of Commission activities.

Any Commissioner may submit a minority report, which shall be filed with the annual report.

Section 6. The Commission may operate neighborhood or community enhancement campaigns. It may operate other programs only in conjunction with existing governmental activities, provided that such activities on behalf of the Commission do not duplicate already available programs or services and further provided that the Commission's programs are not conducted on a contractual basis with existing governmental agencies.

Section 7. The Commission may, where appropriate, constitute the citizen advisory mechanism required by any federal statute.

Section 8. The Commission may carry out any other function as shall be provided by law or regulation.

ARTICLE III. MEMBERS

Section 1. The Commission shall be composed of those persons duly elected and certified by the D.C. Board of Elections and Ethics to Single Member Districts within the Commission's boundaries.

Section 2. Each member of the Commission shall serve for a term of two years which shall begin at noon on the second day of January following the date of election of such member, or at noon on the day after the date the Board certifies such election of such member, whichever is later.

Section 3. Each duly elected and certified Commissioner shall have one vote. There shall be no voting by proxy.

Section 4. Vacancies shall be filled in accordance with the laws of the District of Columbia.

Section 5. The Commissioners shall serve without compensation; however, appropriate expenses may be reimbursed in accordance with the laws of the District of Columbia and these bylaws.

Section 6. Any individual Commissioner may communicate his or her views on any issue within the scope of his or her jurisdiction to any government entity; provided, however, that unless such communication has been approved by the Commission as a whole or reflects the views of the Commission as reflected in a formal vote of the Commission, such Commissioner indicates in such communication that he/she is speaking as an individual Commissioner, and not for the Commission itself.

Section 7. Each Commissioner shall have at all times equal access to the resources of the Commission, including, but not limited to, documents (as defined in the Federal Rules of Civil Procedure) of the Commission, the Commission office, and supplies.

ARTICLE IV. OFFICERS

Section 1. In January of each year, the Commission shall elect from among its members a chairperson, a vice-chairperson, a secretary, a treasurer, and such other officers as may be determined necessary by the Commission.

Section 2. A quorum for the election of officers shall be a majority of the duly elected Commissioners.

Section 3. The chairperson shall serve as convener of the Commission and shall chair the meetings. The Chairperson shall be responsible for the execution of the decisions of the Commission, and may delegate such duties to other Commission members.

Section 4. The chairperson may rule on procedural questions from the chair and such rulings may be overturned by a majority vote of the Commission.

Section 5. The vice-chairperson shall fulfill the obligations of the chairperson in his/her absence.

Section 6. The secretary shall be responsible for the preparation of the minutes for all meetings of the Commission and for the keeping of all important papers, and shall be primarily responsible for providing the community with notice and results of Commission meetings.

Section 7. All official documents, including minutes, financial records, shall be prepared and maintained by the appropriate officer.

Section 8. The treasurer shall be responsible for maintaining the financial records of the Commission in accordance with D.C. laws and regulations.

Section 9. In the case of a vacancy in any office, the Commission shall select a new officer in accordance with these Bylaws at their next regularly scheduled meeting.

Section 10. Officers shall be elected by a simple majority of Commission members present. In the event that there is not a simple majority on the first ballot, there shall be an election between the two candidates receiving the most votes. In the event of a tie in such a run-off vote, the winner shall be decided by a coin-toss.

Section 11. Any officer may be removed from office by a two-thirds vote of the Commissioners present and voting at a meeting following at least seven days' notice, in writing, by any Commissioner to all other Commissioners of the intention to seek the removal of the officer. Upon removal, the vacancy shall be filled in accordance with the election procedures set forth in these Bylaws.

ARTICLE V. MEETINGS

Section 1. Discussion at meetings shall be open to all ANC residents and invited guests, in accordance with these Bylaws.

Section 2. No official action may be taken by the Commission unless a quorum of the members of the Commission is present. A quorum is a majority of the duly elected commissioners.

Section 3. The Commission shall generally meet at regular intervals, not less than nine times a year, to consider matters before the Commission which may include but not be limited to consideration of actions or proposed actions of the Council of the District of Columbia, the Executive Branch or any independent agency, board, or commission and recommendations thereof.

Section 4. No less than seven days notice of its meetings shall be given by the Commission, except where shorter notice for good cause is necessary, by posting written notices in at least two conspicuous places in each Single Member District.

Section 5. The Commission shall host "town meetings" in accordance with D.C. law and regulations.

Section 6. Residents' views should be considered in positions taken by the Commission.

Section 7. Special meetings of the Commission can be called upon the written request of two Commissioners. The purpose of the meeting shall, be stated in the request and no other topic may be acted upon at that meeting. Reasonable notice in accordance with the laws of the District of Columbia shall be given in writing.

Section 8. Commission actions, except as otherwise provided herein, shall be approved by a simple majority of those Commission members present and voting.

Section 9. Except as otherwise provided herein, in the case of a tie vote, the motion for Commission action shall fail.

ARTICLE VI. COMMITTEES

Section 1. The Commission may create standing and special committees in accordance with the laws of the District of Columbia. Each Commissioner shall be an ex-officio member of each committee, with the right to participate and vote in its deliberations.

Section 2. Each committee may adopt rules of procedure and practice under which it shall operate.

