

# BYLAWS OF:

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## ADVISORY NEIGHBORHOOD COMMISSION 4D

### ARTICLE I

#### NAME

##### Section 1.01

The name of this Organization shall be the Advisory Neighborhood Commission 4D (hereafter referred to as "Commission 4D").

#### PURPOSE

##### Section 1.02

Commission 4D will advise the Council of the District of Columbia, the Mayor and each executive agency and all independent agencies, boards, commission, and our particular community of the Government of the District of Columbia on all proposed matters District Government. Including, but not limited to policy, decisions regarding planning, zoning, streets, recreation, social services programs, education, health, safety, and sanitation that affects the Commission 4D Area.

#### OFFICES

##### Section 1.03

The principal office of Commission 4D will be at such place within the Commission 4D area or in Ward 4 as Commission 4D may from time to time designate.

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**ARTICLE II**

**MEMBERSHIP**

Section 2.01

Members of Commission 4D will be those Commissioners duly elected, as determined by the District of Columbia Board of Elections and Ethics, from the single member districts established in the Commission 4D area. Such Commissioners as a body will constitute Commission 4D.

**VACANCIES**

Section 2.02

A vacancy existing by reasons of the resignation, death, incapacity, ineligibility or removal of a Commissioner before the expiration of this or her term of office will be filled as prescribed by law.

**REMOVAL FROM OFFICE**

Section 2.03

A Commissioner may be removed as prescribed by law.

**COMPENSATION**

Section 2.04

Commissioners will not receive any compensation from Commission 4D for their services by may receive reasonable reimbursement for expenses incurred on behalf of Commission 4D, however, the Commissioner **MUST receive PRIOR APPROVAL OF THE EXPENSE/S AND DISBURSEMENT** and it must meet the guidelines provided in the Advisory Neighborhood

**ADVISORY NEIGHBORHOOD COMMISSION 4D****COMPENSATION - Continued**Section 2.04

Commissioners Manual Handbook, and be in accordance with the D.C. Auditors Procedures Handbook for Commissioners. These expenditures must be approved first by a majority of the Commissioners in a public meeting of Commission 4D and recorded in the minutes for that meeting. In addition, proper documentation of supporting receipts and vouchers (such vouchers will include an attestation statement that expenses were incurred on behalf of Commission 4D) that all cash purchases or services must be submitted to the Treasurer within thirty days (30 days) from date of purchase.

**ARTICLE III****COMMISSION 4D****AUTHORITY OF COMMISSION 4D**Section 3.01

The management and conduct of the business and affairs of Commission 4D will be in accordance with these by-laws and regulations of the District of Columbia. The Commission as a body will process and may exercise all of the powers and authority granted to Advisory Neighborhood Commissions by law, including but not limited to (i) authority to review, comment, can make recommendations before the award of any grant funds to citizen organizations, in 4D; (ii) authority to review, comment and make recommendations before the formulation of any final policy decision guideline, with respect to grant applications, comprehensive plans, the District Budget, and city goals and priorities that affect the Commission

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**AUTHORITY OF COMMISSION 4D - Continued**

Section 3.01 - Continued

4D area; (iii) authority to review, comment and make recommendations on requested or proposed policy decisions including zoning changing variances, public improvements, licenses or permits of significant to neighborhood planning and development within the Commission 4D areas; and (iv) authority to employ staff and expend for public purposes within the Commission 4D area with public funds and other funds donated to it.

\*\*\*\*\*The Commission as a body will utilize District Government Officials and all District Government official documents and public data pursuant to Commissioner's Order No. 71-310 and ANC Amendment Act of D.C. Law 5-111, that are materials to the exercise of its responsibility to review, comment, and make recommendations to the District Government.

**ARTICLE IV**

**OFFICERS**

Section 4.01

The officers of Commission 4D will be a chairperson, a Vice-Chairperson, and Executive Secretary, and Assistant Executive Secretary, a Treasurer, a Parliamentarian, and others officers as Commission 4D may from time to time designated. The officers will be chose from among the Commissioners of the single members' districts of Commission 4D. Any two offices may be held by the same person, except the offices of Chairperson, Treasurer and Executive Secretary.

