



ADVISORY NEIGHBORHOOD COMMISSION 6E

BY-LAWS

AMENDED JULY 2020

ARTICLE I. NAME AND BOUNDARIES

SECTION 1. NAME

There is established by the Council of the District of Columbia, “Advisory Neighborhood Commission 6E,” which shall be referred to herein as the “Commission” or “ANC.”

SECTION 2. BOUNDARIES

The boundaries of the Commission are those described in D.C. Official Code §§1-309.03, 1-309.3

ARTICLE II. OBJECTIVE

SECTION 1. RESPONSIBILITIES

- A. The Commission has the duties and powers described in D.C. Official Code § 1-309.10. The Commission may advise the Council of the District of Columbia, the Mayor and each executive agency and all independent agencies, boards and commissions of the government of the District of Columbia with respect to all planning, streets, alcoholic beverage licenses, recreation, social services, education, health, public safety, sanitation and any other related matters as they affect the Commission area and the quality of life in the District as a whole.
- B. The Commission shall have the opportunity to comment on any proposed District of Columbia action including, but not 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 grant funds to a citizen organization or group, the formulation of any improvement licenses or permits affecting the said Commission area, the District budget, city goals and priorities, proposed changes in the District Government service, and any proposed development.
- C. The Commission may present its views to any Federal or District Government entity. The Commission may initiate its own proposals for District Government action. The Commission shall monitor complaints of Commission area residents with respect to the District Government services and file comments and suggestions with the appropriate District Government entity as well as the District of Columbia Council.

- D. On or before November 30th of each year, the Commission may file an annual report with the Council of the District of Columbia and the Mayor for the preceding fiscal year. The Chairman, with the assistance of the Secretary shall be responsible for the preparation of the report. Such report shall include but not be limited to:
- a. Summaries of important problems perceived by the Commission, in order of their priority;
 - b. Recommendations for actions to be taken by the District Government;
 - c. Recommendations for improvements on the operations of the Commission;
 - d. Financial reports;
 - e. Summary of the Commission activities
- E. The Commission, other than for neighborhood improvement campaigns, may operate programs only in conjunction with existing governmental agencies
- F. The Commission may, when appropriate, constitute the citizen advisory mechanism required by any federal statute.

ARTICLE III. MEMBERS

SECTION 1. MEMBERS

The Commission shall be composed of those persons duly elected and certified by the District of Columbia Board of Elections as representatives of Single Member Districts (SMD) within the Commission area.

SECTION 2. TERMS

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 certifies the election of such member, whichever is later. (*See* D.C. Official Code § 1-309.06(b))

SECTION 3. VACANCIES

Any vacancy in office due to death, resignation, failure to maintain the qualifications for office under D.C. Official Code § 1-309.05, or removal shall be filled in accordance with D.C. Official Code § 1-309.06.

SECTION 4. COMPENSATION

The members shall serve without compensation. However, appropriate expenses incurred by members may be reimbursed by the Commission upon authorization.

SECTION 5. CONFLICTS OF INTERESTS

The District of Columbia's conflict of interest law (D.C. Official Code § 1-1162.23) applies to all Commissioners. The Commission shall not employ or contract for services a Commissioner, a relative of a Commissioner, or anyone in his or her household.

ARTICLE IV. OFFICERS

SECTION 1. NUMBER AND TERM

- A. Pursuant to D.C. Official Code § 1-309.11, the Commission shall elect from among its members at a public meeting of the Commission held in January of each year, a Chairperson, Vice-Chairperson, Secretary, and Treasurer (collectively referred to as "officers"). The officers shall be elected by the voting members of the Commission.
- B. The elected officers shall be elected to serve for one year or until their successors are elected. Their terms of office shall commence at the close of the meeting at which they are elected. If an incumbent officer is no longer on the Commission, the term of the newly elected officer commences immediately.