ARTICLE VII. EXPENDITURES

Section 1. The treasurer shall develop an annual fiscal year budget request on forms to be provided by the Mayor prior to which such budget shall be submitted to the residents of the Commission's area in March of each year for their review and comment. A final budget shall be submitted to the Council and to the Mayor on or before April 30 of each year provided that submission of any different dates may be required to conform with the District of Columbia budget schedule.

Section 2. The treasurer shall prepare and the Commission approve a quarterly financial report within 30 days of the close of each fiscal quarter. These reports shall be public documents and shall be available for public inspection. The quarterly report signed by the treasurer and the chairperson of the Commission and attested to by the secretary as having been approved by the Commission shall be filed within seven days of approval by the Commission with the District of Columbia Auditor.

Section 3. Every expenditure of funds by the Commission shall be authorized in writing by the treasurer and recorded in the Commission's books of accounts, provided, however, that the treasurer may disburse to another Commission member or employee of the Commission amounts not in excess of \$50.00 out of petty cash funds. Records of expenditures of such funds shall be transmitted to the treasurer prior to any disbursement of the funds for petty cash.

Section 4. The signature of two officers shall be required on every draft or order drawn on the Commission's depository.

Section 5. The Commission shall by resolution approved by a majority of its members designate one or more financial institutions within the District of Columbia as depositories of Commission funds.

Section 6. The treasurer shall comply with the regulations issued by the District of Columbia auditor concerning ANC treasurers.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the Commission in all cases in which they are not inconsistent with these Bylaws and any special rules of order the Commission may adopt.

ARTICLE IX. MISCELLANY

Section 1. All employees of the Commission shall be hired by the Commission and shall serve at the pleasure of the Commission. The Commission shall establish position descriptions for its employees. The employees of the Commission may be hired on a fulltime or a part-time basis and for an indefinite or for a definite term. Persons hired by the Commission shall meet the qualifications established in the job description.

Section 2. These Bylaws shall be available to the public.

ARTICLE X. REVISION OF BYLAWS

Revision of these Bylaws shall be made only on at least two weeks' prior notice of the proposed modifications, deletions, or additions of the bylaws to each Commission member. At least two-thirds of the duly elected



ANC 4A BYLAWS

5/5/2015

ARTICLE 1. NAME

Section 1. The name of this Commission is Advisory Neighborhood Commission 4A. (ANC 4A). It is established by DCL 14-133, as amended. (ANC Law).

ARTICLE II. GEOGRAPHIC BOUNDARIES. The boundaries of the Commission are proscribed by the DC Code. The current DC Code descriptions and maps referenced in Section 1-309.02 (Advisory Neighborhood Commission Areas) are attached and incorporated by reference. The neighborhoods included within ANC 4A are described as follows: Brightwood, Colonial Village, Crestwood / Crestwood North, North Portal Estates, Sixteenth Street Heights, and Shepherd Park. See Appendix for detailed list of the Single-Member Districts (SMD) geographic boundaries.

ARTICLE III. OBJECT

Section 1. The Commission has the duties and powers described by law.

Section 2. ANC law (Section 1-309.10(a)) states that each Advisory Neighborhood Commission ("Commission") may advise the Council of the District of Columbia, the Mayor and each Executive agency, and all independent agencies, boards and commissions of the DC government with respect to all proposed matters of District government policy including, but not limited to, decisions regarding planning, streets, recreation, social services programs, education, health, safety, budget and sanitation. The intent of the ANC legislation is to ensure input from an advisory board that is made up of the residents of the neighborhoods that are directly affected by government policies and actions. In this sense, the ANCs are the body of government with the closest official ties to the people within the neighborhood or single member district. No public policy area is excluded from the purview of the ANCs. The Home Rule Charter authorized the ANCs to expend funds for "public purposes within its neighborhood council area." ANCs are authorized to operate programs for the benefit of their communities themselves and to give grants for the benefit of the community.

ARTICLE IV. COMMISSIONERS

Section 1. The Commission shall be comprised of those persons duly elected, certified by the Board of Elections and sworn in by the DC Board of Elections to represent the Single Member Districts within the Commission area (Advisory Neighborhood Commission 4A).

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

ARTICLE V. OFFICERS

Section 1. The Commission shall elect a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. Other officers may also be elected.

Section 2. The election shall take place in January of each year. If the Commission is unable to hold its election in January, the election shall take place at the next regularly scheduled, duly noticed, ANC meeting.

Section 3. Each candidate for office shall be nominated by a member of the ANC 4A Commission. Candidates may also self-nominate.

Section 4. When nominations are closed, the voting shall take place as determined by the Commission at that time, consistent with Robert's Rules of Order or guidance from the ANC Office. However, no secret ballots are allowed.

Section 5. The elected officers shall be elected to serve for one year or until their successors are elected. Their terms of office shall commence immediately following the vote (after the vote is taken and not at the close of the meeting) at which they are elected. In the event of a vacancy, the Commissioner filling the vacant position shall only serve out the term of the officer he or she replaced, unless the Commissioner is elected to serve in that position at the next regular election.

Section 6. A simple majority shall be required for election of officers. If there is not simple majority after the first ballot, there shall be an election between the candidates receiving the most votes.

Section 7. In the event of a tie, the candidates will consider and recommend to the Commission a mutually satisfactory resolution of the tie vote to end the deadlock. If no resolution is reached, the tie will result in a shared office (Shared Presidency, as an example, to reflect the will of the Commission).

