

Bylaws of Advisory Neighborhood Commission 2B

ARTICLE I — NAME:

Advisory Neighborhood Commission 2B shall be known as the Dupont Circle Advisory Neighborhood Commission, Advisory Neighborhood Commission 2B, or ANC 2B. The Commission is established pursuant to the D.C. Self-Government and Governmental Reorganization Act its successors, and the Comprehensive Advisory Neighborhood Commissions Reform Amendment Act.

ARTICLE II — PURPOSE:

Section 1 — The Commission may advise the Council, Mayor, and Executive Branch agencies, and independent agencies, boards, and commissions of the government of the District of Columbia with respect to all matters of District governmental policy or service delivery. Such matters include, but are not limited to, decisions regarding urban planning, transportation, public works, streetscape improvement, neighborhood services, business revitalization, parks and recreation, social services, education, health, public safety, taxation, and cleanliness and sanitation which affect the Commission area. More specifically, the Commission shall consider administrative applications and proposed policy changes regarding, but not limited to, zoning, public space, parking and transportation, historic preservation, property use and occupancy, alcoholic beverage control, public safety, and comprehensive planning. The views of the Commission shall be granted "great weight," as defined by D.C. law, when adopted by a majority of the Commission in a public meeting.

Section 2 — The Commission may present its views to public and private entities including, but not limited to, District, regional, or federal government agencies.

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

Section 4 — The Commission shall receive, investigate, and consider constituent concerns and complaints. When appropriate, the Commission shall attempt to resolve the concern or complaint. The Commission may transmit such issues to the appropriate public or private entity for resolution.

Section 5 — Each year, the Commission shall file an annual report with the Office of the Advisory Neighborhood Commissions for the preceding fiscal year.

Section 6 — The Commission shall when appropriate, constitute the citizen advisory mechanism required by law or regulation.

Section 7 — The Commission shall carry out any other function as shall be provided by law or regulation.

ARTICLE III — MEMBERS:

Section 1 — The Commission shall be comprised of the Commissioners duly elected and certified by the Board of Elections to Single Member Districts within the Commission's boundaries. The boundaries of the Commission and Single Member Districts shall be developed after the decennial census in a process determined by the Council.

Section 2 – The boundaries of ANC 2B are entirely within the Northwest quadrant and are as follows: Beginning at the intersection of Florida Avenue and 19th Street; Northeast on Florida Avenue to U Street; East on U Street to 14th Street; South on 14th Street to S Street; West on S Street to 15th Street; South on 15th Street to Vermont Avenue; Southwest on Vermont Avenue to H Street; East on H Street to 15th Street; South on 15th Street to Pennsylvania Avenue; West on Pennsylvania Avenue to 20th Street; North on 20th Street to N Street; West on N Street to New Hampshire Avenue; Southwest on New Hampshire Avenue to Ward Place; Northwest on Ward Place to 22nd Street; North on 22nd Street to N Street; West on N Street to 25th Street; Continuing west on a line extending N Street west to the centerline of Rock Creek; North along the centerline of Rock Creek to P Street; East on P Street to 22nd Street; North on 22nd Street to Florida Avenue; Northeast on Florida Avenue to the point of beginning.

Section 3 — Commissioners shall normally serve for a term of two years beginning noon on the second day of January following the election. In the case of a vacancy, such vacancy will be filled for the balance of the term of office in accordance with law and the regulations of the Board of Elections.

Section 4 — Each Commissioner shall have one vote in Commission matters.

Section 5 — Commissioners shall take due diligence to avoid actual or perceived conflicts of interest on matters before the Commission. A Commissioner shall notify the Commission of any instance where she/he has a financial or personal interest in an action before the Commission. A Commissioner shall not participate in the deliberations of or vote on any motions related to a matter where she/he has a direct financial interest. If a Commissioner is involved in civic, business, political, or neighborhood organizations with business before the Commission, she/he shall notify the Commission of this and of her/his role in the matter. When appropriate, a Commissioner may be excused from participating in a matter to avoid an actual or perceived conflict of interest.

