

**CHEVY CHASE
ADVISORY NEIGHBORHOOD COMMISSION
(ANC 3/4G)**

BY-LAWS

2020

January 13, 2020

TABLE OF CONTENTS

ARTICLE 1.	NAME
ARTICLE II.	DUTIES AND RESPONSIBILITIES
Section 1.	Purpose
Section 2.	Scope
ARTICLE III.	MEMBERSHIP
Section 1.	Composition of Commission
Section 2.	Compensation of Commissioners
Section 3.	In Absentia Vote
Section 4.	Quorum Requirements
ARTICLE IV.	OFFICERS
Section 1.	Election of Officers
Section 2.	Time of Election
Section 3.	Nominations
Section 4.	Voting
Section 5.	Tie-Vote
Section 6.	Assuming Office
Section 7.	Removal for Cause
Section 8.	Vacancies
Section 9.	Duties of the Chairperson
Section 10.	Duties of Vice-Chairperson
Section 11.	Duties of Secretary
Section 12.	Maintenance of Records
Section 13.	Duties of Treasurer
Section 14.	Development of FY Budget
Section 15.	Quarterly Report
Section 16.	Cosigners of Checks
Section 17.	Bonding Chairperson and Treasurer
Section 18.	Depositories
Section 19.	Emergency Action
SECTION V.	MEETINGS
Section 1.	Public Meetings
Section 2.	Special Meetings
Section 3.	Agenda
Section 4.	Procedure
Section 5.	Citizen Comments

ARTICLE VI. COMMITTEES

- Section 1. Special Committees
- Section 2. Commission Representation
- Section 3. Community Representation and Officers
- Section 4. Committee Chairpersons

ARTICLE VII. PROCEDURES

- Section 1. Record of Official Action
- Section 2. Recommendations by Committees
- Section 3. Publication of Official Actions of Commission
 - a. Signatures and Commission Stationery
 - b. Minority Reports
- Section 4. Other Communications
- Section 5. Dissemination of Information
- Section 6. Community Involvement
- Section 7. Commissioner's Rights/Responsibilities
 - a. Office Access
 - b. Records and Files
 - c. Review of Financial Information
 - d. Review of Checkbook and Bank Statements
 - e. Majority, Concurring and Minority Reports

SECTION VIII. AMENDMENTS

- Section 1. Required Procedure and Voting

BY-LAWS approved by a vote of 5 to 0 (a quorum being 4) at a public meeting held on January 13, 2020.

**BY-LAWS
OF THE
CHEVY CHASE
ADVISORY NEIGHBORHOOD COMMISSION 3/4G**

ARTICLE I - NAME

There is established by an act of the Government of the District of Columbia, the Advisory Neighborhood Commission 3G, District of Columbia Government in Chevy Chase, hereinafter referred to as the Commission and known as ANC 3/4G. The boundaries of ANC 3/4G are as follows:

From the corner of 41st Street and Western Avenue, NW Northeast on Western Avenue (extended) to Rock Creek, Southward following Rock Creek to Military Road, West on Military Road to 27th Street, South on 27th Street to Broad Branch Road, Northwest on Broad Branch Road which becomes Nevada Avenue to Nebraska Avenue, Southwest on Nebraska Avenue to Reno Road, and Northwest on Reno Road (which becomes 41st Street) to Western Avenue.

ARTICLE II - DUTIES AND RESPONSIBILITIES

Section 1.

The general purpose of the Commission is to communicate the views and represent the interests of every neighborhood within its boundaries to the Government of the District of Columbia.

Section 2.

The activities, duties and responsibilities of the Commission shall be those specified in DC Code Section 1-207.38 and 1-309.01 *et seq.*

ARTICLE III - MEMBERSHIP

Section 1.

The Commission shall be composed solely of those persons duly elected and certified by the D.C. Board of Elections and Ethics or duly appointed in accordance with the law to its single member districts.

Section 2.

Members shall serve without compensation.

Section 3.

All members shall have equal voting rights following the principle of one person, one vote. A Commissioner may vote in person or in absentia at any meeting of the Commission. A Commissioner voting in absentia shall submit a vote in writing (including by e-mail or facsimile), executed by the Commissioner, to the Secretary or other officer of the Commission authorized to tabulate votes, before or at the time of the meeting wherein the vote is held. The in absentia vote shall specifically indicate the agenda items and motion(s) to which it is addressed. The in absentia vote shall be effective when so received by the tabulating official of the Commission. A vote in absentia has the same effect as if the Commissioner had voted in person, except that it shall not affect the declaration of a quorum.