Section 8. If there is a vacancy among the Offices of Chair, Vice Chair or Secretary, the Commission shall hold an election the next meeting of the Commission. If there is a vacancy in the office of Treasurer, the Commission may hold a special meeting to elect a new Treasurer, consistent with the DC law. Only persons certified to serve on the ANC 4A may be elected to serve as an Officer.

ARTICLE VI. Commission Roles and Responsibilities

Section 1. The Chairperson shall serve as a convenor of the Commission and shall chair the Commission meetings. The DC Code also directs the Chairperson to sign certain documents. The law does not, however, give the Chairperson other responsibilities such as supervising staff, deciding the ANC's meeting schedule, or being the ANC's sole representative to the DC government. ANC Handbook, page 31.

Section 2. The Chairperson [or a majority of the Commission] shall have the power to call special meetings of the Commission and of the Executive Committee. No meeting shall be scheduled within 2 days of the regularly scheduled meeting.

Section 3. In the Chairperson's absence, or when the Chairperson wishes to give up the chair, or a majority of the Commission requests, the Vice-Chairperson shall act as the chair.

Section 4. The Secretary 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 the Office Manager, under the direction of the Secretary) shall also ensure that notice is given for all Commission meetings as required by District law. Adequate notice is hereby defined for these bylaws as: notice announced at the regular meetings, notice in the Northwest Current; signs, website or list-serves.

Section 5. The Secretary shall serve as the central repository of copies of minutes of all standing, special and administrative committees. Commission staff or other persons designated by the Commission under the direction of the appropriate officer (Secretary) may perform these tasks. If the ANC has an office, the records should be stored at the ANC office and available to the Commissioners and the public for review. The Secretary (of Secretary's designee) will also ensure that the voice mail is updated, messages are retrieved, or that the Secretary's designee carries out this function. Each Commissioner is responsible for responding to inquiries within their own SMD.

Section 6. The Treasurer shall be responsible for developing and submitting to the DC Auditor an annual fiscal year budget by the start of each fiscal year, preparing quarterly financial reports, keeping the Commission's financial records and accounts, and for executing its expenditures in accordance with District law and the decisions of the

Commission. Commission staff or other persons designated by the Commission under the direction of the appropriate officer (Treasurer) may perform these tasks.

Section 7. The Commission as a whole will determine responsibilities for supervising staff, deciding the ANC's meeting schedule, or representation to the DC government.

ARTICLE VII. FINANCIAL INTEGRITY AND ACCOUNTABILITY / CONFLICTS OF INTEREST

Section 1. All checks must be signed by two officers one of whom must be either the Treasurer or the Chairperson.

Section 2. No expenditure of funds, whatsoever, shall be made by the Commission without the approval of the Commission prior to the expenditure. All expenditures for purchase of services, staffing, or equipment must be consistent with a duly authorized budget and authorization by the vote of the Commission, consistent with the ANC fiscal year budget. Every expenditure of funds by the Commission shall be authorized in writing by the Commission and recorded in the Commission's records. Receipts are required to support the ANC 4A expenditures and Commissioners are encouraged to continue their diligence in ensuring that we fully comply with the requirements of the DC laws.

ARTICLE VIII. STAFFING

Section 1. The Commission shall have the assistance of the Commission staff, or other persons designated by the Commission, in carrying out their official ANC Commissioner / SMD duties, as may be required.

Section 2. To be fully compliant with the DC law, the ANC 4A will develop and implement a position description which will fully delineate the duties and responsibilities and expectations for the staff in terms of hours of work, location of work, supervision, timesheets and salary. This will be voted on, prior to the selection (hire) or extension of an offer, at an ANC public meeting, unless there are overriding reasons not to make the terms of the ANC 4A contract public.

ARTICLE IX. MEETINGS

Section 1. Each January, the Commission shall decide and vote on a schedule of meeting times and places for the next 12 months. The Commission, however, may modify the schedule, if necessary, due to emergencies or unforeseen circumstances. In the case of an emergency or unforeseen circumstances, the Chairperson may reschedule the meeting time or location, ideally with the consent of the Commission.

Section 2. In the event of a cancellation, the Chair (or his or her designee) shall contact each of the Commissioners and anyone scheduled to appear at the meeting at least 48 hours in advance of the cancellation, when possible.

Section 3. The Commission shall meet in public session at regular intervals at least nine times per year at locations that are designed to reasonably accommodate the residents of the ANC 4A area.

Section 4. The Commission shall give notice of all meetings or convocations to each Commissioner, individuals with official business before the Commission, and residents of the Commission area no less than seven (7) days prior to the date of such meeting. 1-309.11(c). Shorter notice may be given in the case of an emergency or for other good cause. Notice will include, but is not limited to: posting written notices in at least 4 conspicuous places in each single member district; publication in a community newspaper; notice announcements at the meeting; posting on the website; notices on the telephone message greeting and distribution of the meeting schedule at the January meeting.

Section 5. No official action may be taken by the Commission unless it is at a regularly scheduled, public ANC meeting at which a quorum is present and a majority of those "voting yea or nay" vote in favor of the action. The absence of a quorum does not prevent the Commission from meeting or deliberating. The Commission also has the ability to suspend the rules for the purpose of deciding on an order of proceeding or which matters to consider.