ARTICLE IV — OFFICERS AND COMMITTEES:

Section 1 — In January of each year, the Commission shall elect from among its members a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as may be determined by the Commission. Additional elections may be held at any regular meeting upon approval of a motion supported by a majority of Commissioners.

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

Section 3 — In the event of a tie vote, the election of a Commission officer will be decided by casting lots.

Section 4 — The Chairperson shall serve as convener of the Commission and shall chair the meetings. During meetings, the Chairperson shall rule on motions and procedural issues; such rulings may be reconsidered consistent with the parliamentary authority. The Chairperson shall supervise employees and manage the business operations of the Commission.

Section 5 — The Vice Chairperson shall fulfill the obligations of the Chairperson in her/his absence. 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 6 — The Secretary shall be responsible maintaining the official records of the Commission and for ensuring proper notice of meetings is given that minutes of public meetings are kept, and that meeting agendas, minutes, and written recommendations for other government entities are appropriately transmitted to the Office of Advisory Neighborhood Commissions (OANC). Employees may be assigned by the Commission to assist with these tasks.

Section 7 — The Treasurer shall be responsible for the fiscal management of the Commission and for maintaining the financial records of the Commission. Financial management shall be conducted in accordance with applicable laws, regulations, and Commission's guidelines.

Section 8 — In the case of a vacancy in any office, the Commission shall elect a new officer no later than its next public meeting.

Section 9 — The Commission may create standing and ad hoc committees, the members of which may include Commissioners, residents, and other members. The Chairperson of each committee shall be a duly elected Commissioner or a resident of ANC 2B appointed by the Commission.

Section 10 — At the December meeting of the Commission, if the current Chairperson will not be in office the subsequent year, the Commission shall select a temporary “Election Chairperson” to manage the election of officers at the January meeting, as described in Section 1 of this Article. The “Election Chairperson” shall be selected from among the Commissioners or Commissioners-elect who will be in office at the January meeting. If the Chairperson will be in office, she/he will chair the election of officers.

ARTICLE V — MEETINGS:

Section 1 — Residents from within the Commission’s boundaries, committee representatives, and invited guests may present testimony during the Commission’s deliberations on matters. The views of residents and recommendations of ANC 2B committees shall be considered during the Commission’s deliberations.

Section 2 — No official actions may be taken by the Commission unless a quorum is present. A quorum is a simple majority of the Commissioners.

Section 3 — Official actions, except for the amendment of these Bylaws, shall be approved by a simple majority of those Commissioners present and voting, in accordance with *Robert’s Rules of Order*.

Section 4 — The Commission shall meet no less than nine times annually and shall normally meet the second Wednesday of each month at 7:00 p.m. at a place to be determined and publicly posted.

Section 5 – Each Committee shall meet on a schedule and at a location to be determined by the committee chair and publicly posted.

Section 6 — The Commission may periodically host “town hall” or community meetings to address particular issues or concerns.

Section 7 — Special public meetings of the Commission may be called by the Chairperson to address issues that must be considered between regularly scheduled public meetings. Special public meetings may also be called at the request of two Commissioners submitting such request in writing to the Chairperson. The purpose of the special public meeting shall be stated in the request. Notice of at least seven calendar days shall be provided to Commissioners and the public for duly called special public meetings. For emergency for time-sensitive matters, a minimum of two days’ notice will be provided and the reasons for such action shall be articulated in the notice.

ARTICLE VI — FINANCIAL MANAGEMENT:

Section 1 — The Commission shall develop and adhere to financial management guidelines consistent with applicable laws and regulations.

Section 2 — The Commission shall consider and adopt a budget outlining revenues and expenditures planned for each fiscal year. The budget may include unbudgeted reserves. The budget shall be approved in final by a simple majority vote at a public meeting within a month from the date that the Commission is informed of its annual appropriation. The Commission may amend the budget by simple majority vote at any time during the fiscal year.

Section 3 — The Treasurer shall prepare financial reports outlining expenses and revenues for approval by the Commission in a public meeting on a quarterly basis. Preparation may be delegated to a Commission staff member. The report shall be prepared in accordance with the requirements of the Auditor of the District of Columbia.

Section 4 — The signature of two officers shall be required on all drafts, money orders, and expenditures of the Commission. An officer may not sign a draft, money order, or expenditure intended for the reimbursement of expenses which she/he incurred.