Section 4.

A quorum for the conduct of business, including internal organization and election of officers, shall be a majority of the elected or duly appointed Commissioners.

ARTICLE IV - OFFICERS

Section 1.

The Commission shall elect a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and such other officers as may be necessary from among the Commission members and may be offered as a slate. The offices of Secretary and Treasurer may be held by the same person.

Section 2.

The election of officers shall take place in January of each year. Nominations for each office shall be made only by the Commission members. There shall be no limit as to the number of such nominations.

Section 3.

When nominations are closed, the election shall take place by open vote and will be conducted by a designated member of the Commission who has not been nominated. The person who has received a simple majority of the votes cast shall be elected to that office.

Section 4.

Voting for each office shall be concluded before the floor is opened for nominations for another office, except when officers are offered as a slate pursuant to Article IV, Section 1.

Section 5.

In the event that there is no simple majority after the first ballot, there shall be a run-off election between the two candidates receiving the most votes.

Section 6.

Officers shall assume office at the close of elections. In the event of a vacancy, the person filling the vacant position shall serve out the term of the officers he/she replaced.

Section 7.

Upon a motion by a Commissioner, after two weeks of prior notice to all Commissioners, a majority of the Commissioners may remove any officer of the Commission for cause.

Section 8.

Vacancies among officers shall be filled at the next regular meeting of the Commission. Nominations and elections shall occur in accordance with the election procedures set forth in these By-Laws. In the case of a vacancy in the office of Treasurer, a special meeting of the Commission shall be held within seven (7) days of such a vacancy to select a new Treasurer.

Section 9.

The Chairperson shall serve as a convener of Commission meetings and shall establish the agenda after consultation with Commission members.

Section 10.

The Vice-Chairperson shall fulfill the obligations of the Chairperson in his/her absence and shall perform such other duties as may be delegated by the Chairperson.

Section 11.

The Secretary or Office Manager if so designated, under the Commission approved job description and at the direction of the Chairman, shall be responsible for the preparation of the minutes of all regular public meetings of the Commission and for making the minutes available to all the members of the Commission.

Minutes in draft will be circulated following meetings. Any changes or corrections must be submitted prior to or at the next regular meeting during which final approval will be made.

Section 12.

The Office manager, under the direction of the Secretary, shall be responsible for maintaining records of all Commission activities, serve as central repository of copies of records of all committees and task forces, and shall perform such other duties as may be required. In the preparation of minutes, reports, etc., the Office Manager shall have the assistance of available Commissioners.

Section 13.

The Treasurer shall conduct his/her office according to the regulations adopted by the Government of the District of Columbia.

Section 14.

The Treasurer shall develop an annual fiscal budget request on forms to be provided by the Government of the District of Columbia.

Section 15.

The Treasurer shall prepare, and the Commission shall approve, a quarterly financial report within thirty (30) days of the close of each fiscal quarter. These reports shall be public documents and shall be available for public inspection.

Section 16.

All checks drawn upon checking accounts and all withdrawal orders upon savings accounts of ANC 3/4G shall be signed by any two of the following four officers: Treasurer, Chairperson, Vice-Chairperson, Secretary. The Treasurer shall deposit all receipts (including the District allotments), except for any interest earned in a savings account, into the Commission's checking account. The Treasurer shall place any funds withdrawn from a savings account only into the Commission's checking account

Section 17.

The Chairperson and Treasurer shall be bonded.

Section 18.

The Commission shall, by resolution approved by a majority of its members, designate one or more financial institutions within the District of Columbia as depositories of all Commission funds.

Section 19.

The officers of the Commission are authorized to take action, in case of urgency and during the interim between regular meetings, on matters of budgetary or any other matter of significance. A vote of three of the four officers is required for any such action.

ARTICLE V - MEETINGS

Section 1.

All meetings of the Commission shall be open to the public.

Section 2.

Special meetings of the Commission can be called by the Chairperson or upon request of any two (2) Commissioners. The purpose of the special meeting shall be stated in the notice, and no other topic shall be discussed at that meeting, except by unanimous consent of the Commissioners at the beginning of the meeting.

Section 3.

Any Commissioner may have an item placed on the agenda of a regular meeting by notifying the Chairperson in advance of that meeting. Constituent recommendations may be received at any time by a Commissioner or by the Commission in its office and shall be processed and considered as soon as practicable after receipt. The Commissioner in whose single member district the constituent recommendation arose shall be responsible for assuring that the matter is placed upon the agenda of an upcoming Commission meeting or otherwise resolved. Any such constituent recommendation may be referred to a committee or task force of the Commission as appropriate and in any event shall be acted upon by the Commission as soon as it has been reviewed and is ready for full Commission consideration.