SECTION 2. ELECTION PROCEDURES

- A. The order of nomination and election shall be Chair, Vice Chair, Secretary, and Treasurer. The election for each officer shall take place before nominations for the following office are opened.
- B. Each candidate for office shall be nominated by a member of the Commission. Each nomination may be seconded by another member of the Commission. Nomination speeches are permitted. The Chair or presiding officer will ask the nominee whether he/she will accept the nomination. If the nominee accepts the nomination, the nominee may also make a brief statement.
- C. When nominations are closed, the Commission shall determine the method of voting and voting shall take place at that time. However, voting by ballot is not permitted.

- D. A majority of Commissioners present shall be required for election of officers. If any office remains unfilled after the first vote, voting is repeated twice to obtain majority vote for a single candidate. If after the third vote a candidate has not received a majority, the winner will be chosen through the drawing of lots.
- E. The Chairperson may appoint a Parliamentarian and may assign appropriate duties. The Parliamentarian shall be a resident within the ANC 6E boundaries who is familiar with Roberts Rules of Order and who shall serve at the pleasure of the Chairperson.

SECTION 3. REMOVAL OR VACANCIES

- A. In case of vacancies among officers, except for a vacancy of the office of Treasurer, a new officer shall be elected to serve out the term of the officer vacating his or her position at the next regular meeting of the Commission. The election shall be held in accordance with Section 2 of Article IV.
- B. In the event of a vacancy in the office of Treasurer, a special meeting of the Commission shall be held within 10 days of such vacancy to select a new Treasurer, unless a regular meeting is to be held within 14 days. The election shall be held in accordance with Section 2 of Article IV.
- C. An officer of the Commission may be removed by the following procedure outlined in D.C. Official Code § 1-309.11(e)(2)(A-D).

SECTION 4. LIMITATION OF TENURE OF CHAIR

No member may serve as the Chair of the Commission for more than two consecutive one-year terms.

SECTION 5. DUTIES OF THE CHAIR

- A. The Commission is responsible for ANC personnel employment activities (hiring, firing, personnel guidelines and other personnel policy matters).
- B. The Chairperson shall serve to convener of the Commission and shall chair the commission meetings. The chairperson shall manage and supervise office activities and personnel.

C. The Chairperson may rule on procedural questions from the chair and such rulings may only be overturned by a majority vote of the Commission on procedural questions should it become necessary.

D. The Chairperson shall keep the Commission informed as well as possible of all government activities affecting the area within the commission's boundaries.

SECTION 6. DUTIES OF THE VICE-CHAIR

The Vice-Chairperson shall provide such assistance to the Chairperson as is required and shall perform the duties as may be delegated by the Chairperson, and shall serve as the Chairperson in the absence of the Chairperson. He/she shall serve as the official spokesperson to the media as deemed necessary by the Chairperson.

SECTION 7. DUTIES OF THE SECRETARY

The Secretary shall be responsible for the written recording of the minutes for all meetings to all members of the commission and for assuring distribution of copies of minutes to all members of the commission. He/she shall have the assistance of the commission staff if required. He/she shall be responsible for maintaining updates, archives and records of all commission reports with the assistance of the administrative staff. He/she shall be responsible for assisting the Chairperson with the preparation of the annual report.

SECTION 8. DUTIES OF THE TREASURER

A. The Treasurer shall keep a record of all receipts and expenditures of funds. The record shall be consistent with the requirements of the District of Columbia's Auditors Office.

B. The depository of all ANC 6E's funds shall be a recognized financial institution in the District of Columbia insured by the Federal Deposit Insurance Corporation (FDIC). The financial records of the Commission shall be available for examination and review by the Commission and any other government officials upon request. The Treasurer shall report at every monthly meeting.

C. The Treasurer shall develop an annual fiscal budget for approval by majority vote of the Commission by March 30th of each year.

