

**DRAFT**

**Advisory Neighborhood Commission 6A  
Operating Documents**

**Bylaws  
Standard Operating Procedures  
Code of Conduct**

**Adopted [DATE]**

## **ANC 6A Bylaws**

### **ARTICLE I. History & Mission**

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

### **ARTICLE II. Object**

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

### **ARTICLE III. Members**

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

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

### **ARTICLE IV. Officers**

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

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. Commissioners may nominate themselves. Seconds are not required.

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

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

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

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

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

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

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

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

Section 12. When officers are elected, the Commission will identify one officer who will serve as the Parliamentarian. This role will typically be filled by the Secretary but may be filled by another officer. The Parliamentarian will advise the Chair regarding adherence to Robert's Rules of Order.

Section 13. The ANC 6A website ([www.anc6a.org](http://www.anc6a.org)) shall serve as the central repository for all Commission records.

Section 14. The Treasurer shall be responsible for developing an annual fiscal year budget, preparing quarterly financial reports, keeping the Commission's financial records and accounts, and for executing its expenditures in accordance with DC law.

Section 15. All checks must be signed by two officers, one of whom must be either the Treasurer or the Chair.

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

#### **ARTICLE V. Meetings**

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

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

Section 3. A quorum is a majority of the current Commission members. However, 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 Chair, 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.

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

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

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

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

Section 9. At least seven (7) days in advance of the Commission meeting, the Secretary, or Designee, will post the draft agenda to the ANC 6A website and update as needed as additional materials become available.

Section 10. Financial Conflicts of Interest

a) No Commissioner shall use their official position or title; or personally and substantially participate, through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise; in a judicial or other proceeding, application, request for a ruling or other determination, contract, controversy, or other particular matter, or attempt to influence the outcome of a particular matter, in a manner that the Commissioner knows is likely to have a direct and predictable effect on their financial interests or the financial interests of a person closely affiliated with the Commissioner.

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

Commissioner is the Chair, the Vice Chair will assume responsibility during the issue in question, as the Chair will be recused from the votes on that matter.

#### **ARTICLE VI. Executive Committee**

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

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

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

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

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

#### **ARTICLE VII. Other Committees**

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

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

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

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

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

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

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

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

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

#### **ARTICLE VIII. Standing Rules**

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

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

#### **ARTICLE IX. Parliamentary Authority**

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

#### **ARTICLE X. Amendment of Bylaws**

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

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

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

## ANC 6A STANDARD OPERATING PROCEDURES

### I. Address Information

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

### II Declaration of Purpose

#### ***Mission***

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

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

The Advisory Neighborhood Commission system traces its origins to the Adams Morgan Organization (AMO), which was founded in 1972 by neighborhood advocates.<sup>4</sup> During DC's transition to Home Rule, the AMO served as a powerful model of how local self-government could thrive. As community members serving on behalf of neighbors, Commissioners and Committee members (ANCs) must recognize that doing the right thing does not always mean acting on the wishes of the loudest voices. While ANCs must listen to all voices, ANC decisions and deliberations should always be made on behalf of all of the neighbors, including those that, for many reasons, are not contributing or unable to contribute during discussions.

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<sup>1</sup> [https://www.washingtonpost.com/local/in-the-district-gentrification-means-widespread-displacement-report-says/2019/04/26/950a0c00-6775-11e9-8985-4cf30147bdca\\_story.html](https://www.washingtonpost.com/local/in-the-district-gentrification-means-widespread-displacement-report-says/2019/04/26/950a0c00-6775-11e9-8985-4cf30147bdca_story.html)

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

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

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

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

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

### **ANC Oath**

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

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

### **III. Meetings – Accessibility & Scheduling**

- A. As outlined in the DC Code, all Commission meetings shall be held at locations that are designed to reasonably accommodate the residents of the Commission area, depending on the issues to be considered by the Commission.
- B. Each participant is entitled to equal rights and treatment and that no one should be denied these rights because of race, color, creed, class, national origin, immigration status, sex, age, religion, ethnic identity, ethnicity, language, culture, housing status, sexual orientation, gender, gender identity, economic status or disability as defined by the Americans with Disabilities Act of 1990 (ADA).
- C. The Commission will strive toward full accessibility for all of its residents.
- D. Whenever feasible and financially viable, the Commission will strive to make online participation available for all ANC meetings.
- E. In scheduling meetings, the Commission shall consider the occurrence of religious holidays that may affect levels of participation by both Commissioners and the

community.

#### **IV Committees**

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

#### **V. Meeting & Public Procedures**

- A. Commissioners may raise or propose agenda items for inclusion in Commission meetings ten (10) days in advance of the meeting. In order to allow for extended discussion or review, it is preferred that such items be raised and reviewed by the relevant Committee before they are advanced to the full Commission.