Section 4.

Meetings shall in general follow the parliamentary forms set out for conduct of business in "Robert's Rules of Order".

Section 5.

Within and on the Agenda of each regular, public meeting convened by the Commission, the Commission will set aside an adequate portion of time to hear and consider the views of residents within the Commission's geographic area and other affected persons, as provided in the DC Code. The amount of time for the expression of community views shall initially be determined by the Chair in setting the Agenda and may be altered by a majority vote of the Commissioners in attendance; provided that (except as set forth in the following sentence), there shall be at least an aggregate of fifteen minutes during the discussion of all major Agenda items as they are taken up individually on the Agenda (and/or at other appropriate times during the meeting) for the expression of community views and opinions. Due to particular, unusual exigencies of an Agenda or in the event that all attendees wishing to speak have already been heard, by majority vote the Commissioners may reduce the amount of time for public comments as

necessary, but the Commission shall nevertheless at all times strive to include the maximum, feasible amount of time on its agendas to hear and consider the views of neighborhood residents.

ARTICLE VI – COMMITTEES/TASK FORCES

Section 1.

Committees/Task Forces may be established through which the Commission can conduct its affairs, apart from its regular and special meetings. These committees/task forces may be approved by a majority of the Commissioners at any time.

Section 2.

Every committee or task force shall include at least one Commissioner as a member in the conduct of its affairs.

Section 3.

All committees/task forces established by the Commission are open to participation by residents. Committees/task forces may elect such officers, as they shall determine to be necessary to the conduct of their affairs. Committee/task force officers shall hold office coterminous with those of the Commission.

Section 4.

Chairpersons of committees/task forces shall be formally designated following election by active members of those committees/task forces or after consultation with Commission members, by the Commission Chairperson.

ARTICLE VII - PROCEDURES

Section 1.

All official actions of the Commission shall be recorded in full in the minutes of regular or special meetings. An adequate record of activities and recommendations of committees/task forces shall also be maintained, along with the Commission decisions with reference to such matters.

Section 2.

Committees/task forces shall receive materials and act on requests from the Commission as a whole, and may develop additional information as needed in order to make recommendations to the Commission. Committees/task forces shall not act on behalf of the Commission, or represent their recommendations as official Commission policy to others, without having obtained formal authorization of the Commission.

Section 3.

a. All official notices of positions or decisions taken by the Commission as a whole with respect to proposals submitted to it by City agencies or for any other purpose shall be made on Commission stationery, signed by the Chairperson, or if unavailable, the next ranking officer, the next most senior Commissioner (in tenure), or a Commissioner designated by the Commission. When the Chairperson intends to decline to sign, this should be indicated no later than before the adjournment of the meeting at which the position or decision is taken.

b. Commissioners are entitled to submit a concurring or minority opinion, in case they take a different position from the Commission majority vote. Concurring or minority opinions may be submitted with the majority opinion on ANC 3/4G stationery, provided said opinions are clearly indicated as concurring or minority and submitted to the ANC 3/4G office in time to be submitted with the majority opinion.

Section 4.

Other communications by individual Commission members (i.e. requests for information, inquiries on behalf of constituents, etc.) on Commission stationery will be properly identified as personal and distinguished from official notices. Copies of all such communications by Commission members will be filed with the Office Manager and will be kept as part of the record of Commission-related activities.

Section 5.

The Commission will seek to ensure the widest possible dissemination of information to its area's residents as to meetings, minutes, policies, and activities with a minimum of publishing the information on its website: <https://anc3g.org/>.

Section 6.

The Commission shall continually strive to involve all segments of its area's population in its deliberations and activities.

Section 7.

Each Commissioner shall have the right to:

a. access the Commission office and be provided a key to said office (which is for Commissioner use only and must be returned upon completion of term of office). Commissioners will comply with established office procedures;

- b. review all Commission records and files;
- c. review all income and expenses of the Commission including appropriate invoices and receipts;
- d. review the check book and bank statements of the Commission; and
- e. be notified of the time for submission of Commission majority, concurring, and minority opinions.

ARTICLE VIII - AMENDMENTS

Section 1.

Amendments of these By-Laws requires a vote of five (5) of the Commissioners at a regular meeting with at least two (2) weeks prior notice to each Commissioner of the proposed amendment.