- D. A final budget shall be submitted to the Council and to the Mayor, and the DC Auditor on or before April 30th of each year provided that submission of any other dates may be required to conform to the District of Columbia's budget schedule.
- E. The Treasurer shall prepare, and the Commission shall approve, a quarterly financial report within 45 days of the close of the fiscal quarter. These reports shall be public documents and shall be available for public inspection. The quarterly report signed by the Treasurer and Chairperson and attested to by the Secretary as having been approved by the Commission shall be filed within seven days of approval with the District of Columbia Auditor.
- F. Every expenditure of funds by the Commission shall be authorized by the Commission and recorded in the Commission's books of account by the Treasurer. All expenditures over \$150 other than budgeted expenditures must be authorized in advance by the Commission. The Commission shall make no expenditure with the office of Treasurer vacant.

SECTION 9. DUTIES OF PARLIAMENTARIAN

- A. The Parliamentarian shall be responsible for knowing and understanding the basic tenets of these bylaws and the Commission's standing rules and shall assist the Chair in their execution in an orderly fashion.
- B. The Parliamentarian shall also perform other such duties as the Chair may direct.

SECTION 10. BONDING

The Chairperson and the Treasurer shall be bonded. However, membership in the Advisory Neighborhood Commission Security Fund shall serve in place of a bond. The Treasurer and the Chairperson should file with the Auditor's office a form which should include:

1. The Treasurers name
2. Home address
3. Business telephone number
4. Business Address
5. Home telephone number
6. Location of the books and records of the commission, and

7. Name and location of each depository.

ARTICLE V. MEETINGS

SECTION 1. NOTICE, MEETINGS OPEN TO PUBLIC

- A. Pursuant the provisions of S742(a) of the District of Columbia Self Government and Government Reorganization Act, all meetings of the Commission shall be open to the public.
- B. Pursuant to D.C. Official Code § 1-309.11(c) the Commission shall provide no fewer than seven days' notice of all Commission meetings, except where shorter notice for good cause is necessary or in the case of an emergency.
- C. Notice of regular and emergency meetings must include, but is not limited to, at least 2 of the following:
 - a. Posting written notices in at least 4 conspicuous places in each single-member district within the Commission area;
 - b. Publication in a city or community newspaper;
 - c. Transmitting or distributing notice to a list of residents and other stakeholders in the community; and
 - d. In any other manner approved by the Commission.
- D. The Commission shall establish such mechanisms as well ensure the broadest dissemination of information with respect to Commission meetings, positions, and actions. The Commission shall make a good faith effort to involve all segments of the Commission population in its deliberations.

SECTION 2. QUORUM

A quorum is a majority of the Commissioners. The Commission can only take official position if a quorum is present.

SECTION 3. REGULAR MEETINGS

- A. Each January the Commission shall decide on a schedule of meeting times and places for the next 12 months. The Commission must meet not fewer than nine times a year at a fixed day and time to be adopted by the Commission.

- B. The regular meetings of the Commission are scheduled for the first Tuesday of each month. If the first Tuesday falls on a holiday date or date otherwise unsuitable for meeting, the Chairperson, with the concurrence of the Commission, may set another date for the meeting that falls within the first two weeks of the month.
- C. The Commission may modify the schedule if necessary.

SECTION 4. SPECIAL MEETINGS

Special meetings of the Commission can be called by the Chairperson, the Executive Committee (Commission Officers) or by written request of three Commissioners. The purpose of the meeting shall be stated in the notice and no other topic may be discussed at that meeting. Reasonable notice shall be given in writing. Except in extreme emergencies, all special meeting notices shall meet the requirements of Section 1 Article V.

SECTION 5. VOTING

- A. No official action may be taken by the Commission unless a majority of the elected representatives of the Commission are present and voting (except as provided in Article VII, Section 4), not including Commissioners who have resigned, moved, or vacant seats on the Commission.
- B. Only Commissioners present can vote. Commissioners can either “aye” or “no.” Commissioners choosing not to vote shall be recorded “abstaining” and noted in minutes as such. There shall be no voting proxy.
- C. If at any time one-fifth of those Commissioners present demand a roll call vote, such a vote shall be ordered and each Commissioner’s vote shall be recorded in the minutes.
- D. Resident views should be considered in positions taken by the Commission.