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**NOMINATION AND ELECTION OF OFFICERS: TERMS OF OFFICES**

Section .4.02

Nominations for officers may be made only by a Commissioner/s. Self-nomination will be permitted.

New Offices may be created and filled at any Commission 4D public meeting by a majority vote of the Commissioners present and the vote may be conducted at a public meeting at which a quorum is present.

Officers will be elected during an open ballot process by a majority vote of the Commissioners present and voting, conducted at a public meeting at which a quorum is present Officers will be eligible for reelection or reappointment. Terms of office of all officers, elected by Commission 4D shall expire on the second day of January of each year.

**CONTINUATION IN OFFICE**

Section 4.03

After the expiration of the term for which he or she is elected or appointed, an officer who is not reelected, unless he or she sooner resigns or is removed, will continue to hold office until his or her successor is elected and qualifies. Limitation of the power of any officer, thus continuing must be in accordance wit the Act.

**ADVISORY NEIGHBORHOOD COMMISSION 4D****RESIGNATION**Section 4.04

An officer may resign at any time by giving written notice to the Chairperson, in which case, he or she will give written notice to the Executive Secretary. A resignation will take effect at the time received unless another time is specified in such notice. Unless otherwise specified in such notice, the acceptance of such resignation shall not be necessary to make it effective. The Executive Secretary will insure that all proper persons or agencies are duly notified in accordance with D.C. Law.

**REMOVAL**Section 4.05

An officer may be removed for cause by a majority (more than half) of the Commissioners present and voting at a public meeting at which a quorum is present. "Cause" is defined as misconduct, wrongdoing or neglect of duty in office. The procedures followed will be in accordance with D.C. Law and ANC's rules and regulations.

**VACANCIES**Section 4.06

A vacancy existing by reasons of the resignation, death, incapacity, ineligibility, or removal of an officer before the expiration of his or her term may be filled by appointment of a successor by a majority (more than half) of the Commissioners present and voting at a public meeting at which a quorum is present. An officer so appointed shall serve until a successor is elected. The procedures outlined in D.C. Law or ANC's rules and regulations.

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**COMPENSATION OF OFFICERS**

Section 4.07

Officer shall not receive any compensation for their services, but may receive reasonable amounts for reimbursements for expenses incurred on behalf of Commission 4D. These expenditures must be approved first by a majority of the Commissioners in a public meeting of Commission 4D and recorded in the minutes for that meeting, with the Treasurer provided proper documentation of supporting receipts and vouchers for all cash purchases and services (such documentation shall include an attestation statement that such expenses were incurred on behalf of Commission 4D. Documentation must be submitted to Treasurer within thirty (30) days of purchase. The procedures and requirements as outlined in D.C. Law for ANC's and the D.C. Auditors Handbook for Commissioners shall be followed accordingly.

**ARTICLE V**

**DUTIES OF OFFICERS**

**CHAIRPERSON**

Section 5.01

The Chairperson shall be the Chief Executive and in general, shall be responsible for the affairs of Commission 4D and for the performance of its other officers and employees. The Chairperson may sign and execute, with the Executive Secretary, in the name of Commission 4D, contracts, bonds and other instruments authorized by Commission 3D, except in cases where the signing and execution thereof shall be expressly delegated by Commission 4D or by these By-laws to some other officer or agency of Commission 4D. The Chairperson shall perform all duties incident to the Office of Chief Executive, including the preparation of annual

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**CHAIRPERSON - Continued**

Section 5.01

reports, and such other duties as from time to time may be assigned to him or her by Commission 4D. The Chairperson has the responsibility of convening all meetings of Commission 4D in accordance with the dates, times and places approved and adopted by Commission 4D and shall preside at such meetings, unless some other officer is so designated. The Chairperson also has the responsibility for preparing and distributing to each Commissioner/Commission the agenda for each regular (unless the standard agenda is in effect for such regular meeting/s), special or town meeting at least seven (7) days before such meeting/s.

