

## **BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 2G**

(As Adopted/Amended Through January 12, 2023)

### **ARTICLE 1. NAME**

Section 1. The name of this Commission is Advisory Neighborhood Commission 2G. It is established by D.C. Public Law 23-0148, 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 D.C. Public Law 1-21, as amended; D.C. Code § *et seq.*; and as otherwise authorized by law.

Section 2. The Commission's authority is exercised by the ANC as a body, not by any single Commissioner. No Commissioner shall have exclusive control over activities that take place within that Commissioner's Single Member District (SMD).

### **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 from among the Commissioners, a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. An individual may serve as more than one officer position, except that no individual shall simultaneously serve as both Chairperson and Treasurer.

Section 2. The election of Officers 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. However, no secret ballots are allowed.

Section 5. The elected officers shall serve for one year or until their successors are elected. Their terms of office shall commence at the conclusion of the election of officers. 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 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, a coin toss shall be used to determine the winner.

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. No member may serve as the Chairperson of the Commission for more than two consecutive one-year terms.

Section 9. The Chairperson shall:

- a. Serve as a convenor of the Commission and shall preside over the Commission meetings;
- b. Have the power to call special meetings of the Commission and of the Executive Committee;
- c. Prepare the first draft of the agenda of each public meeting (regular and special) of the Commission;
- d. Manage and supervise any Commission personnel or office activities; and
- e. Rule on procedural questions, and be overturned only by a majority vote of the Commissioners present; and
- f. Transmit correspondence on behalf of the Commission, including resolutions and letters of support, opposition, or inquiry or delegate said transmission to another officer.

Section 10. The Vice Chairperson shall:

- a. Act as the chair in the Chairperson's absence, or when the Chairperson wishes to temporarily give up the chair; and
- b. Perform other duties as delegated by the Chairperson.

Section 11. The Secretary shall:

- a. Ensure that minutes are kept for all meetings of the Commission and that copies are distributed to all members of the Commission;
- b. Ensure that notice is given for all Commission meetings as required by District law and these bylaws; and
- c. Serve as the central repository of copies of the minutes of the Commission, minutes of all committees, and Commission books and records.

Section 12. The Treasurer shall:

- a. Develop a draft annual fiscal year budget for the Commission's consideration within sixty (6) days of notification of the amount of the Commission's annual allotment;
- b. Prepare draft quarterly financial reports to allow the Commission to approve them within 45 days of the end of the quarter;
- c. Maintain a record of all receipts and expenditures by the Commission, consistent with the requirements of the Office of the DC Auditor;
- d. Execute expenditures in accordance with District law and these bylaws;
- e. Maintain financial and bank account records, report on those records at each Commission regular meeting, and permit review of those records by any Commissioner or government official upon request; and
- f. Maintain participation in the ANC Security Fund or equivalent surety

Section 12. The officers shall have the assistance of any 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 dates, times and locations for the next 12 months. The Commission shall meet no fewer than 9 times in each calendar year. The Commission, however, may modify the schedule if necessary. In case of an emergency, the Chairperson may reschedule the meeting date, time or location.

Section 2. No official action may be taken by the Commission unless a quorum is present and a majority—defined as more Commissioners voting “yea” than voting “nay”, excluding abstentions, absences, and vacancies—vote in favor of the action.

Section 3. A quorum is a majority of the entire membership of the Commission, excluding vacancies. 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.

Section 5. Notice of regular meetings shall be provided at least seven (7) days in advance of the meeting by at least two (2) of the following methods:

- a. Posting written notices in at least four (4) conspicuous places in each SMD within the Commission area;
- b. Publication in a city or community newspaper, including electronic publications that operate similar to newspapers;
- c. Transmitting or distributing notice to a list of residents and other stakeholders in the community;
- d. Posting on the Commission website; and
- e. In any other manner adopted into the Standing Rules of the Commission.

Section 6. The Chairperson shall prepare a draft agenda for each regular and special meeting consisting of all items required by law, bylaws and Standing Rules of the Commission, and all items submitted by a Commissioner by ten (10) days prior to the meeting. The Commission shall publish this draft agenda at least seven (7) days prior to the meeting on the Commission website and transmit the agenda electronically to the Office of Advisory Neighborhood Commissions (OANC). The draft agenda may be modified by the Commission at the meeting.