Section 6. A quorum is a majority of the current Commission members. However, there is not a quorum unless a majority of the SMDs have Commissioners. In that case, ANC 4A will follow the applicable ANC law in handling this

situation.

Section 7. Special meetings of the Commission can be called by the Chairperson, or by the written request of three Commission members. The purpose of the meeting shall be stated in the notice and no other topic may be discussed at that meeting, unless authorized in advance by the Commission. Reasonable notice shall be given in writing.

Section 8. A portion of the ANC 4A Commission meeting (up to but no less than fifteen minutes) will be dedicated to hearing (and addressing) community concerns. The ANC may also hold Town Hall Meetings or community meetings. These are often held jointly with a civic or citizens association for the SMD neighborhood.

Section 9. Commissioners are encouraged to schedule their Single-Member District Meetings to avoid conflicts with the regularly scheduled ANC 4A Commission meeting, to the extent possible. No SMD meeting should be held within the same week as the ANC 4A meeting.

Section 10. Each Commissioner has the responsibility for responding to their (the single-member district commissioner's) own SMD issues. No other Commissioner should interfere, or assume any responsibility, for another's SMD. We recognize that there may be common issues and interests, but we agree, through these bylaws, to respect the autonomy of each respective ANC SMD areas. To the extent that a Commissioner may be approached by a resident of another SMD, the commissioner will notify the elected SMD representative and let that representative address the situation.

Section 11. All resolutions should be coordinated through the ANC 4A Secretary (or the Secretary's designee). The duly adopted resolutions serve as the means by which the Commission act, unless or until the Commission votes to have its views presented by another Commissioner. Only commissioners have the authority to direct the Commission or speak on behalf of the Commission. There is nothing to prevent a Commissioner from speaking on behalf of that Commissioner's SMD. It is understood and agreed that, if a Commissioner testifies in the Commissioner's individual capacity, the Commissioner agrees to make that fact explicitly known at the beginning of the Commissioner's testimony.

ARTICLE X. EXECUTIVE COMMITTEE

Section 1. There is established the Executive Committee of Advisory Neighborhood Commission 4A. The Executive Committee shall consist of, and be limited to, all current ANC 4A Commissioners. No Single Member District Commissioner (or SMD) is more important to any other SMD. Each SMD is on equal footing. Each Commissioner has one vote.

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 act on behalf of the Commission in emergency situations. An emergency situation is one that is time-sensitive, unforeseen and the matter is such that it requires immediate attention and cannot wait until the next scheduled meeting. Non-controversial matters may be voted through a consent agenda.

Section 4. A majority of the members of the Executive Committee shall constitute a quorum if at a duly noticed public ANC meeting.

Section 5. Meetings of the Executive Committee may be called by the Chairperson or by a majority of Commissioners present at the meeting.

Section 6. The consensus of the Commission is reflected in the resolutions that are passed by the Commission at a public ANC meeting.

Section 7. Testimony – Any member of the Commission is authorized to speak on behalf of their single member district on matters pertinent to their SMD. [Note: the term "their" is used as a gender-neutral term and was a recommended change from the earlier draft.] In addition, the Commission and / or Executive Committee (Commission as a whole) is authorized to determine who may speak or testify for the Commission.

ARTICLE XI. COMMITTEES

Section 1. There shall be two categories of committees, standing committees and special committees. Standing committees are those created permanently by majority vote of the Commission 4A. Special committees are those created temporarily by the Commission or the Executive Committee.

Section 2. The recommended standing committees are:

Website / communications (newsletter)
Department of Consumer and Regulatory Affairs
Zoning / Board of Zoning Adjustment / Office of Planning / Redistricting
Schools
Economic Development/ Liquor Licenses
Environment / Water / Utilities /
Transportation and Infrastructure
Police / Fire / Emergency Preparedness
DC Council – DC Register & DC Council Meeting tracking / Consent Calendar
Historic Preservation
Parks and Recreation

Section 3. In accordance with District law, the chairmanship of each Commission committee or task force shall be open to any resident of the Commission area. The chairperson of each such committee or task force shall be appointed by the Commission. It is the role of the committee chairs to bring matters to the attention of the Commission that require a vote or action.

Section 4. The Chairperson (or impacted SMD Commissioner) shall ensure that items requiring committee action are referred to the appropriate committee(s) or impacted SMD Commissioner upon receipt. Each commissioner is responsible for checking for matters with regard to their SMD.

Section 5. Committee recommendations for Commission action shall be placed on the agenda for the first ANC meeting after they are adopted, if requested by the Committee. Resolutions should be coordinated and vetted before being scheduled on the ANC meeting agenda.

ARTICLE XII. 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 regularly scheduled Commission 4A meeting.

Section 2. The Commission shall adopt rules for the use of the ANC office and supplies based on the following two principles: (1) all Commissioners shall have equal access to the office and supplies; and, (2) the use of the office and Commission supplies shall meet the "public purpose" test.

Section 3. The Commission shall adopt standing rules (operating procedures) for handling constituent recommendations. The rules shall designate one person to ensure that constituent recommendations are referred to the appropriate SMD Commissioner for that SMD, or to a government agency for action. The Secretary (or Secretary's designee) shall keep a log or other record as to how the issues were resolved or the reasons for not achieving resolution.