**VICE-CHAIRPERSON**

Section 5.02

NEED DESCRIPTION TO COMPLETE.

**EXECUTIVE SECRETARY**

Section 5.03

The Executive Secretary shall:

- (1) certify and keep at the principal office of Commission 4D, the original copy of its By-laws as amended to date;
- (2) keep at the principal office of Commission 4D, the original records of proceedings of Commission 4D whether regular or special, or a duplicate record at such other place as Commission 4D may order;



**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**EXECUTIVE SECRETARY - Continued**

- (3) see that all notices are duly given in accordance with the provisions of these By-laws or as required by law;
- (4) be custodian of the records, except financial records;

Section 5.03

- (5) exhibit the By-laws, minutes, and correspondence of Commission 4D to any Commissioner or any Commission 4D area resident/s, upon request, during reasonable hours at the offices of Commission 4D where the books and records are kept; and
- (6) in general, perform all duties incident to the office of Executive Secretary and such other duties as from time to time may be assigned to him or her by the Chairperson or by the Commission 4D Board.

**ASSISTANT EXECUTIVE SECRETARY**

Section 5.04

The Assistant Executive Secretary shall, except as otherwise provided in other sections of these By-laws, shall fulfill the duties of the offices of Executive Secretary in the absences of the Executive Secretary and; in general, shall perform such duties as shall be assigned to him or her by the Executive Secretary.

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**TREASURER**

Section 5.05

The Treasurer shall:

- (1) have charge and custody of, and be responsible for, all funds and shall deposit all such funds in the named of Commission 4D in such banks, trust companies, or other depositories as shall be selected by resolution by Commission 4D;
- (2) keep and maintain adequate and correct account of Commission 4D's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and surplus;
- (3) exhibit the books of account and records to any Commissioner or any Commission 4D area resident, upon request, during reasonable hours at the offices of Commission 4D where such books and records are kept;
- (4) render, upon request, a monthly statement of the condition of the finances of Commission 4D at such meetings of Commission 4D as the Chairperson may direct, and prepare and submit, upon approval by Commission 4D as the Chairperson may direct, and submit, upon approval by Commission 4D, full quarterly and annual financial reports to the District Government as required by Law;
- (5) receive, and give receipt/s for monies due and payable too Commission 4D from any and all legitimate sources whatsoever;
- (6) review all vouchers presented to him or her for disbursement of Commission 4D funds and with proper documentation;

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**TREASURER - Continued**

Section 5.05

- (7) review payroll records and forms and submit payroll related information to the proper federal and local authorities;
- (8) in general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by Chairperson or by Commission 4D.; and
- (9) not disburse blank check to any 4D Commissioner.

**PARLIAMENTARIAN**

Section 5.06

The Parliamentarian shall maintain order at Commission 4D meetings. The Parliamentarian shall have a working knowledge of these By-laws and shall cite them as they relate to the clarification of parliamentary procedures. The Parliamentarian may also cite Robert's Rules of Order Newly Revised Edition, consistent with these By-laws or those not addressed by these By-laws.

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**ARTICLE VI**

**MEETINGS OF THE COMMISSION 4D**

**PLACE OF MEETINGS**

Section 6.01

The meeting places of Commission 4D shall be varied as designed by Commission 4D.

**REGULAR MEETINGS**

Section 6.02

Commission 4D may by resolution establish a schedule of regular meetings, but in no event shall Commission 4D meet less than nine (9) times within a calendar year. The standard agenda for regular meetings of Commission 4D shall be as follows:

- (1) Call to Order;
- (2) Roll Call of Commissioners
- (3) Reading and Approval of Minutes
- (4) Treasurer's Report
- (5) Correspondence
- (6) Old and/or New Community Business
- (7) Special Guest(s);
- (8) Questions and or Comments; and
- (9) Adjournment

**ADVISORY NEIGHBORHOOD COMMISSION 4D****REGULAR MEETINGS - Continued**Section 6.02

Unless otherwise approved and adopted by Commission 4D, debate and discussion on a Motion shall be limited to fifteen (15) minutes. In accordance with Section 5.01, the Chairperson of Commission 4D may prepare and distribute an alternative agenda for a regular meeting. Such alternative agenda must be approved and adopted by Commission 4D at the meeting previous to which alternative agenda pertains.