Section 5 — The Treasurer shall serve as the Commission's contact with the Auditor of the District of Columbia or other District officials on financial matters. Should the Treasurer be the subject of an audit or other investigation, the Chairperson will assign another Commissioner to assume these duties until such audit or investigation is closed.

Article VII GRANT REQUESTS

Section 1. Procedures for considering requests for assistance:

Section 1(a). A grant request must be made on grant forms, which are approved by the Commission and which shall contain, at a minimum, the following information:

- i. A description of the proposed project of which the grant is requested;
- ii. A statement of expected public benefits; and
- iii. The total cost of the proposed project, including other sources of funding, if any; and
- iv. Timetable of the project; and
- v. Identification of the group or organization (its officers, a financial statement, Tax Information, and description of its mission, as well as email,

phone and website if any), and a description of the citizen organization or group requesting the grant and its mission;

vi. Identification of any previous funding of the applicant by the Commission, and

vii. Disclosure of any Commissioner(s) directly or indirectly involved in the project and/or the applicant.

Section 1 (b). All grants are subject to the following approval procedures:

i. The applicant shall make a presentation to the Commission at a regularly scheduled meeting and shall explain how the grant shall serve a broad public purpose;

ii. The Commission shall approve or disapprove any request by a majority vote; and

iii. The Commission may approve grants only to organizations that are public in nature and benefit persons who reside or work within the Commission area. The services provided by the grantee organization must not be duplicative of any that are already performed by the District Government.

iv. Grants may not be awarded to individuals or governmental bodies, or for any purpose for which the Commission itself may not expend funds.

v. Grant awards are subject to all applicable laws and regulations of the District of Columbia.

vi. Grant applications shall be submitted to the Commission no fewer than fourteen (14) days prior to the meeting at which such application is to be considered will be approved except under extraordinary circumstances that should be detailed at the Commission meeting

Section 1 (c). Grants are dependent upon the availability of funds.

Section 2. Payments

Section 2(a). No payment shall be made without proper documentation, as required by the Commission.

Section 2(b). Payments may be made in installments at the discretion of the Commission.

Section 3. 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.

Section 4: Any unexpended funds shall be returned to the Commission.

Section 5: An applicant's eligibility for subsequent grants shall be subject to its compliance with the provisions of this Article.

Section 6. The Commission shall provide a copy of the Commission's current grants policy and grant form to each applicant.

ARTICLE VIII — PARLIAMENTARY AUTHORITY:

The most recently revised edition of *Roberts' Rules of Order* shall govern the deliberations of the Commission except when the rules are inconsistent with these Bylaws and any special rules of order the Commission may adopt.

ARTICLE IX — OTHER PROVISIONS:

Section 1 – Each Commissioner shall be charged with receiving, reviewing, and, where required, acting upon constituent recommendations within her/his single-member district including regulatory and non-regulatory matters. In cases where action or vote by the full Commission is warranted, the respective Commissioner shall make a recommendation to the full Commission.

Section 2 — All staff members 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 staff members. The staff members of the Commission may be hired on a full-time or part-time basis and for an indefinite or for a definite term. Persons hired by the Commission shall meet the qualifications established by the position description.

Section 3 – The Commission shall maintain an office for the purposes of receiving official mail. Where feasible, committee meetings and special meetings may also be held in the office space. As availability warrants, the office space may be made available to other registered groups supporting the Dupont Circle community for the purposes of receiving official mail and holding meetings. Any tangible Commission supplies will be kept in a designated and secure area and will be used solely for official purposes of the Commission.

Section 4 — Copies of these Bylaws shall be made available to the public.

Section 5 – The Commission shall conduct its business in accordance with the most recently approved version of the Dupont Circle Advisory Neighborhood Commission Policy and Procedures Manual.

ARTICLE X — AMENDMENT OF THE BYLAWS:

At least two weeks' notice, to each Commissioner and the public, shall be given prior to consideration of any modifications, deletions, or additions to these Bylaws. A two-thirds majority of the Commissioners is required for such amendments to be passed.

Adopted as amended — December 8, 2021