



Advisory Neighborhood Commission 1A

Bylaws

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ARTICLE I. NAME & GEOGRAPHIC BOUNDARIES

Section 1. The name of this Commission is Advisory Neighborhood Commission 1A ("Commission"). It is established pursuant to Section 738 of the D.C. Self-Government and Governmental Reorganization Act ("Home Rule Act"), Pub.L. 93-198, 87 Stat. 824. The boundaries of the Commission and its corresponding Single Member Districts shall be those described in D.C. Law 24-148.

ARTICLE II. PURPOSE

Section 1. The Commission shall be the official elected representative body of District government to the Council of the District of Columbia, the Mayor and executive departments and agencies, and all other District and independent entities, and to the Federal government, on behalf of the community of Columbia Heights in Ward 1. The Commission derives all its authority under its purpose in accordance with the Home Rule Act; the Advisory Neighborhood Commissions Act of 1975, effective October 10, 1975 (D.C. Law 1-21; D.C. Official Code § 1-309.01 *et seq.*); and any other applicable laws and regulations of the District of Columbia.

ARTICLE III. MEMBERSHIP

Section 1. The Commission shall be comprised of those persons duly elected and sworn to represent the Single Member Districts within the Commission's boundaries. These members are known as Commissioners.

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

Section 3. Commissioners shall adhere to the Commission's Code of Conduct and not violate rules and regulations outlined by the Office of Campaign Finance, the Board of Ethics and Government Accountability, and other applicable District agencies.

ARTICLE IV. OFFICERS

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

Section 2. The election shall take place in January following the general election of new commissioners as determined by the Board of Elections.

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 a term of 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 they replaced.

Section 6. A simple majority shall be required for the 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.

Section 7. If there is a vacancy among the officers, the Commission shall hold an election at the next meeting of the Commission. In the event of a vacancy in the office of the Treasurer, the Commission shall hold a special meeting to elect a new Treasurer not later than 30 calendar days following the vacancy. No expenditure shall be made by the Commission during a vacancy in the office of the Treasurer or at any time when a current and accurate financial statement or its equivalent is not on file with the District of Columbia Auditor.

Section 9. Removal of any officer shall be undertaken at a special Commission meeting and the procedures outlined in District law.

Section 8. The Chairperson shall serve as the Commission's convenor and presiding and chief executive officer and chair the Commission's meetings.

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

Section 10. In the event of the Chairperson's absence, recusal, or resignation, or upon official action to remove the Chairperson, the Vice-Chairperson shall act as the chair until such time as a new Chairperson is elected by Commissioners. In the event of the absence or recusal of the Vice-Chair, the Secretary shall convene the meeting where the Commission will elect a Chair Pro Tempore to preside.

Section 11. The Secretary shall ensure that minutes are kept for all meetings and other proceedings of the Commission and available 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 make available any required materials as may be

deemed appropriate by the Chair for any FOIA request. If materials are unavailable, an explanation of the disposition of the materials shall be provided. The Secretary shall maintain an electronic presence where the public may access information about the Commission, attendance and participation at Commission events, and official records of the Commission.

Section 13. The Secretary shall serve as the central repository of all official documents and minutes of all standing, special and administrative committees and shall ensure the integrity of official materials, both physical and digital, to comply with existing law requiring records retention and management guidelines.

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 executing its expenditures by District law. The Treasurer shall maintain an up-to-date treasurer's report that shall be available for any Commissioner or member of the public to review at each regular public Commission meeting.

Section 15. The Commission shall, by resolution, designate the location at which the financial books and records shall be maintained, which may be our regular office. The Auditor shall have access to the books and records of the Commission pursuant to § 1-204.55(c) of the D.C. Official Code.

Section 16. All physical checks must be signed by two officers, one of whom must be either the Treasurer or the Chairperson.

Section 17. The officers shall have the assistance of the Commission staff in carrying out their duties as may be required and said staff shall be supervised by the Chairperson or their designee.