**TOWN MEETINGS**Section 6.03

Commission 4D shall convene Commission 4D area resident at regular intervals to hear the views of residents on problems in Commission 4D area and on proposed District Government actions affecting the area. Resident's views shall be received orally and or in writing. These views will be fully considered and where appropriate, such views shall be incorporated in positions taken by Commission 4D.

**SPECIAL MEETINGS**Section 6.04

Special meetings or emergency meetings of Commission 4D may be called by any officer with one-third (1/3) or more of the elected Commissioners present, or by twenty-five (25) or more Commission 4D area residents.

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**EXECUTIVE WORKING SESSION**

Section 6.05

Executive working sessions may be called by the Chairperson or Vice-Chairperson. Notice of the date, time, place, and purpose(s) of such working sessions shall be given to each Commissioner in writing, by mail, or addressed to such Commissioner at his or her post office at the time it is deposited in the United States mail. Notice may also be given personally, or by telephone or telegram. Notice of an executive working session shall be given not less than five () days before each executive working session, except where

- (i) notice is given at a regular or town meeting of Commission 4D;
- (ii) shorter notice of good cause is necessary; or
- (iii) in the case of an emergency.

**JOINT MEETINGS**

Section 6.06

Commission 4D may hold joint meetings with other Advisory Neighborhood Commissions only after Commission 4D has been authorized by a majority vote (more than half of the Commissioners present and voting) and after authorization to participate in such joint meetings has been given to each participant Commission in a public 4D meeting held prior to the joint meeting.

**ADVISORY NEIGHBORHOOD COMMISSION 4D****NOTICE OF MEETINGS**Section 6.07

Commission 4D shall give notice of all meetings or convocations to each Commission member and resident in ANC 4D, no less than seven (7) days prior to the date of such meeting. A shorter notice may be given in the case of an emergency or for other good cause but not less than three (3) days prior to the date of such meetings. Notice of regular and emergency meetings may be given by:

- (1) posting written notice in at least two (2) conspicuous places in each single member district within the Commission 4D area;
- (2) publication in a city or community newspaper;
- (3) mailing notice through a mailing list; and
- (4) other manner directed by the Commission.

The Chairperson of Commission 4D shall be responsible for preparing and posting uniform notices of the meetings of Commission 4D in accordance with this section and Commission funds and personnel shall be used for this purpose.

**ADVISORY NEIGHBORHOOD COMMISSION 4D****QUORUM**Section 6.08

Unless otherwise provided in these By-laws to constitute a quorum for the transaction of official business at any meeting of Commission 4D, shall require no less than six (6) of the ten (10) allocated Commissioner slots be actively filled and the presence of a majority (more than half) of active Commissioners in office at that time.

An active Commissioner for the purposes of determining quorum, is one who is in office and who has not missed the two consecutive meetings before the meeting in question. However, if at a meeting of Commission 4D, a majority of the Commissioners in office at the time are not present, the Chairperson of such meeting shall entertain a Motion to recess or a Motion to fix the time at which to adjourn. No other official business may be transacted at a meeting in which a quorum is not present.



**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**MAJORITY VOTE: VOTING**

Section 6.09

The acts of a majority (more than half) or the Commissioners present and voting at a meeting for Commission 4D at which a quorum is present shall be the acts of Commission 4D provided that:

- (1) unless otherwise required by law, no vote at a meeting need be a written ballot;
- (2) upon request by a Commissioner, a roll call vote will be taken;
- (3) a Commissioner may not vote by proxy; and
- (4) any Commissioner unable to attend a meeting may submit written views on any subject to be considered by the Commissioners participating in such meetings.