Section 4. The Commission has adopted guidelines for the awarding of grants. Those guidelines are incorporated by reference and are available on the ANC 4A website. The Commission by vote of the Commission, may also authorize other Community Enhancement expenditures, in addition to grants, if there are funds allocated and available. Community Enhancement expenditure reporting requirements are the same as the requirements for grants.

Section 5. Communications – the ANC 4A has an existing website. The website shall include, at a minimum, the names and contact information for the ANC 4A, the description of the ANC, these bylaws, the meeting schedule,

the minutes of the meetings and other information and announcements provided by the Commission. For example, the ANC phone number should be listed and the hours that the ANC office is open to the public.

Section 6. The Commission is authorized to hire a professional service to maintain the ANC website(s). The Commission may also issue ANC 4A flyers, newsletters, letterhead, ANC 4A business cards and signage to facilitate communication with the 4A community.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

Section 1. ANC actions must be consistent with the Home Rule charter and the DC Code and maps pertinent to the ANCs. Roberts' Rules of Order shall govern the Commission except where they are not consistent with District law, these bylaws or any standing rules the Commission may adopt.

ARTICLE XIV. AMENDMENT OF BYLAWS

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

Section 2. Any revisions to these Bylaws must abide by DC law. Any revisions are deemed null and void if they are inconsistent with the DC Home Rule law and other applicable DC laws regarding ANCs. We follow Robert's Rules, but to the extent that Robert's Rules are fully consistent with the DC ANC law.

Section 3. These Bylaws may be placed on the Consent Calendar and voted, without objection (if no objection) as a matter on the consent calendar. If the Bylaws are reconsidered at a meeting for which there is not a quorum, the bylaws must be ratified (voted) at the next regularly scheduled ANC meeting. They may not go into effect until there has been at least two weeks public notice and notice to the ANC 4A Commissioners.

ARTICLE XV. APPENDIX

Section 1 – Geographic Boundaries for ANC 4A and 4A SMDs, as noted in the DC Code (incorporated by reference)

Section 2 – ANC 4A Grant Guidelines (incorporated by reference)

Section 3 – New Conflict of Interest guidance (incorporated by reference – see ANC 2015 Handbook).

ANC Meeting Date: 5/5/2015

Date Approved: 5/5/2015

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4a@anc4a.gov

ANC 5A Bylaws

Article 1 - Name

There is established by the Council of the District of Columbia Advisory Neighborhood Commission 5A. This Commission shall be called the Advisory Neighborhood Commission 5A of the District of Columbia as described in the District of Columbia Self-Government and Governmental Reorganization Act 87 Stat. 788. Section 412. The Ward 5 Commission consists of Single Member Districts 5A-01 through 5A-08 as is established by Single Member District boundaries subject to legislative amendments and citizen ratification.

Article II -Object

Section 1.a. This Commission shall advise the Council of the District of Columbia, the Mayor and each executive agency and Government of the District of Columbia with respect to all proposed matters of District of Columbia policy including decisions regarding planning, streets, recreation, social service programs, education, health, safety, and sanitation which affect the Commission area. Proposed actions of the District governmental policy shall be the same as those for which prior notice of proposed rule-making is required pursuant to D.C. Code S 1-1505(a) or as it pertains to the Council of the District of Columbia.. Upon date of receipt of any notification and intended action this Commission; notices shall be given to the general public within a seven (7) day period. After hearing consideration from citizens and agencies, the Commission shall respond to the action agency, and citizens within a twenty (20) day time frame. Any decisions made during emergency sessions will be in effect only until such time when notification can be made.

Section 1.b. Proposed District Government actions that the Commission shall have the opportunity to comment upon shall not be limited to actions of the Council of the District of Columbia, the executive branch or independent agency. The Commission will advise each agency, board and commission regarding the award of any grant funds to a citizen organization or group, the formulation of any final policy decision or guideline with respect or proposed zoning changes, variances, public improvement, licenses, or permits affecting said Commission area, the District budget and city goals and priorities, proposed changes in District Government service delivery and the opening of any proposed facility system.

Section 2. The Commission will present its view to any Federal of District agency.

Section 3. The Commission may initiate its own proposals for District Government action. Any proposal submitted by the Commission will bear the signature of the chairperson and the corresponding secretary to the Commission. .

Revised February 25, 2015

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Section 4. The Commission will acknowledge and monitor written complaints of Commission area residents with respect to problem and the delivery of services provided by the District Government, Federal Government, and other agencies; and will receive comments on same with the appropriate District Government, Federal Government, and other agencies entities as well as the City Council of the District of Columbia. Complaints will be filed in the Commission's office with a copy to the chairperson of the Commission. The Duties and Responsibility Act also provided that "each Commission shall have access to D.C. officials and to all District Government official documents and public data pursuant to Commissions Order 1171~370 that are material to the exercise of its development of recommendations to the District Government." The Commission's order referred to is the local Freedom of Information Act by which citizens can obtain certain information from the District.

Section 5. On or before November 30 of each year, the Commission shall file an annual report with the Council of the District of Columbia and the Mayor for the preceding fiscal year. Such report shall include but shall not be limited to:

- a. Summaries of important problems perceived by the Commission and in order of their priority,
- b. Recommendations for action to be taken by the District Government.
- c. Recommendations for improvements on the operation of the Commission.
- d. Financial reports.
- e. Summary of Commission activities.

