

1 BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 4E
2 Effective January 17, 2023
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4

5 ARTICLE 1. NAME
6

7 Section 1. The name of this Commission is Advisory Neighborhood
8 Commission 4E. It is established by DC Code § 1-309.02, as
9 amended. The boundaries of the Commission are as follows:
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11 Beginning at the intersection of the center line of Rock
12 Creek and Military Road, N.W.; then east along Military
13 Road, N.W.; then east along Missouri Avenue, N.W.; then
14 south along Georgia Avenue, N.W.; then west along Allison
15 Street, N.W.; then southwest along Arkansas Avenue, N.W.;
16 then southwest along Piney Branch Parkway, N.W., to its end
17 at an intersection with Beach Drive, N.W.; then southwest
18 along a projected line extending Piney Branch Parkway,
19 N.W., southwest to the center line of Rock Creek; then
20 north along the center line of Rock Creek to the point of
21 beginning.
22

23 ARTICLE II. OBJECT
24

25 Section 1. The Commission has the duties, powers and
26 responsibilities described in DC Code § 1-309.10, as amended.
27

28 ARTICLE III. Members
29

30 Section 1. The Commission shall be comprised of those persons
31 duly elected to represent the Single Member Districts within the
32 Commission area.
33

34 Section 2. All members shall have equal voting rights following
35 the principle of one person, one vote. There shall be no voting
36 by proxy.
37

38 ARTICLE IV OFFICERS
39

40 Section 1. The Commission shall elect a Chairperson, a Vice
41 Chairperson, a Secretary, and a Treasurer.
42

43 Section 2. The election shall take place in January of each year.
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45 Section 3. Each candidate for office shall be nominated by a
46 member of the commission. Commissioners may nominate themselves.
47 Seconds are not required.
48

49 Section 4. When nominations are closed, the voting shall take
50 place as determined by the Commission at that time. However, no
51 secret ballots are allowed.
52

1 Section 5. The elected officers shall be elected to serve for
2 one year or until their successors are elected. Their terms of
3 office shall commence at the close of the meeting at which they
4 are elected. In the event of a vacancy, the officer filling the
5 vacant position shall only serve out the term of the officer he
6 or she replaced.

7
8 Section 6. A simple majority shall be required for election of
9 officers. If there is not simple majority after the first ballot,
10 there shall be an election between the candidates receiving the
11 most votes.

12
13 Section 7. If there is a vacancy among the officers, the
14 Commission shall hold an election the next meeting of the
15 Commission. If there is a vacancy in the office of Treasurer,
16 the Commission may hold a special meeting to elect a new
17 Treasurer.

18
19 Section 8. The Chairperson shall serve as a convenor of the
20 Commission and shall chair the Commission meetings. In the event
21 any vote will affect the Chairperson's own position the Vice
22 Chairperson shall act as the presiding officer. The Chairperson
23 shall not have the right to take any action not provided for
24 herein or in the DC Code, such as unilaterally supervising staff,
25 deciding the Commission's meeting schedule, or being the ANC's
26 sole representative to the DC government.

27
28 Section 9. The Chairperson shall have the power to call special
29 meetings of the Commission and of the Executive Committee.

30
31 Section 10. In the Chairperson's absence, or when the Chairperson
32 wishes to give up the chair, the Vice-Chairperson shall act as
33 the chair. In the event the Commission does not have a
34 Chairperson or Vice-Chairperson or the Chairperson and Vice-
35 Chairperson are absent, a Chairperson Pro-Tempore shall preside.
36 Any currently serving officers may be eligible to serve in this
37 role. The order that officers are listed in the Bylaws shall
38 serve as the order in which each officer may assume the role. An
39 officer may opt out of serving in the role which shall pass the
40 role to the next officer. If there are no officers, or no more
41 officers willing to serve, the Commission shall randomly select
42 a Commissioner to call a meeting to order and preside over the
43 immediate election of a Chairperson if there is no active
44 Chairperson or a Chairperson Pro-Tempore.

45
46 Section 11. The Secretary shall ensure that minutes are kept for
47 all meetings of the commission and that copies are distributed
48 to all members of the Commission. The Secretary shall also
49 ensure that notice is given for all Commission meetings as
50 required by District law.

51

1 Section 12. The Secretary shall serve as the central repository
2 of copies of minutes of all standing, special and administrative
3 committees.