**ARTICLE VII**

**COMMITTEES**

**STANDING COMMITTEE OF COMMISSION 4D**

Section 7.01

Each standing committee shall be responsible for analyzing the needs of the community to be benefited by ANC action, for proposing ANC actions, and for providing general advice to the Commission in its domain. The following standing committees are established (each committee may establish subcommittees thereof):

**ADVISORY NEIGHBORHOOD COMMISSION 4D****(1) Community Revitalization and Beautification**

This committee would be responsible for land use planning, housing, neighborhood stabilization, neighborhood improvement, public space projects, revitalization of commercial strips, transportation issues, DC Public Works Department and other such D.C. Government activities in our community which maintain or increased the physical and social vitality and beauty of our community.

**(2) Committee on Government Operations and Community Relations**

This committee would be responsible for improving government communications with D.C. Government on all legislation and rulings on ANC activities, and to represent the community and ANC 4D in those areas of government operations not specifically covered in the responsibility of another Standing Committee. This committee shall be responsible for improving communications between the Commission and 4D community. The committee shall determine the need, format, and content of an ANC 4D newsletter and insure that one is produced on a quarterly basis, or such time that be specified by Commission 4D. This committee would be responsible for organizing town meetings on specific community problems (in conjunction with other concerned Committees) and determining ways in which specific problem areas can be addressed. If any specific problem becomes the focus of great activities in ad hoc committee on this topic might be formed.

**ADVISORY NEIGHBORHOOD COMMISSION 4D****ARTICLE VII****COMMITTEES - Continued****(3) Committee on Education Recreation and Youth Affairs**

This committee shall be responsible for matters relating to public education, libraries, cultural affairs, community parks and recreational facilities, and your affairs other than correctional ones. Youth employment and occupational training issues will be the responsibility of this committee.

**(4) Finance and Budget Committee**

This committee is responsible for matters relating to taxation and tax rate structures and raising of DC Government revenues. In conjunction with the treasurer, this committee shall draft the ANC 4D's annual budget proposal, advise the Commission on grant requests and all financial authorization.

**(5) Committee on Health and Human Services and the Needs of Senior Citizens**

This committee shall be responsible for general community health and environmental issues, social services and welfare, and particularly mandated to develop an agenda on governmental actions meeting the needs of senior citizens in our community. This committee shall be responsible for matters of public utility regulation and rate structures.

**(6) Committee on Public Safety**

This committee shall be responsible for matters relating to policy protection, correctional institutions, and fire prevention. It shall seek to improve Fourth District Police communication and service within the community and to develop

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community-based programs and to stimulate the DC government to take specific action on the community problems of crime and drug abuse.

(7) **Zoning and ABC Committee**

This committee shall be responsible for developing guidelines for members of the community wishing to testify before the DC boards and for drafting Commission positions and to develop Zoning and Alcohol and Beverage Control Board and staff contacts to assist the individual SMD Commissioners and residents on the procedural aspects of taking a position on any proposal before these boards (Zoning Commission, BZA, and ABC Boards). This committee shall address the ANC responsibilities under new DC law requiring ANC voice in alcohol and beverage licenses.

**OTHER COMMITTEES**

**Section 7.02**

Special and ad hoc committees may be established by a resolution adopted by a majority of the Commissioners active on the Commission.

**MEMBERSHIP**

**Section 7.03**

Each committee shall have at least one Commissioner members and additional local citizens appointed by the Commission. Membership of each committee, except ad hoc committees, shall be open to any resident of Commission 4D area. Community participation on the committees of

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the Advisory Neighborhood Commission 4D shall be actively sought by the Commission through public announcements. Committee chairpersons shall be appointed by Commission 4D.

**TERM OF OFFICE**Section 7.04

Each member and chairperson of a committee shall continue to serve until the next January and until his or her successor is appointed, unless the member resigns or is removed from the committee.

**VACANCIES**Section 7 .05

Vacancies on a committee may be filled by appointment by the Chairperson of the committee with the approval of the Commission 4D.

**QUORUM**Section 7 .06

The committees shall be working groups seeking to advise the Commission and to develop programs and procedures for the Commission. Much of this activity shall be performed by subcommittees, working groups or individuals with the committee. Unless mandated by the Commission or a majority of the committee, such actions shall not require a fixed quorum.