Section 18. The Commission shall establish an officer transition protocol which will provide for the process for the transfer of knowledge, records, and other necessary materials to ensure continuity of operation. Any established guidelines should be updated not later than 30 days before December of each year.

ARTICLE V. FINANCE AND RECORDS

Section 1. The financial operations of the Commission shall be in accordance with applicable laws, rules, and regulations of the District of Columbia. The Treasurer shall be responsible for overseeing Commission compliance with the requirements of § 1-309.13 of the D.C. Official Code.

Section 2. The fiscal year of the Commission is the same as that of the Government

of the District of Columbia.

Section 3. The Commission shall adopt an annual budget, after hearing any comments from residents of the Commission area, in the first month of each fiscal year.

Section 4. No expenditure of any amount may be made without authorization by the Commission. Each expenditure over \$50.00 must be specifically approved by the Commission, except recurring expenditures, such as for rent, telephone, employment, and professional services, may be approved as general budget items. Amounts less than \$50.00 may be expended by general authorization, provided that records of general authorization expenditures must be transmitted to the Treasurer prior to any reimbursement for such funds.

Section 5. The Secretary shall serve as the chief administrative officer of the Commission and is responsible for maintaining records of Commission actions including the filing of proposed and passed resolutions or other measures, amendments to resolutions or other measures, requests for Commission action, notices of committee meetings, committee reports, and other records and reports assigned by District law, these Bylaws, the Commission, or the Chairperson.

Section 6. Communications which do not reflect adopted positions of the Commission must be clearly identified as such. Copies of all Commission, Commissioner, committee and subcommittee, or task force correspondence must be filed with the Commission.

Section 7. All financial reports, minutes, correspondence, these Bylaws, and the Commission's standard operating procedures are public documents and must be available for public inspection and reproduction.

Section 8. In the event that any recordkeeping duties of the Secretary are delegated by the Secretary or the Chairperson, the Secretary shall nevertheless have ultimate responsibility pursuant to § 1-309.11 *et seq.*

ARTICLE VI. MEETINGS

Section 1. Each January the Commission shall decide on a schedule of meeting times and places during the calendar year, which the Secretary shall make publicly available. 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 shall hold a regular meeting on the second Wednesday of every month except during a Commission Recess period. The Commission may hold

additional regular meetings necessary to discharge its business.

Section 3. Regular meetings of the Commission shall be a hybrid of in-person and video conferencing and shall be held at a location designated by the Commission and via a video conferencing platform as from time to time may be designated by the Commission.

Section 4. No official action may be taken by the Commission unless a quorum is present and a majority of those vote on the action.

Section 5. A quorum shall constitute a majority of the current Commission members.

Section 6. All Commission and committee meetings shall be announced on the Commission's website, local listservs, public calendar, or newsletters no later than seven calendar days in advance of a meeting, except in case of emergency.

Section 7. The Chairperson may adjourn the meeting when the orders of the day have been completed as defined by the agenda.

Section 8. Special meetings of the Commission can be called by the Chairperson or at the written request of any three Commission members. The request in writing shall be filed with the Secretary and circulated to other Commissioners. 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. If, within three business days after the request is filed, the Chairperson does not call the requested special meeting, a majority of the Commissioners may circulate written notice that a special Commission meeting shall be held, specifying the date, hour, place, and agenda of the special Commission meeting. The meeting shall not occur less than three business days after notice is filed, and such notice must be made available to the public.

Section 9. Pursuant to § 1–207.42 of the D.C. Official Code, all meetings of the Commission shall be subject to the Open Meetings Act and will not be closed to the public unless personnel matters or legal matters are discussed.

Section 10. The Chairperson may cancel a future regularly scheduled meeting, provided that the Secretary circulates notice to each Commissioner and the public of the meeting cancellation.

