

BY-LAWS
WARD III
ADVISORY NEIGHBORHOOD COMMISSION 3E
GOVERNMENT OF THE DISTRICT OF COLUMBIA

ARTICLE I. NAME

There is established by the Council of the District of Columbia Advisory Neighborhood Commission 3E.

ARTICLE II. OBJECT

Section 1.a. The Commission may advise the Council of the District of Columbia, the Mayor and each executive agency and all the independent agencies, boards and commissions of the government of the District of Columbia with respect to all proposed matters of District governmental policy including but not limited to decisions regarding planning, streets, recreation, and social services programs, education, health, safety, and sanitation which affect the Commission area. Proposed actions of the District government policy shall be the same as those for which prior notice of proposed rule-making is required pursuant to D.C. Code or as it pertains to the Council of the District of Columbia.

Section 1.b. Proposed District government actions that the Commission shall have the opportunity to comment upon shall include but not be limited to actions of the Council of the District of Columbia, the executive branch or independent agencies. The Commission may advise each agency, board and commission regarding the award of any grant funds to a citizen organization or group, the formulation of any final policy decision or guideline with respect to grant applications, comprehensive plans, small area plans, requested or proposed zoning changes, variances, public improvements, licenses, or permits affecting said Commission area, the District budget and city goals and priorities, proposed changes in District government service delivery and the opening of any proposed facility system, and other issues as the commission deems appropriate.

ARTICLE III. MEMBERS

Each member of the Commission shall serve for a term of two years which shall begin at noon on the second day of January next following the date of election of such member, or at noon on the day after the date the Board of Elections and Ethics certifies such election of such member, whichever is later. Vacancies shall be filled in accordance with Section 8(d) of the Advisory Neighborhood Commission Act.

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.

Section 2. The election shall take place in January of each year.

Section 3.a. The chairperson shall set the agenda (subject to change), serve as a convener of the Commission and shall chair the Commission meetings.

Section 3.b. The chairperson may rule on procedural questions from the chair.

Section 3.c. The chairperson shall have the power to call special meetings of the Commission.

Section 4.a. In the chairperson's absence, or when the chairperson wishes to give up the chair, the vice chairperson shall act as the chairperson.

Section 4.b. 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 5.a. For the purpose of Section 5 of these by-laws, the minutes of meetings shall be defined as the secretary's written list of motions and items discussed during these meetings, both regularly scheduled public and special meetings, which shall be adopted and serve as the Commission's minutes at the following meeting.

Section 5.b. The secretary is responsible for the preparation of the final form of minutes, reports, issuance of notices and general correspondence of the commission, as approved by the commission or the chairperson. Commissioners are responsible for drafting correspondence generated from actions taken at meetings, and for submitting it in draft form to the chairperson for approval before dissemination of any correspondence sent on behalf of the Commission (not Single Member District). The chairperson shall have the assistance of staff members and fellow commissioners, when requested, in completing such tasks.

Section 5.c. The secretary is responsible for the maintenance of ANC records including the records of all commission meetings (regular, special, emergency and Town). Said records shall be maintained at the Commission office, wherever it may be established.

Section 6.a. The treasurer shall develop an annual fiscal budget request on forms to be provided by the Government of the District of Columbia.

Section 6.b. The treasurer shall maintain records and submit reports in accordance with the regulations set forth by the District of Columbia Auditor. Said records shall be maintained at the Commission office, wherever it may be established.

Section 6.c. The treasurer and all other commission officers (as necessary) shall be bonded in accordance with the regulations of the District of Columbia Auditor. The Commission shall participate in the ANC Security Fund made available to the Commission on an annual basis.

Section 6.d. All checks must be signed by two officers, one of whom must be the treasurer or the chairperson. The Commission shall by a majority resolution designate one or more financial institutions within the District of Columbia as depositories of Commission funds.

Section 6.e. 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 vacancy to select a new treasurer unless a regularly scheduled meeting will occur within seven (7) days during which the new treasurer shall be elected.

ARTICLE V. STAFF

All Commissioners may request the assistance of the Commission staff in the performance of their duties. The Commission staff shall ultimately report to and coordinate responsibilities with the chairperson.

ARTICLE VI. MEETINGS

Section 1. Pursuant to the provision of Title 1 {309.11} all meetings of the Commission shall be open to the public.

Section 2. No official action may be taken by the Commission unless a majority of the elected representatives of the Commission are present and voting.

Section 3. The Commission may convene town meetings for the residents of its Commission area at regular intervals at least four times a year to hear residents views on problems in the Commission area and on proposed District government actions affecting said area. Town meetings may be held coincident to the

commission's business meeting (see Section 4 below) if the later are open to the public and prior notification is made.

Section 4. The Commission shall have no less than nine business meetings a year, on the second Thursday at 7:30 p.m. of each month to consider matters before the Commission which may include but not be limited to consideration of actions or proposed action of the council of the District of Columbia, the executive branch or any independent agency, board or commission on recommendations thereof. Discussions and voting at such meetings shall be limited to the Commission members. Discussions can be opened to the floor at the discretion of the chairperson or by a majority vote of the Commission.

Section 5. No less than seven days notice shall be given by the Commission of its meetings (except where shorter notice for good cause is necessary or in case of an emergency) by posting written notices in one or more local newspapers and on local list serves. To the extent possible, the Commission shall also post notice on its website and in Communit-E.

Section 6. Special meetings of the commission can be called by the chairperson or three members of the Commission. All members shall be notified 48 hours in advance of such meetings.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Commission in all cases in which they are inconsistent with these by-laws and any special rules of order the Commission may adopt. Where not otherwise provided, the procedures of the Commission shall be governed by Robert's Rules of Order.

ARTICLE VIII. AMENDMENT OF BY-LAWS

Section 1. Revision of these by-laws requires a two-thirds vote of the entire Commission.

ARTICLE IX. COMMITTEES

Section 1. A budget committee may be established to formulate and recommend a budget to the Commission for the expenditure of ANC 3E funds. It shall also recommend changes in the adopted budget when necessary. The budget committee shall consist of all commissioners plus any members of the community who are interested in being included. The treasurer or three Commissioners shall convene meetings of the budget committee timed to ensure meeting calendar requirements of the District of Columbia government, and as necessary for proper function of the Commission.

Section 2. Other committees may be formed as necessary or useful by appointment by the chair or three members of the Commission. Such committees may be composed of Commissioners and/or citizens and they shall follow the directions given them at their inception and report back to the full Commission with recommendations as are appropriate. All correspondence of committees regarding policy shall be submitted in draft form to the chair or Commission for approval.

ARTICLE X. AUTHORIZATION OF OFFICIAL COMMISSION PRESENTATIONS

No position or recommendation shall be presented as an official position or recommendation of the Commission without the consent of the majority of the Commission. Once a position or recommendation of the Commission shall have been taken, no minority reports shall be issued or testimony given.

APPROVED UNANIMOUSLY 4-0 at December 14, 2006 meeting.