Formal proposals, annual reports, or acts of the committees shall require the approval by vote of a quorum consisting of more than half of the committee members. Due notice of all such formal committee meetings and proposed votes will be given all committee members.

**ADVISORY NEIGHBORHOOD COMMISSION 4D****MAJORITY VOTE: VOTING**Section 7.07

The act of a majority (more than half) of the members present and voting at a meeting at which a quorum is present shall be the act of the committee, unless other provided in the resolution establishing it. No act of a committee shall be the act of Commission 4D unless specifically approved and adopted by vote of the Commission.

**REPORTS**Section 7.08

Each committee shall present annual reports in writing to Commission 4D and such other reports as requested by Commission 4D. Minority reports may be submitted by those members of the committee who oppose the position taken by a majority vote of the committee.

**RULES**Section 7.09

Each committee may adopt rules for its own governance not inconsistent with these Bylaws or with the resolution establishing the committee.

**ADVISORY NEIGHBORHOOD COMMISSION 4D****ARTICLE VIII****EMPLOYEES - POSITIONS**Section 8.01

Commission 4D may employ an office manager, an assistant, and maintenance personnel and establish such other positions by resolution by a majority (more than half) of the Commissioners present and voting at a meeting at which a quorum is present.

The office manager, who shall have his or her duties defined by an supervised solely by the Chair or Vice-Chair, in absence of the Chair, shall be responsible for coordinating day-to-day activities of the office, including but not limited to receipt and delivery of Commission mail, disbursing petty cash funds, maintaining time and attendance records, typing, filing, and other duties as designated by the Chairperson or Vice-Chairperson, in absence of the Chair.

Office assistants and maintenance personnel shall be supervised by the office manager and have their duties defined by the Chair or Vice-Chair, in absence of Chair.

**HIRING AND FIRING**Section 8.02

Commission 4D shall by resolution hire both full-time and part-time employees and shall set forth therein the job description of such positions. An employee may be fired only by a majority (more than half) of the Commissioners present and voting at a meeting at which a quorum is present. Commission 4D shall be an equal opportunity employer.

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ARTICLE IX

COMPLAIN ADMINISTRATION  
RECEIPT OF CONSTITUENT SERVICES REQUESTS (CSR)

Section 9.01

(1) Any Commissioner who receives a request or complaint, whether oral or written, shall, within five (5) days after receipt thereof, forward the complaint or a copy of complaint to the office manager and inform the office manager whether the complaint should be referred for monitoring to the Standing of Special Committee having primary jurisdiction. If a complaint is received by a Commissioner from a resident who is not a member of his or her single-member district, such Commissioner shall immediately inform the Commissioner who represent the area where the complainant resides of the complaint and the Commissioner to whom the complaint is referred shall follow the above procedures.

(2) CSRs received by the office manager shall within three (3) days after receipt therefore, be referred to the Commissioner who represents the single-member district in which the complainant resides. The Commissioner shall then inform the office manager, within five (5) days after being told of the complaint, of his or her intent to monitor the complaint or to have the complaint referred for monitoring to Standing of Special Committee having primary jurisdiction.

(3) Upon receipt of a complaint, the office manager shall immediately record such complaint in the Complain Monitoring Register (CMR). The CMR shall contain the following information for each complaint received.

- (i) constituent name and address; (ii) nature of complaint or inquiry
- (ii) date complaint was received and by whom;



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- (iii) committee or Commissioner referred to and date of referral and (v) action taken and date thereof.

Complaints shall be recorded in chronological order. After the complaint is recorded in CMR, the office manager shall make a separate file for each subsequent correspondence relating to the CMR. When a complaint is not submitted in writing, the person receiving such complaint shall prepared a complaint form which shall be the original complaint referred to above.

