

**ANC 6A Ad Hoc Bylaws Committee Meeting
Virtual Meeting via WebEx
February 25, 2021
General Meeting Minutes**

Committee Members Present: Marie Claire Brown (SMD01), Kris Garrity (SMD01), David Holmes (SMD03), Commissioner Mike Soderman (SMD03), Nick Alberti (SMD04), Kathryn Griffith (SMD05), Madeline Gitomer (SMD06), Marc Friend (SMD07), Mark Samburg (SMD07). (Not present - Veronica Hollmon, (SMD08).

Committee Chair: Commissioner Laura Gentile (SMD05).

Commissioners Present: Commissioners Robb Dooling (SMD06) and Sondra Phillips-Gilbert (SMD07).

The meeting was called to order at 7:09 pm.

Review Agenda / Committee Purpose / Ground Rules. Chair Laura Gentile reviewed the agenda and explained that the purpose of this Committee is to review and suggest edits, as appropriate, to the existing by laws. The Chair explained that each member of the Committee would get a chance to propose edits and then Committee members would vote on those edits. Those edits that received a majority vote would be incorporated into a revised version that would go to the full ANC 6A to consider for review and adoption.

Overview of ANC 6A Bylaws. David Holmes provided an overview of the existing bylaws.

By Laws Template. The Office of ANC provided a by laws template to the Chair which represents the minimum language that should be included in ANC bylaws. The OANC recommends that ANC 6A shorten its by laws by removing text that duplicates the DC Code.

Share Observations from bylaws review. Committee members shared general observations from the review of ANC 6A and other ANC bylaws. Comments included the following:

- It appear that ANC 6A has combined the by laws and rules into the same document. The by laws and rules should be separated to allow the rules to be updated as needed.
- ANC 6A by laws should be shortened to be more consistent with the OANC template.
- ANC 1A laws include a Standard Operating Procedure (SOP) document which describes the officer roles and responsibilities. This allows for flexibility. A Code of Conduct document is a good idea.
- ANC 1B bylaws are very basic. Appreciate the brevity. Also noticed the diversity and inclusion statements, which would be nice to add to the by laws of ANC 6A.
- ANC 4A posts standard grant guideline on their website (Article 4, Section 12).
- ANC 1A includes the revision history on the first page and also includes a Standard Operating Procedure document which is incorporated by reference.
- It would be helpful to slim the by laws down and creating a separate SOP document.
- Several parts of the bylaws are stipulated by OANC and not negotiable.
- With respect to text focused on renting office space: it is unlikely that ANC 6A would ever need an office.

Process to Propose Edits. The Chair said that she would post a Word document of the by laws to the shared Google folder for group collaboration. The Chair said that Committee members could make edits by typing directly into the text of the document, or by inserting a comment

that describes the edit. The Chair advised members to please turn on “suggested edits” before they begin editing to ensure that they did not overwrite existing text or the edits of others. The Chair would also include blank documents for anyone interested in proposing additional companion documents (SOP, Code of Conduct). The Chair recommended that each person focus on one or two sections of the bylaws to make the work manageable, and said she would post a signup sheet on Google.

Next Steps. Committee members agreed to provide edits by Sunday, March 21, 2021. The next meeting will be held on Thursday, March 25, 2021. The Chair agreed to provide the agenda for the next meeting for public notice by March 18, 2021.

Community Comment: A member of the community asked how ANC 6A sets its monthly agenda. ANC 6A develops the agenda the week prior to the meeting; any Commissioner can place an item on the agenda eight (8) days prior to the meeting; the agenda is announced to the community eight (8) days prior to the ANC meeting, per the by laws. As outlined in Robert’s Rules of Order, agenda items or suggested motions can be added the day before or the day or at the meeting.

Adjourn: The meeting was adjourned at approximately 8:10 pm.