ARTICLE VII. COMMITTEES

Section 1. There shall be three categories of committees: Administrative, Standing, and Special Committees.

Section 2. There shall be two established administrative committees: The Executive Committee and the Committee of the Whole.

Section 3. The Executive Committee shall consist of the following:

- (A) The Chairperson;
- (B) The Vice-Chairperson;
- (C) The Secretary;
- (D) The Treasurer; and
- (E) Any other persons that, from time to time, shall be appointed by the Chairperson to serve on the committee, provided the unanimous consent of the other members of the committee.

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

Section 5. The Committee of the Whole shall consist of all elected commissioners.

Section 6. The Committee of the Whole shall meet at least one week prior to a regular meeting of the Commission to establish the agenda for said meeting and to handle administrative items outlined in the standard operating procedures.

Section 7. Meetings of the Administrative Committees may be called by the Chairperson or by a majority of elected Commissioners.

Section 8. Administrative Committees cannot be dissolved, except through amendment of the bylaws.

Section 9. Standing committees are those created permanently by a majority vote of the Commission. Such committees can also be dissolved by a majority vote of the Commission.

Section 10. Committees and task forces of the Commission shall be advisory only, except that the Commission may officially adopt committee or task force determinations or approve their recommendations. The Commission shall not delegate official decision-making authority to any committee or task force pursuant to District law.

Section 11. The standard operating procedures shall outline the role of Standing Committees for the Commission. Special committees and task forces are those created temporarily by the Commission. These committees and task forces can dissolve upon a vote of the Commission.

Section 12. As required by District law, the chairmanship of each Commission committee or task force shall be open to any resident of the Commission area, including a Commissioner. The chairperson of each such committee or task force shall be appointed by the Chairperson and confirmed by the Commission.

Section 13. The Chairperson and commissioners shall ensure that items requiring committee action are referred to the appropriate committee(s).

Section 14. Committee recommendations for Commission action shall be placed on the agenda for the first regularly scheduled meeting of the Committee of the Whole after they are adopted if requested by the committee or a commissioner.

Section 15. 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 16. Committees shall be reviewed annually at one of the first three (3) meetings of the Commission.

ARTICLE VIII. STANDING RULES

Section 1. The Commission shall adopt standard operating procedures to implement the requirements of these bylaws and enhance the Commission's efficiency and operation. The rules may be adopted or amended by a majority vote at any Commission meeting.

Section 2. The standard operating procedures shall provide for the use of the Commission's office, equipment, and supplies based on the following two principles:

- (A) All Commissioners shall have equal access; and
- (B) Use shall meet the "public purpose" test.

Section 3. The standard operating procedures shall define a process for handling community recommendations to ensure that constituent issues are addressed within the Commission structure.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, the newly revised current edition, shall govern the Commission except where they are not consistent with District law, these Bylaws, or any standing rules the Commission may adopt.

Section 2. It shall be the duty of the Chairperson to interpret Robert's Rules of Order and these Bylaws, as well as any standard operating procedures. Matters not covered by Robert's Rules of Order shall be determined by the Chairperson subject to the right of a Commissioner to appeal the Chairperson's ruling. The Commission shall recognize the principle of *stare decisis* in resolving questions of parliamentary order.

Section 3. Should the Commission fail to reach a consensus on a matter of parliamentary authority or other procedural matter, it shall be the right of any commissioner to seek the guidance of the General Counsel or Executive Director of the Office of Advisory Neighborhood Commissions and, if necessary, the Office of the Attorney General of the District of Columbia to seek an opinion from its Office of Legal Counsel.

ARTICLE X. AMENDMENT OF BYLAWS

Section 1. Revision of these Bylaws requires a two-thirds vote of the Commission. Each Commission member shall have at least seven calendar 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 advisory neighborhood commissions. Any inconsistencies are null and void.

Section 3. These Bylaws shall supersede all previously issued amendments to the Bylaws as of the effective date passed by the Commission.