4
5 Section 13. The Treasurer shall be responsible for developing a
6 draft annual fiscal year budget to be approved by the Commission,
7 preparing and submitting quarterly financial reports in
8 accordance with District law following their approval by the
9 Commission, keeping the Commission's financial records and
10 accounts, and for executing its expenditures in accordance with
11 District law. No expenditure of any amount may be made without
12 authorization by the Commission. Each expenditure over \$50.00
13 must be specifically approved by the Commission, except that
14 recurring expenditures, such as for rent, telephone, employment,
15 and professional services, may be approved as general budget
16 items. Amounts less than \$50.00 may be expended by general
17 authorization, provided that records of general authorization
18 expenditures must be transmitted to the Treasurer prior to any
19 reimbursement for such funds.

20
21 Section 14. All checks must be signed by two officers one of
22 whom must be either the Treasurer or the Chairperson.

23
24 Section 15. The officers shall have the assistance of the
25 Commission staff in carrying out their duties as may be required.

26
27 Section 16. Any officer may be removed from office at any time
28 by majority vote of the elected Commissioners, with or without
29 cause.

30
31 ARTICLE V. MEETINGS

32
33 Section 1. Each January the Commission shall decide on a
34 schedule of meeting times and places for the next 12 months.
35 The Commission, however, may modify the schedule if necessary.
36 In case of an emergency, the Chairperson may reschedule the
37 meeting time or location.

38
39 Section 2. No official action may be taken by the Commission
40 unless a quorum is present and a majority of those "voting yea
41 or nay" vote in favor of the action.

42
43 Section 3. A quorum is a majority of the current Commission
44 members. However, there is not a quorum unless a majority of
45 the SMDs have Commissioners.

46
47 Section 4. Special meetings of the Commission can be called by
48 the Chairperson, the Executive Committee, or by written request
49 of three Commission members. The purpose of the meeting shall be
50 stated in the notice and no other topic may be discussed at that
51 meeting.

1 Section 5. Any documents that the Commission will be voting on
2 shall be completed and submitted to the full Commission at least
3 48 hours prior to the public meeting at which they will be
4 considered. Special exceptions may be granted by a majority vote
5 of the Commissioners present at the meeting.

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7 ARTICLE VI. EXECUTIVE COMMITTEE

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9 Section 1. The Executive Committee shall consist of a) the
10 Chairperson; b) the Vice-Chairperson; c) the Secretary; and, d)
11 the Treasurer.

12
13 Section 2. The Executive Committee of the Commission shall have
14 the authority to establish special committees.

15
16 Section 3. The Executive Committee of the Commission shall have
17 the power to propose meeting agenda and make recommendations for
18 the operation of the Commission.

19
20 Section 4. A majority of the members of the Executive Committee
21 shall constitute a quorum.

22
23 Section 5. Meetings of the Executive Committee may be called by
24 the Chairperson or by a majority of the Committee.

25
26 ARTICLE VII. COMMITTEES AND TASK FORCES

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28 Section 1. Committees shall be either standing committees or
29 special committees. Standing committees are those created
30 permanently by majority vote of the Commission. Special
31 committees and Task Forces are those created temporarily by the
32 Commission or the Executive Committee. Task Forces may be
33 organized only on a temporary basis for a specific purpose.

34
35 Section 2. In accordance with District law, the chairmanship of
36 each Commission committee or task force shall be open to any
37 resident of the Commission area. The chairperson of each such
38 committee or task force shall be appointed by the Commission.
39 The Commission shall make a good faith effort to involve all
40 segments of the Commission population in its deliberations
41 regardless of race, sex, age, voting status, religion, economic
42 status, sexual orientation, or gender identity or expression.

43
44 Section 3. The Chairperson shall ensure that items requiring
45 committee action are be referred to the appropriate committee(s)
46 on receipt.

47
48 Section 4. Committee recommendations for Commission action shall
49 be placed on the agenda for the first ANC meeting after they are
50 adopted, if requested by the Committee.

51 Section 5. All Committee meetings shall be announced on the ANC
52 website at least 24 hours in advance except in case of an
53 emergency or for other good cause.

1 Section 6. Committees and Task Forces shall be advisory only,
2 except that the Committee or Task Force determinations may be
3 officially adopted by a vote of the Commission.

4
5 ARTICLE VIII. STANDING RULES

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7 Section 1. The Commission may adopt rules to implement the
8 requirements of these Bylaws and to enhance the efficiency and
9 operation of the Commission. The rules may be adopted or amended
10 by majority vote at any Commission meeting.

11
12 Section 2. The Commission shall adopt rules for the use of the
13 ANC office and supplies based on the following two principles:
14 (1) all Commissioners shall have equal access to the office;
15 and, (2) the use of the office and Commission supplies shall
16 meet "public purpose" test.

17
18 Section 3. The Commission shall adopt standing rules for
19 handling constituent recommendations. The rules shall designate
20 one person to ensure that constituent recommendations are
21 referred to the proper Commissioner or government agency for
22 action.

