

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## ADVISORY NEIGHBORHOOD COMMISSION 3A



# ANC 3A Bylaws (approved January 26, 2023)

## Article I. Name and Geographic Boundary

### Section 1. Name of Commission

The name of this organization shall be Advisory Neighborhood Commission 3A (“the Commission” or “ANC 3A”). The Commission is established pursuant to Section 738 of the D.C. Self-government and Governmental Reorganization Act, Pub.L. 93-198, 87 Stat. 824, and D.C. Law 1-58, 22 D.C. Reg. 5453 (April 9, 1976).

### Section 2. Boundaries

The boundaries of the Commission area are those established by DC Public Law 14-133. As of January 1, 2023, the approximate boundaries are as follows: located in Northwest Washington, DC, in Ward 3, beginning at the northwest intersection of Wisconsin Avenue and Tenley Circle; Southeast on Wisconsin Avenue to Van Ness Street; East on Van Ness Street to 37<sup>th</sup> Street; South on 37<sup>th</sup> St to Upton Street; East on Upton Street to Reno Road; Southeast on Reno Road to Rodman Street; West on Rodman Street to 35<sup>th</sup> Street; South on 35<sup>th</sup> Street to Porter Street; West on Porter Street to 36<sup>th</sup> Street; South on 36<sup>th</sup> Street to Woodley Road, West on Woodley Road to Wisconsin Avenue; South on Wisconsin Avenue to Fulton Street; West on Fulton Street to 39<sup>th</sup> Street; North on 39<sup>th</sup> Street to Cathedral Avenue; Northwest on Cathedral Avenue to Glover Archbold Park; North through Glover Archbold Park to Massachusetts Avenue; Northwest on Massachusetts Avenue to Embassy Park Drive; Southwest on Embassy Park Drive to New Mexico Avenue; Northwest on New Mexico Avenue to the northwestern boundary of the Westover Place community; Northeast on the northwestern boundary of the Westover Place community to Massachusetts Avenue; Northwest on Massachusetts Avenue to the southwest intersection with Ward Circle; Counterclockwise around Ward Circle with the northwest intersection with Nebraska Avenue; Northeast on Nebraska Avenue to the southwest intersection with Tenley Circle; Clockwise around Tenley Circle to the point of beginning.

## Article II. Duties and Responsibilities

### Section 1. Advisory Functions

The Commission is an advisory body that may provide advice and make recommendations to any part of DC government or the federal government or any other entity, on request or on its own initiative, on matters that affect the people and interests of the Commission area, as provided by law.

### Section 2. Other Functions

The Commission shall also hear concerns and recommendations of the people in the Commission area, transmit concerns to government agencies and officials or other decisionmakers, as appropriate, and provide the public with information from government and other sources, related to the community or about government policies, programs and actions that may affect local residents and organizations.

## Article III. Commissioners

### Section 1. Commissioner Voting

Each duly elected and certified Commissioner who has been sworn in shall have one vote on matters proposed for action by the Commission. Commissioners shall be present at a public meeting or participating remotely in order to vote. There shall be no voting by proxy or voting by Commissioners who are not participating in the meeting.

### Section 2. Representing the Commission in Policy Statements and Testimony

The Chair may serve as the representative of the Commission before any governmental or public or private body, or may designate another Commissioner to represent the Commission on a particular matter, or, by vote of the Commission, another Commissioner or someone who is not a Commissioner may represent the Commission, provided however, that such delegation is limited to the specific matter in question.

### Section 3. Use of Commission Resources

The Commission shall purchase office equipment and supplies as needed. The Commission shall adopt rules for the use of its office supplies, equipment, and office, if any, to be based on the following two principles: (a) all Commissioners shall have equal access to the Commission's office supplies, equipment and office, if any; and (b) the use of the Commission's office supplies, equipment, and office shall only be used to carry out the official responsibilities of the Commission or Commissioners and may not be used to benefit a Commissioner as an individual or for private purposes or entities.

## Article IV. Officers

### Section 1. Nominations

Each candidate shall be nominated by a Commissioner. Commissioners may nominate themselves.

### Section 2. Voting

Officers of the Commission shall be elected by a simple majority of those Commission members participating in the meeting at which the election is held and casting a vote. In the event that no candidate has a simple majority, there shall be a run-off election between the two candidates having received the most votes. In the event of a tie, the candidates shall cast lots to determine the Commissioner who will serve in that position. Voting on each office shall occur before the floor is open for nominations for another office.

### Section 3. Election of a Slate of Officers

Notwithstanding the above, the Commission may, without objection, elect a slate of officers "by acclamation" (unanimous voice vote to affirm the announced slate).