Section 6. The Commission other than for neighborhood or community enhancement campaigns may operate programs only in conjunction with existing governmental activities provided that such activities on behalf of the Commission not duplicate already programs or services and further, provided that the Commission's programs are not conducted on a contractual basis with existing governmental agencies.

Section 7. The Commission shall constitute the citizen, advisory mechanism required by any Federal statute, working in conjunction with all other citizen groups as lead agency.

Articles III -Members

Section 1. The Commission shall be comprised of those persons duly elected and certified by the District of Columbia Board of Elections to Single Member Districts within area 5A.

Section 2. Each member of the Commission shall serve for a term of two years which shall begin at noon on the second day of January next following the date of election of such member, or at noon on the day after the date the Board certifies such election of such member, whichever is

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later, except that the terms of the members elected at the first election for members of Advisory Neighborhood Commission 5A shall begin at noon on the first day of March 1976, or at noon on the day after the date Board certifies the results of such election, whichever is later, and shall terminate at noon on the second day of January 1978. Vacancies shall be filled in accordance with Section 8(d) of the Advisory Neighborhood Commission Act of 1975. Vacancies that occur less than six (6) months prior to regularly scheduled election of members of Advisory Neighborhood Commission should be filled on a temporal basis by the chairperson and members of Advisory Neighborhood Commission 5A.

Section 3. The members shall serve without compensation; however, appropriate expenses may be reimbursed upon authorization by the Commission as specified in. Article IV, Section 28 of these By-Laws.

Section 4. All members shall have equal voting rights following the principle of one person, one vote. There shall be no voting proxy. The Commission as well as each commissioner of the Commission shall maintain a record of attendance of the members. Commissioner's absence from meetings will be indicated as excused or unexcused. Such records shall be forwarded to the commissions recording secretary for recordation and shall be available for public inspection. All meetings of Advisory Neighborhood Commission 5A should be recorded and kept for one year until such time when the compilation of all information for the District Government (budget) has been made. Minutes shall be transcribed and copies provided all commissioners within a reasonable time after meeting dates.

Article IV -Officers

Section. 1. The Commission shall elect a chairperson, a vice chairperson, secretary, treasurer, parliamentarian and such other officers as may be necessary from among the Commission members.

Section 2. The election of officers shall take place in January of each year on a day specified by the Commission, following the certification of a majority of the members of the Commission by the District of Columbia Board of Elections and Ethics.

Section 3. The election process shall take place at a Commission meeting no later than 30 days prior to the expiration of the terms of officers. Nominations shall be made by Commission members at such meeting. There shall be no limit as to the number of nominations except that each nomination must be seconded.

Section 4. A quorum for the election shall be one-half plus one of the Commission membership,

a. The chairperson shall attempt to hold elections at times when all commissioners can ' be available giving consideration t deaths and natural disasters.

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b. The chairperson will give at least a fourteen (14) day notice to all Commissioners informing of election date, time, and place.

Section 5. Each candidate for office shall be nominated from the floor.

a. A candidate may nominate himself or herself but may not second the nomination.

b. A nomination speech of two minutes may be made.

c. Each nomination must be seconded, but no seconding speech will be permitted.

d. After nominations are closed, each candidate may make a two minute speech.

Section 6. When nominations are closed, the election shall be conducted by the recording secretary of the Commission or such other person appointed by the Executive Committee, who has not been nominated, shall certify the returns. The members who have received the most votes shall be elected.

Section 7. Voting on each office shall occur before the floor is opened for nominations for another office.

Section 8. The elected officers shall be elected to serve for one year or until their successors are elected, and their terms of office shall commence at the close of the regular meeting at which they are elected. In the event of a vacancy, the officer filling the vacant position shall only serve out the term of the officer he/she replaced.

Section 9. A simple majority shall be required for election of officers. If there is not simple majority after the first ballot, there shall be an election between the two candidates receiving the most votes.

Section 10. In case of vacancies among officers, the Executive Committee shall appoint interim officers from among Commission persons. A special meeting shall be called for the purpose of nominating and electing officers to fill vacancies.

Section .12. The chairperson shall serve as a convener of the Commission and shall chair the Commission meetings. The vice chairperson shall fulfill the obligations of the chairperson in his/her absence.

Section 13. The chairperson may rule on procedural questions from the chair and such rulings may be "overturned by a majority of the Commission.

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Section 14. Each standing committee shall be chaired by a commissioner. The chairperson of each such committee or task force shall be appointed by the Commission as shall be the members to that task force or committee.

Section 15. In the case of a vacancy in the office of treasurer there shall be within seven (7) days of such vacancy a special meeting of the Commission to select a new treasurer in accordance with these By Laws.

Section 16. The vice chairperson shall provide such assistance to the chairperson as is requested and shall perform such duties as may be delegated by the chairperson.

Section 17. In the chairperson's absence; or when the chairperson wishes to give up the chair, the vice chairperson shall act as the chairperson.

Section 18. The secretary shall be responsible for the preparation of the minutes for all meetings of the Commission and for the distribution of copies of minutes to all members of the Commission pursuant to forthcoming amendments. In addition the secretary shall be responsible for maintaining records of all activities

Section 20. In the preparing of minutes, reports, etc., the secretary shall have the assistance of the Commission staff as may be required.

section 21. The secretary shall serve as a central repository of copies of minutes of all standing, special, administrative committees, and shall issue notices of meetings and conduct the general correspondence of the Commission

Section 23. The treasurer and the Commission as a whole shall develop an annual fiscal year budget request forms to be provided by the Mayor of the District of Columbia office prior to which such budget shall be submitted to the residents of the Commission's area, in March of each year for their review and comments.