23
24 ARTICLE IX. PARLIAMENTARY AUTHORITY

25
26 Section 1. Roberts' Rules of Order shall govern the Commission
27 except where they are not consistent with District law, these
28 bylaws or any standing rules the Commission may adopt.

29
30 ARTICLE X. AMENDMENT OF BYLAWS

31
32 Section 1. Revision of these Bylaws requires a majority vote of
33 all Commissioners. Each Commission member shall have at least
34 two weeks prior notice that an amendment(s) is being proposed to
35 the Bylaws. The notice shall include the suggested change(s).

36
37 Section 2. These Bylaws shall be consistent with all
38 Congressional and District legislation and other applicable laws
39 regarding ANCs. Any inconsistencies are null and void. In the
40 event any Article or Section of these Bylaws shall be found to
41 fail to conform with District of Columbia Law then District of
42 Columbia Law shall take precedence.

43
44 ARTICLE X. MISCELLANEOUS

45
46 Section 1. If the Commission chooses to employ staff, it shall
47 develop and implement a position description which will fully
48 delineate the duties and responsibilities and expectations for
49 the staff in terms of hours of work, location of work,
50 supervision, timesheets and salary. This will be voted on,
51 prior to the selection (hire) or extension of an offer, at an
52 ANC public meeting, unless there are overriding reasons not to
53 make the terms of the employment public.

1 Section 2. Each Commissioner has the responsibility for
2 responding to their own single member district (SMD) issues.
3 Subject to Section 3 of this Article X, no other Commissioner
4 should interfere, or assume any responsibility, for another's
5 SMD. We recognize that there may be common issues and
6 interests, but we agree, through these Bylaws, to respect the
7 autonomy of each respective SMD areas. To the extent that a
8 Commissioner may be approached by a resident of another SMD,
9 the Commissioner will notify the elected SMD Commissioner and
10 allow that Commissioner an opportunity to address the
11 situation.

12
13 Section 3. Reassignment of Single Member District Work
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15 1) Scope. This section applies when a Commissioner receives
16 notice from a District agency, board, or commission
17 about a matter affecting the SMD Commissioner's single-
18 member district in which the Commission would be
19 entitled to party status. These matters are:

- 20
21 a) Zoning cases before the Board of Zoning Adjustment or
22 Zoning Commission;
23 b) Public space permits;
24 c) Alcoholic Beverage Regulation Administration license
25 requests, renewals, or protests; and
26 d) Historic Preservation Review Board cases.

27
28 2) Notification.

29
30 a) In the matters described in Article III, Section
31 3(1), the SMD Commissioner is expected to notify the
32 Commission, and the SMD Commissioner's neighborhood
33 area, of the matter. This includes notifying
34 neighborhood residents about upcoming ANC proceedings on
35 the matter and conducting any meetings with the
36 applicant and neighbors.

37
38 b) If a majority of the Commission's officers conclude
39 that a SMD Commissioner has failed to carry out the
40 responsibilities described in Section 3(2), those
41 officers may ask one or more SMD Commissioners to assume
42 those responsibilities on the matter, as described in
43 Article III, Section 3(2)(c) and (d)below.

44
45 c) The Officers shall make reasonable efforts to contact
46 the SMD Commissioner through email, phone communication,
47 or at one of the Commission's meetings to understand why
48 they are not responding to any items where they may
49 intervene. It is not a requirement that the Officers
50 wait until the Commissioner responds in order to
51 intervene due to the time sensitivity of these cases.
52

1 d) The Officers shall notify the full Commission of
2 their decision and inform the Commission which
3 Commissioner, or Commissioners, will be intervening on
4 behalf of the Commission.
5

6 3) Expectations for the Interveners.

7 a) The Commissioner or Commissioners that will intervene
8 in these cases shall be responsible for doing the
9 following:

10 i) Notifying the applicant and community that they
11 will keep them apprised of the case and convey
12 community feedback to the Commission. They shall
13 also inform them when the Commission will have
14 their case on the agenda for consideration and any
15 instructions for participating in that meeting.
16

17 ii) Conducting appropriate community outreach based on
18 the Commission's expectations and time available.
19

20 iii) Drafting any letters corresponding to the case for
21 the Commission to consider
22

23 24 4) Commission Authority.

25 a) A majority of the Commission may vote to overturn the
26 Officers' decision to request other Commissioners
27 intervene in these cases.
28

29 b) The Commission must vote to appoint a Commissioner or
30 Commissioners to represent the Commission before any
31 agency, board, or commission. Asking a Commissioner or
32 Commissioners to intervene in community-facing work does
33 not mean that they can represent the Commission before
34 the agency, board, or commission unless duly voted to do
35 so by the Commission.
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