Section 7. The Commission shall digitally post, at least forty-eight (48) hours prior to a meeting, all completed and digitally submitted documents relating to agenda items involving Commission vote. Exceptions shall be granted for documents deemed outside the Commission's control.

Section 8. The Commission shall digitally post audio or video recordings or transcripts of its meetings within seven (7) days of the conclusion of each Commission meeting.

Section 9. All meetings shall include time to hear the views of residents within the Commission area. All meetings shall be open and accessible to the public unless personnel or legal matters are being discussed.

## 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 propose a meeting agenda and make recommendations for the operation of the Commission.

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 Committee.

Section 6. Commissioners who are not members of the Executive Committee may participate in meetings of the Executive Committee but may not vote on items before the Executive Committee.

Section 7. Meetings of the Executive Committee must be properly noticed and open to the public unless personnel or legal matters are being discussed.

## ARTICLE VII. COMMITTEES

Section 1. There shall be two categories of advisory committees, standing committees and task forces. Standing committees are those created permanently by majority vote of the Commission. Task forces are those created temporarily by the Commission or the Executive Committee and may be dissolved at any time by the Commission.

Section 2. Committee and task force members are appointed and removed by the Commission and may be appointed or removed at any time throughout the year. Any resident of the Commission area may serve on a committee or task force, including any Commissioner.

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 and removed by the Commission, and shall serve one (1) year or until removed or their successor is appointed. Committees may select other officers as needed.

Section 4. The Commission Chairperson shall ensure that items requiring committee action are referred to the appropriate committee(s) on receipt.

Section 5. Committee recommendations for Commission action shall be placed on the agenda for the first ANC meeting after they are adopted, unless the Committee objects.

Section 6. All Committee meetings shall be announced on the Commission website at least seven (7) days in advance except in case of an emergency or for other good cause.

## ARTICLE VII. FINANCES

Section 1. Expenditures of all funds shall be approved by a majority vote, authorized in writing by the Treasurer, and recorded in the Commission's books of account and meeting minutes.

Section 2. Any reimbursement to a Commissioner for expenditures made on behalf of the Commission shall be approved by a majority vote.

Section 3. Commissioners shall not request reimbursement or advance payment to pay for staff or individuals to perform work on behalf of the Commissioner. Commissioners shall not pay themselves for any work. The Commission may pay for staff or individuals to perform work on behalf of the Commission as a whole if approved by majority vote.

Section 4. No budgetary reimbursement shall be considered for food, entertainment, duplication of any services provided by the District government, or any other expense prohibited by law. If there is uncertainty as to a purchase, the Commission requires permission for an expense before making the purchase. The Commission reserves the right to deny any reimbursement request that does not adhere to the Bylaws or Standing Operating Procedures, are prohibited by law, or prohibited by the DC Office of the Attorney General (OAG) or the DC Board of Ethics and Government Accountability (BEGA).

Section 5. The Treasurer shall pay any bills or previously agreed payments unless directed otherwise by majority vote or unless prohibited by law, the OAG, or BEGA.

Section 6. All checks shall be signed by two officers, one of whom shall be either the Treasurer or the Chairperson.

Section 7. Use of any Commission office and supplies shall be 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 the "public purpose" test.

Section 8. No Commissioner shall substantially participate in a Commission matter that the Commissioner knows or should know is likely to have a direct and predictable effect on their financial interest or the interests of a person closely affiliated with the Commissioner. Commissioners shall notify the Chairperson and BEGA of potential conflicts of interest.

#### 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, suspended, or amended by majority vote of the entire membership of the Commission at a Commission meeting.

#### ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. The most recent edition of Robert's Rules of Order, Newly Revised, shall govern the Commission in all cases except where Robert's is 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 (2/3) majority vote of the entire membership of the Commission. Each Commission member 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 updated copy of the Bylaws and all amendments with the Council of the District of Columbia and the OANC within thirty (30) days of their adoption by the Commission.