- B. Anyone wishing to make a presentation before the Commission is encouraged to make a request through their SMD Commissioner or the Chair at least ten (10) days in advance of the meeting.
- C. The appropriate Committee Chair or SMD Commissioner is responsible for preparing resolutions, motions, reports and/or letters under whose jurisdiction the action falls.
- D. Commission meeting materials are included in the agenda package which is posted to the ANC 6A website 24 hours in advance of the meeting. Materials for Committee meetings are posted to the ANC 6A website 24 hours in advance of the respective meeting and updated as necessary.
- E. At the start of each meeting, the Commission may choose to vote to amend the agenda to include new, urgent items that did not get added to the agenda in advance of the public notification.
- F. The Chair is responsible for setting the agenda and number of presenters at each meeting and, as such, with consent of the Commission, may choose to place limits on discussion time and number of presenters in consideration of moving the agenda.
- G. The Chair is responsible for signing all official correspondence on behalf of the Commission, including motions, resolutions, reports, and related documents.

**VI. Commission & Committee Meetings**

- A. Commission and Committee meetings are official sessions to be conducted with the greatest of decorum and respect. As such, Commissioners should be addressed by their official title and last name. Both types of meetings are open to the public except when discussing personnel issues.
- B. The Commission Chair or Vice Chair will ensure that any items referred to the appropriate Committee are placed on the agenda for the next monthly meeting. The Chair reserves the right to defer to SMD Commissioners on matters that may be deemed time-sensitive or emergency in nature.
- C. For both Commission and Committee meetings, the Chair may open the floor to the public for its input on issues and place limits on discussion time and number of respondents.
- D. As outlined in Section V.A. of this document, to the extent possible, issues should be routed through Committees to allow for appropriate discussion and public notice prior to being raised before the full Commission.

## **VII. Consent Agenda**

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

## **VIII. Reports & Minutes**

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

## **IX. Use of Confidential Information**

Commissioners may not<sup>5</sup>:

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

**X Dispute Resolution**

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

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

## **APPENDIX A: ANC 6A COMMITTEES**

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

The following roles and responsibilities are common to each Committee:

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

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

### **ALCOHOLIC BEVERAGE LICENSING (ABL) COMMITTEE**

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

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

### **COMMUNITY OUTREACH COMMITTEE (COC)**

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

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

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

### **ECONOMIC DEVELOPMENT & ZONING COMMITTEE (EDZ)**

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

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

### **TRANSPORTATION AND PUBLIC SPACE COMMITTEE (TPS)**

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

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

## APPENDIX B: GUIDELINES FOR ANC 6A GRANT APPLICATIONS

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

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

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

### I. **Process**

#### A. Eligibility:

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

#### B. Applications:

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

#### C. Timing:

Applications must be received by the COC Chair at least seven (7) days prior to action for approval/denial of application. A representative of the potential grantee organization must appear at the COC meeting when the grant request is first made, and then must appear at the following Commission meeting to be available for any questions that may come up from Commissioners.

## II. **Community Support**

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

## III. **Financial Reporting Requirements**

### A. Required Documentation

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

### B. Timetable for Financial Reporting

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

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

### C. Failure of Grantee to Comply

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

## **ANC 6A Code of Conduct**

The ANC 6A Code of Conduct provides guidance and standards for ethical and respectful conduct between Commissioners, Committee members, local residents, and others who may participate in Commission meetings and activities.

### **1. INTRODUCTION**

ANC 6A is committed to providing a safe, productive, and welcoming environment for all individuals who participate in its meetings, based on the full range of dimensions of diversity, including but not limited to: age, citizenship, disability, ethnicity, gender or gender identity, genetic information, national origin, physical appearance, race, religion, sex, sexual orientation, veteran status or other characteristic (“personal characteristics”).

#### **Public Participation in Meetings & Communication Forums**

Commission and Committee meetings and related forums (e.g., ANC listserv) allow for the collegial exchange of ideas and discussion of issues related to the ANC 6A community. Civil discourse that includes and acknowledges a diversity of opinions and experiences is vital. Inappropriate behavior of any kind, including personal attacks, will not be tolerated. All ANC 6A meetings and related online communication forums -- including online listservs and chats/Q&As associated with virtual meetings -- are intended to be safe spaces. Commissioners, Committee members, community members, and anyone else who may participate in an ANC meeting is expected to:

- Be respectful
- Listen actively
- Respect diversity, including communication differences
- Respect privacy of participants
- Be aware of language diversity
- Handle disagreement constructively

Personal attacks will not be tolerated.