Section 23a. Draft form of the Commission's proposed budget will be available no later than February 28th of each year.

Section 24. A final budget shall be submitted to the .Council of the District of Columbia and to the Mayor on or before April 30th of each year provided that submission of any different dates may be required to conform with the District of Columbia budget schedule.

Section 25. The treasurer shall prepare and the Commission approve a quarterly financial report within 30 days of the close of each fiscal quarter. These reports shall be public documents and shall be available for public inspection. The quarterly report signed by the treasurer and chairperson of the Commission and attested by the recording secretary as having been approved by the Commission with the District of Columbia auditor.

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Section 26. The treasurer shall be bonded. The treasurer shall file with the District of Columbia auditor a cash or surety bond in the amount of \$1,000.00 or utilize the \$25 security fee offered by the DC Auditor. The treasurer shall file with the Office of the District of Columbia Auditor on a form provided by said auditor a statement giving:

- a. The treasurer's name.
- b. Home address.
- c. Business telephone number.
- d. Business address'
- e. Home telephone number
- f. Location of the books and the records of the Commission.
- g. Name and location of each depository.

Section 27. The treasurer and Commission will secure and investigate a local bank within Ward 5 boundaries as an institution of depository with affirmative action program:

- a. The Commission will establish a checking account in the name of Advisory Neighborhood Commission 5A at a District of Columbia bank in Ward 5. In addition, a savings account District of Columbia savings institution in Ward 5 may be established to invest funds not immediately needed for the Commission's operations. If the Commission desires to establish more than these accounts it will do so only after obtaining the written approval of the District of Columbia Auditor
- b. All checks will bear the name of the Commission on the face checks and be pre-numbered by the bank. A commercial type checkbook will be used, which has space for entering each check and a brief explanation of the nature of the disbursement.
- c. All checks will be issued by the treasurer in consecutive order.
- d. All voucher packages will be retained for a period of seven (7) years.

Section 28. Every expenditure of funds by the Commission shall be authorized in writing by the treasurer and recorded in the Commission's books of accounts, provided, however, that the treasurer may disburse to another Commission member or employee of the Commission amounts not in excess of \$50.00 out of petty cash funds.

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Article V -Meetings

Section 1. Pursuant to the provisions of S742(a) of the District of Columbia Self-Government and Government Reorganization Act, all meetings of the Commission shall be open to the public. The Commission shall have its regular meetings on the fourth Wednesday of each month with the exception of July, August and December. If the meeting is canceled due to a holiday, emergency, etc., the meeting shall take place within a fifteen (15) day period. All members shall have equal voting rights following the principle of one person, one vote. There shall be no voting by proxy. The Commission as well as each committee of the Commission shall maintain a record of attendance of the members. Commissioner's absence from meetings will be indicated as excused and unexcused. Such records shall be forwarded to the Commission's recording secretary for recordation and shall be available for public inspection. All meetings of the Advisory Neighborhood Commission 5A should be recorded and kept for one year until such time when the compilation of all information for the District Government (budget) has been made. Minutes shall be transcribed and copies provided all commissioners within a reasonable time after meeting dates.

Section 2. No official action may be taken by the Commission unless a majority of the elected representatives of the Commission are present and voting.

Section 3. The Commission shall convene the residents of its Commission area at regular intervals at least four times a year to hear resident views on problems in the Commission area' and on proposed District Government actions affecting said area.

Section 4. The Commission shall generally meet at regular intervals, to consider matters before the Commission which may include but not be limited to consideration of actions or proposed actions of the Council of the District of Columbia, the executive branch or any independent agency, board or commission and recommendation thereof.

Section 5. Meeting places shall be held at one centrally located meeting space unless such a location is unable to be secured. In the event a fixed location is not available the Commission may hold meetings in varied locations spread geographically across the Commission's boundaries.

Section 6. No less than seven (7) days' notice shall be given by the Commission of its meetings or convocations by posting written notices in at least two conspicuous places in each Single Member District within the Commission area, except when shorter notice for good cause is necessary or in the case of an emergency.

Section 7. Within 30 days of receiving notification from the District Government of proposed actions or proposal final policy decisions or guidelines, the Commission shall forward its written

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recommendations with respect to the proposed actions to the Council of the District of Columbia, the Mayor of the District of Columbia, and the appropriate agency, board or commission.

Section 8. If, with respect to the proposed action, the Commission does not have a recommendation, it shall indicate same in writing within the required time.

Section 9. Resident views will be incorporated in positions taken by the Commission.

Section, 10. The Commission may 'establish such mechanisms as will insure the broadest dissemination of information with respect to the Commission meetings, positions, and actions. The Commission shall make good faith effort to involve all segments of the Commission population in its deliberations regardless of race, sex, age, voting status, religion, or economic status.

Section 11. Special meetings of the Commission can be called by the chairperson or by the Executive Committee or by written request of one-sixth of the Commission membership. The purpose of the 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 12. The Commission may hold joint meetings with other Advisory Neighborhood Commission to deal more effectively with or respond to similar concerns and issues which transcend and affect the areas of the Commissions, jointly meeting and for informational purposes.