### Section 4. Duties of Chair

#### A. Preparing the Proposed Agenda

The Chair shall prepare the proposed agenda for each public meeting in consultation with the other Commissioners. The Chair may designate another officer or member of the Commission to carry out this function as necessary.

#### B. Supervision of the ANC Administrator, Contractors, or Staff

The Chair shall be responsible for the supervision of any individuals or entities engaged by the Commission including Commission staff or independent contractors. The Chairperson may delegate any such responsibilities in whole or in part to other Commission officers.

#### Section 5. Vacancy in the Office of the Treasurer

If there is a vacancy in the office of Treasurer, the Commission shall elect a new Treasurer no later than the next regular public meeting, according to the same procedure as described above for Election of Officers.

#### Section 6. Co-signing Commission Checks

If the Chair or Treasurer is not available to sign a Commission check, any other officer may serve as the required second co-signer.

#### Section 7. Responsibilities of Officers for Preparing Documents for Meetings

Before each public meeting of the Commission, the officers responsible for preparation of documents such as the proposed agenda, minutes of the previous meeting, financial reports, grant requests, proposed resolutions or other documents to be considered for approval at the meeting shall ensure that all the Commissioners are provided with the relevant documents in advance of the meeting. Such information may be provided electronically.

### Article V. Receipt of and Action on Constituent Recommendations

The Commission shall adopt standing procedures for handling constituent concerns and recommendations. The Commission will ensure that constituent concerns and recommendations are referred to the proper Commissioner, committee, agency, government, and/or other entity for action. The Commission will also consider these concerns and recommendations in Commission deliberations.

### Article VI. Committees

#### Section 1. Establishment of Committees

The Commission may establish Committees upon the action of a majority of the Commissioners participating in and voting on the matter. The Commission may create standing and special committees. Standing committees are those created permanently; special committees are those created by the Commission to deal with a special situation or a specific issue that arises and is expected to have a finite term. Each Commissioner shall be an ex-officio member of each committee, with the right to participate and vote in its deliberations. Any permanent committee established pursuant to this section may be dissolved only by a two-thirds vote of the Commissioners participating in the meeting resent and voting on the matter

#### Section 2. Committee Mission and Procedures

The Commission shall charge a Committee with its mission, including its reporting requirements. The Chair shall ensure that items requiring committee action are referred to the appropriate committee(s) on receipt. Each Committee shall establish procedures that the members find will assist in achieving its mission. Committees may not speak for the Commission.

### Section 3. Committee Chairs

The Chair or Co-Chair of each Commission committee or task force shall generally be a Commissioner. The Chair or Co-Chairs of each such committee or task force shall be appointed by the Commission by vote at a public meeting.

### Section 4. Committee Recommendations

When recommendations are received from a committee, the Commission shall promptly schedule a review of such recommendations at the next scheduled public meeting and take appropriate action.

## Article VII. Commission Staff

### Section 1. Hiring

All employees, contractors, and consultants of the Commission shall be hired by the Commission and shall serve at the pleasure of the Commission.

### Section 2. Position Requirements and Eligibility

The Commission shall establish by vote at a duly noticed public meeting a written position description for each employee it hires and shall have signed contracts for all employees, contractors, and consultants. Commission staff, contractors, and consultants may be employed on a full-time or a part-time basis and for an indefinite or a definite term. All persons hired by the Commission shall meet the qualifications established in the job descriptions or contracts.

## Article VIII. Transition Protocols

When officers leave their position or when Commissioners are retiring or leaving the Commission, the individual officers and other Commissioners should share information with the remaining Commissioners or with their successors in office about open cases in the area they serve, official correspondence, or other documents important for understanding expected cases or issues in the area, unless those documents are already readily available as part of the Commission's records.

## Article IX. Amendment of Bylaws

Section 1: At least 30-day notice shall be given to each Commissioner and to the public prior to Commission vote on any revision of these Bylaws. The notice shall include the suggested revision(s).

Section 2. If comments from the Commissioners or the community raise objections to proposed amendments to the bylaws, the Commission shall hold a discussion of the proposed amendments at one duly noticed public meeting at which a quorum is participating, review the comments, and hold a vote on any recommended amendments at the subsequent duly noticed public meeting at which a quorum is participating.

Section 3. A two-thirds majority of the Commissioners participating in the meeting and voting "yea or nay" is required for an amendment to the bylaws to be approved.

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The Commission voted 5-0 to approve these bylaws at a duly-noticed public meeting on January 26, 2023, at which a quorum was present. (Three of the five Commissioners constitute a quorum.)

Commissioners

Thaddeus Bradley-Lewis, ANC3A01

Judy Havemann, ANC3A02

Hans Miller, ANC3A03

Jeremy Del Moral, ANC3A04

Ann Lane Mladinov, ANC3A05

Signed:

  
Chair

  
Secretary