- (4) Within fifteen (15) days after the date that CMR is made to a Commissioner or the office manager, the office manager shall send to the constituent an acknowledgement of receipt, which informs the CSR of the name of the Commissioner or committee monitoring the CSR, and

**CSR PROCESSING**Section 9.02

- (1) In monitoring any CSR, Commissioner or Standing of Special Committee shall utilize District government officials and documents made available by law to Commission 4D for carrying out its responsibility.
- (2) Immediately upon completion of the monitoring of a CSR, but in no case more than seven (7) days after completion of the monitoring of a complaint, the Commissioners or Committee Chairperson responsible for the monitoring shall notify the complainant of the findings.
- (4) When several CSR's are received involving the same issue and same District government entity, Commission 4D, after preliminary monitoring has been completed, may petition, upon approval of a majority (more than half) of the

**ADVISORY NEIGHBORHOOD COMMISSION 4D**

**CSR PROCESSING**

Section 9.02 (Continued)

Commissioners present and voting, the Council of the District of Columbia through the Government Operations Committee or such successor committee to initiate a legal action in the Courts of the District of Columbia or in the Federal Courts, provided that this limitation does not apply to or prohibit any Commissioner from initiating a legal action as a citizen.

**ARTICLE X**

**FINANCIAL ADMINISTRATION**

**FISCAL YEAR**

Section 10.01

The fiscal year of Commission 4D shall begin on the first day of October and end l the last day of September in each year, but may be changed by resolution of Commission 4D to conform to law.

**CONTRACTS**

Section 10.02

Commission 4D may by resolution or by these Bylaws authorize the Chair to enter into any contract or execute and deliver any instrument in the name of ANC on half of Commission 4D and this should be fully discussed in a meeting with a majority the commissioners present and the evidence of a vote.

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**CHECKS, DRAFTS, ETC.**

Section 10.03

All checks, orders for the payment of money, bills or lading, warehouse receipts, obligations, bills of exchange, and insurance certificates shall be signed or endorsed by the Treasurer and the Chair, or Executive Secretary, in absence of Chairman. If necessary the designation of another officer for check signature may be made if approved by both the D.C. Auditors Office and a majority vote of the 4D Commissioners in a public meeting.

**DEPOSITS AND ACCOUNTS**

Section 10.04

All funds of Commission 4D, not otherwise employed, shall be deposited from e to time in general or special accounts in such banks, trust companies, or other depositories as Commission 4D may select. For the purpose of deposit and collection for account of Commission 4D, checks, drafts, and other orders for the payment of money that are payable to the order of Commission 4D by the Treasurer and Chair, or Vice Chair, in absence of the Chair.

**SECURED BONDS**

Section 10.05

Commission 4D will secure bonding coverage from DC – ANC SEC. Fund for the faithful discharge of the duties of the Chairperson, Treasurer and Executive Secretary, who have custody and/or discretion over any funds of Commission 4D.

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**COMMISSION RECORDS**

Section 10.06

Commission 4D shall keep at its principal place of business:

- (i) original records of the proceedings of its meetings
- (ii) original Bylaws, including all amendments thereof to date, certified by the Executive Secretary
- (iii) appropriate, correct, and complete books and records of account; and
- (iv) all correspondence dealing with Commission 4D business.

**AUDITING OF COMMISSION'S BOOKS AND RECORDS**

Section 10.07

Commission 4D shall insure that the Commissions books and records are audited, "INHOUSE", starting January of every year.

**ARTICLE XI**

**AMENDMENT OF BYLAW**

**Amendments**

Section 11.01

Amendments of these Bylaws may be proposed at any meeting of Commission 4D.

Amendments shall be voted on at the first regular meeting thereafter, or at a special meeting

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**ARTICLE XI**

**AMENDMENT OF BYLAW**

**Amendments – Continued**

called for that purpose not less than one (1) week after the time of the offering of the amendment.

The Bylaws may be amended by Commission 4D by a vote of two-thirds (2/3) of the Commissioners present and voting at a meeting at which a quorum is present, provided that the notice of such meeting shall have stated the substance of the amendment or amendments. An up-to-date copy of these Bylaws and all amendments thereto shall be filed with the Council of the District of Columbia within seven (7) days of their adoption.

**SEPARATION CLAUSE**

**Section 11.02**

In the event that Amendments to DC law or judicial rulings render any section or subsection of these Bylaws inapplicable, the remainder of these Bylaws are still in effect.