

ANC3C Bylaws

(Revised As Of December 16, 2002)

ARTICLE I – NAME

The name of this organization is Advisory Neighborhood Commission 3C, or ANC 3C, as established by the Council of the District of Columbia, and herein referred to as the “Commission.”

ARTICLE II – PURPOSE

Section 1. The purpose of the Commission is in accordance with Public Law 93- 198, D.C. Law 1-21 as amended, and any other applicable statutes of the District of Columbia.

Section 2. The Commission may elect membership in organizations and societies that further the interests of the Commission.

Section 3. The Commission shall not participate in partisan political activities.

ARTICLE III – MEMBERSHIP

Section 1. Membership on the Commission is as provided by law.

Section 2. Commissioners shall serve without compensation, except that appropriate expenses shall be paid with authorization by the Commission.

Section 3. Vacancies on the Commission shall be filled as provided by law.

ARTICLE IV – OFFICERS

Section 1. The Commission shall elect from among its members a Chair, Vice-Chair, Secretary, Treasurer, and such other officers as may be necessary, in January of each year. The officers shall perform the duties prescribed by D.C. law, these Bylaws, the Commission’s Rules, and by the parliamentary authority adopted herein.

Section 2. The officers shall be elected to serve one year or until their successors are elected, and their term of office shall begin upon election.

Section 3. Each candidate for office shall be nominated from the floor. A nomination need not be seconded. Voting shall occur by ballot, unless the candidate is unopposed, before the floor is opened for nominations for another office.

Section 4. No Commissioner may hold more than one office at a time, except to temporarily fill a vacancy as provided in Section 5 of the Article.

Section 5. A vacancy among the officers shall be filled in the manner prescribed by the parliamentary authority adopted herein, except as follows:

(a) A vacancy in the office of Treasurer is filled automatically by the immediate ranking officer.

(b) A vacancy that is not filled automatically may be filled temporarily by the Commission without previous notice.

(c) All vacancies, including those filled either automatically or temporarily, require an election to be held at the earliest possible regular meeting. Notice of the meeting must include notice of the election.

ARTICLE V – FINANCE AND RECORDS

Section 1. The financial operations of the Commission must be in accordance with applicable laws, rules, and regulations of the District of Columbia. The Treasurer is responsible for overseeing Commission compliance with the financial provisions of such laws, regulations and rules.

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

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 that 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. Communications which do not reflect adopted positions of the Commission must be clearly identified as such. Copies of all Commission, Commissioner, Committee, and Subcommittee correspondence must be filed with the Commission.

Section 6. All financial reports, minutes, correspondence, these Bylaws, and the Commission's Rules are public documents and must be available for public inspection and copying.

Section 7. In the event that recordkeeping is delegated, the appropriate officers shall nevertheless have ultimate responsibility.

ARTICLE VI – MEETINGS

Section 1. No action may be taken by the Commission except at a duly constituted meeting open to the public.

Section 2. The Commission shall meet regularly at least once each month at a time and place established by the Commission. Each regular meeting shall include a segment wherein residents of the Commission area may present their views and items of concern. Within the Commission area, meeting places shall be varied.

Section 3. Special meetings of the Commission can be called by the Chair or by written request, delivered to the Secretary, of any three Commissioners. The agenda must be included in the notice of such meetings, and no other items may be acted upon.

Section 4. Notice of Commission meetings must comply with D.C. law, these Bylaws and the Commission's Rules.

Section 5. Voting by proxy is allowed, provided the proxy is in writing, is limited to a specific issue, and specifies the exact direction of the vote. Proxies may be held only by Commissioners.

ARTICLE VII – COMMITTEES

Section 1. The establishment and operation of Committees shall be in accordance with D.C. law and as provided by these Bylaws and the Commission's Rules.

Section 2. Standing Committees are those prescribed in the Commission's Rules. All other Committees are Special Committees, and must be established by the Commission.

Section 3. The Chairmanship of each Committee is open to any resident of the Commission area, and must be appointed each year by the Commission. The purpose, composition, size, manner of selection and duties of all Committees, and the duration of Special Committees shall be determined by the Commission, except that each Committee must include at least one Commissioner. With the concurrence of the Commission, Committees may establish subcommittees made up of one or more members of the Committee as well as nonmembers of the Committee. The time and schedule of Committee meetings shall be established by the respective Committees themselves.

Section 4. The Commissioners are ex officio members of all Committees.

Section 5. Nothing in this Article should be construed to preclude individual Commissioners and/or residents from forming into ad hoc groups to address and report upon any matter before the Commission.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with D.C. law, these Bylaws, and any special rules of order the Commission may adopt.

ARTICLE IX – BYLAWS

These Bylaws can be amended at any regular meeting of the Commission by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

AMENDMENTS

(To be listed in order of adoption)

December 16, 2002: Article IV, Section 4: Strike the words “, and no
Commission may serve more than two consecutive terms in the same office.”