Section 13. Joint Commission meetings may be held only after the Commission votes by a 'majority to participate in such joint meetings and t discuss such matters as have been given to each participant Commission in a meeting held prior to each such joint meeting.

Section 14. The Commission members shall reflect but not necessarily be bound by the views of the Commission. The Commission members attending the associated Commission shall have no power other than what their Commission shall have agreed upon.

Section 15. All associated meetings of Commissions shall be open and at least 14 days' notice shall be given by posting written notices in at least two conspicuous places in each Single Member District of Commission.

a. The Commission may appoint a spokesman and other representatives to the joint commission.

Section 16. Voting at joint meetings shall be limited to the Commission members. The hosts bylaws shall prevail.

Section 17. Commission actions except for amending these By-Laws, shall be approved by a simple majority of those Commission members present and voting.

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Section 18. In the case of a tie vote, the motion for Commission action shall fail.

Article VI -Executive Committee

Section. 1, There shall be established Executive Committee of Advisory Neighborhood Commission 5A.

Section 2. The Executive Committee shall consist of, and be limited to:

- A. Chairperson
- B. Vice Chairperson
- C. Secretary
- D. Treasurer
- E. Parliamentarian

Section 3. The Executive Committee of the Commission shall have the authority to establish special committees.

Section 4. The Executive Committee of the Commission shall have the power to act with the full authority of the Commission in emergency situations providing an attempt is made to contact individual commissioners on the issue.

- a. All actions of the Executive Committee shall be subject to the approval of the full Commission at a later meeting.

Section 5. Vacancies on the Executive Committee shall be promptly filled, using the procedure, and maintaining the composition outlined in these Bylaws.

Section 6. The Executive Committee may recommend the removal of a member of the Executive Committee for sufficient cause that is detrimental to the Advisory Neighborhood Commission; but removal must be by majority vote of the Commission.

Section 7. A majority of the members of the Executive Committee shall constitute a quorum for executive meetings.

Article VII-Committees

Section 1. There shall be two categories of committees:

- a. Standing committees -Those created permanently with the concurrence by majority vote of the Commission.

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b. Special Committees - Those created temporarily by the Commission and/or the , Executive Committee of the Commission.

Such committees may include citizen representation. Each Commission may involve representatives of other neighborhood groups in the work of its standing or special committee;

Section 2. Each standing committee shall be chaired by a citizen of ANC 5A or a commissioner.

Section 3. The Executive Committee of the Commission shall have the power to recommend the appointment or removal of standing committee chairpersons.

Section 4. The standing committees shall also elect or appoint such other officers as are needed.

Section 5. The composition, manner of selection and duties of all special committees shall be determined by the Executive Committee of the Commission, with the concurrence of the Commission.

Section 6. Any special committee created by the Commission becomes a standing committee with the concurrence of the Commission.

Section 7. Upon transformation of a special committee into a standing committee, the Commission members serving on, and purpose of the committee, shall remain the same; except that the Executive Committee of the Commission may make such changes as are necessary, with the concurrence of the Commission.

Section 8. The time and regularity of Executive Committee, standing and special committees meetings shall be established by the respective committees themselves.

a. Each committee shall have the power and the responsibility to develop attendance requirements for the committee its sub--committees. The chairpersons of the committees have the authority to remove non-participating members.

Articles VIII Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the Commission in all cases in which they are not inconsistent with these By-Laws and any special rules of order the Commission may adopt.

Article IX Miscellany

Section 1. The Commission may not solicit or accept funds for a Federal or District Government agency or private source except as may be specifically or previously authorized by resolution of the Council of the District of Columbia, provided that receipt of contributions of \$100.00 or less from a single contributor need not be approved by the Council of the District of Columbia. '

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Section 2. The Commission within its ward may pool its funds in accordance with agreements established by the Commission members.

Section 3. Should the Commission feel legal redress is required, it shall petition the Council of the District of Columbia through its special committee on Advisory Neighborhood Commissions or such successor committee.

Section 4. Any Commission member may institute a legal action in the courts of the District of Columbia or in the Federal courts, but the Commission itself shall not have such power.

Section 5. The Commission shall have no authority to incorporate; however, no member of the Commission may be liable for action taken as an elected representative from a Single Member District.

Section 6. Employees of the Commission shall be hired by the Commission and shall serve at the pleasure of the Commission.

Section 7. The Commission shall establish position descriptions for its employees. The employees of the Commission may be hired on a full-time or a part-time basis and for an indefinite or for a definite term. Persons hired by the Commission shall meet the qualifications established in the job description.

Article X. Amendment of Bylaws

Section 1. The Commission shall file an up-to-date of each and all amendments thereto with the Council of the District of Columbia within seven (7) days of the initial adoption.

Section 2. Revision of these By-Laws requires a two-third vote of the entire Commission with at least two weeks prior notice to each Commission member that the rules will be recommended for change. Such notification shall include the suggested changes.

Section 3. These By-Laws shall be consistent with all Congressional and District of Columbia legislation and other applicable laws regarding Advisory Neighborhood Commissions and any inconsistencies are to be held null and void. .

Section 4. Where not otherwise provided, the procedure of the Commission shall be governed by Roberts' Rule of Order.

Section 5. These By-Laws shall be open to the public.