### **2. KEY PRINCIPLES FOR COMMISSIONERS AND COMMITTEE MEMBERS**

#### **2.1 Integrity**

Commissioners and Committee members will not place themselves under any obligation to any individual or organization that might reasonably be thought to influence them in the performance of their duties. Commissioners will not take any actions on a matter where they have a financial or personal conflict of interest.

#### **2.2 Leadership**

Commissioners and Committee members will promote and support the key principles by example and to maintain and strengthen the public's trust and confidence in the integrity of the Commission.

### 2.3 Selflessness

Commissioners and Committee members have a duty to make decisions in the public interest.

### 2.4 Impartiality

Commissioners will make decisions on merit and in accordance with the ANC Oath of Office when carrying out public business. This means fairness to all; impartial assessment; considering only relevant matters and paying particular attention to those who have been historically under-represented and discriminated against by the government.

### 2.5 Accountability

Commissioners and Committee members are accountable to the public for their decisions and actions and should consider issues on their merits, taking into account the views of others within the community and seeking out voices who do not have the power or accessibility to be present at every meeting.

### 2.6 Honesty

Commissioners and Committee members will abide by the Bylaws and guidelines outlined in the Standard Operating Procedures and the Code of Conduct.

## 3. GUIDE TO ETHICAL DECISION MAKING

3.1 If a Commissioner is unsure about the ethical issues around an action or decision, they should consider these five points:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with the Commission's Bylaws, Standard Operating Procedures, or Code of Conduct?
- What will the outcome be for the Commissioner, the Commission, and the community especially for those underrepresented?
- Do the outcomes raise a conflict of interest or lead to private gain or loss at public expense?
- Can the decision or conduct be justified in terms of the public interest and would it withstand public scrutiny?

### Seeking advice

3.2 Commissioners have the right to question any instruction or direction given to them that they think may be unethical or unlawful. If a Commissioner is uncertain about an action or decision, he or she may choose to seek advice from the ANC 6A Chair, the

OANC, or any relevant Governmental organization.

#### **4. GENERAL CONDUCT OBLIGATIONS**

##### General conduct

- 4.1 Commissioners must conduct themselves in a manner that is likely to bring the Commission into disrepute. Specifically, Commissioners must not act in a way that
- a) contravenes the Commission's relevant administrative requirements and policies;
  - b) is improper or unethical;
  - c) is an abuse of power or otherwise amounts to misconduct;
  - d) causes, comprises or involves intimidation, harassment or verbal abuse; or, involves prejudice in the provision of a service to the community.

- 4.2 Commissioners must act lawfully, honestly and exercise a reasonable degree of judgment.

##### Fairness and equity

- 4.3 Commissioners must consider issues consistently, promptly and fairly. Commissioners must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 4.4 Commissioners must take all relevant facts available into consideration and have regard to the particular merits of each case.

##### Harassment and discrimination

- 4.5 The ANC commits to create a community dedicated to the principles of equity and anti-discrimination and focused on supporting those who have been historically underrepresented and underserved by government decisionmakers.
- 4.6 Commissioners will not harass, discriminate against, use any language that is disparaging or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of race, color, gender, sexuality, class, disability, religion, age, homelessness, national origin, or familial status.
- 4.7 Commissioners and Committee members are expected to speak up if they witness any injustice, discrimination or exclusion of anyone else.
- 4.8 Each Commissioner and Committee member shall attend, at least annually, an anti-racism training or presentation which may be offered by the DC Office of Human Rights or community-based organizations located in or serving ANC 6A. Documentation of such training shall be submitted to the Chair on an annual basis prior to the first meeting of the year. The Commission will consider paying for the

cost of a trainer or training course. Any training would need to be pre-approved by the OANC.

#### Public Comment

4.9 Commissioners in the course of their duties may provide comment regarding issues within their specific SMDs. However, only Commissioners that have been designated through official action by the Commission may publicly comment on or otherwise represent the official position of the Commission.

While it is recognized that Commissioners and Committee members, as residents of the community, have the right to publicly comment and enter into public debate on the political and social issues, they will take care to clarify that their views are personal and not representative of the official Commission.

Commissioners and Committee members will work to hear from as many constituents as possible, in particular those from communities that have been traditionally excluded or marginalized from government services and opportunities.

### **5. ACCESS TO INFORMATION AND COMMISSION RESOURCES**

5.1 The Chair and the Secretary, or Designee, must provide full and timely information to Commissioners to enable them to carry out their duties. Such information shall be made available to the public through the ANC 6A website unless prohibited by Federal or DC law, ANC 6A Bylaws, or if it contains personally identifying information of a constituent(s) who has not provided permission.

5.2 Commissioners who provide any information to a particular Commissioner in the performance of their civic duties must also make that information available to other Commissioners who may request it.