ARTICLE VI. CONDITIONAL SUPPORT

- A. Before taking official action on any request from a for-profit entity (offering its “great weight”), including, but not limited to, support for a ABRA License, public space permit, zoning exception, zoning adjustment, HPRB approval, or any other District government approval for the functioning of a for-profit business, ANC 6E will encourage the entity to advertise future employment opportunities throughout ANC 6E, and require the entity to

contact the Office of Neighborhood Safety and Engagement (ONSE) to solicit potential applicants from its Pathways Program who meet the criteria for a job opening.

- B. ANC 6E will provide the entity with ONSE contact information so they may reach out to the office during their next job opening.

ARTICLE VII. EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION

The Executive committee shall consist of a) the Chairperson, b) the Vice-Chairperson, c) the Secretary and the d) Treasurer.

SECTION 2. POWERS

- A. The Executive Committee of the Commission shall set the agenda for Commission meetings.
- B. The Executive Committee of the Commission shall have the authority to establish special committees.
- C. The Executive committee of the Commission shall have the power to act on behalf of the Commission in emergency situations.
- D. A majority of the members of the Executive Committee shall constitute a quorum.
- E. Meetings of the Executive Committee may be called by the Chairperson or by the majority of the committee.
- F. Any Commissioner present at an Executive Committee meeting shall be entitled to vote.

ARTICLE VIII. COMMITTEES

SECTION 1. COMMITTEES

There shall be two categories of committees, standing committees and special committees. Standing committees are those created permanently by the majority vote of the commission. Special committees are those created temporarily by the commission or the Executive Committee.

SECTION 2. RESPONSIBILITIES OF COMMITTEES

- A. In accordance with District law, the chairmanship of each committee or taskforce shall be open to any resident of the Commission area. The chairperson of each committee or taskforce shall be appointed by the Commission.
- B. The chairperson shall ensure that items requiring committee action are to be referred to the appropriate committees upon receipt.
- C. Committee recommendations for Commission action shall be placed on the agenda for the first ANC meeting after they are adopted, if requested by the committee.
- D. All committee meetings shall be announced on the ANC website at least 24 hours in advance except in case of emergency or for other good cause.

ARTICLE IX. FINANCIAL

SECTION 1. FINANCIAL PROCEDURES

- A. The signature of either the Treasurer or the Chair, plus that of one other elected officer of the Commission, shall be required on every check drawn on the Commission bank account.
- B. Commission financial procedures shall conform to the DC Official Code and guidelines of the DC Auditor.
- C. The Commission shall, by a resolution approved by the majority of its members, designate a financial institution within the District of Columbia as depository for the Commissions funds. The Treasurer, Chairperson, and Vice Chairperson shall be authorized signers on the account. Any two (2) signatures will be required on checks drafts or orders of withdrawals.
- D. The Treasurer shall maintain the Commission accounts on a fiscal year basis, beginning Oct. 1 and ending Sept. 30.

SECTION 2. FUNDS

- A. Funds made available to the Commission are to be used primarily for supporting services (staff salaries, office space, equipment, supplies, reports, publications, etc.) required to discharge the advisory responsibilities mandated by law, and to undertake the operation of limited programs permitted by law.

- B. The Commission shall not regard itself as a governmental funding or grant dispensing agency. It shall not be a regular source of funds to subsidize community group's operations and activities.

ARTICLE X. STANDING RULES

SECTION 1. ADOPTION

The Commission shall adopt rules to implement the requirements of these By-Laws and to enhance the efficiency and operation of the Commission. The rules may be adopted or amended by majority vote at any Commission meeting.

ARTICLE XI. PARLIAMENTARY AUTHORITY

SECTION 1. AUTHORITY

Robert's Rules of Order shall govern the Commission except where they are not consistent with District Law, these by-laws or any standing rules the Commission may adopt.

SECTION 2. CONSISTENCY

These By-Laws shall be consistent with all Congressional and District legislation and other inapplicable laws regarding ANCs. Any inconsistencies are null and void.

ARTICLE XII. AMENDMENT OF THE BY-LAWS

Revision of these By-Laws requires a two-thirds vote of those present and voting "aye" or "no". Each Commission member shall have at least two weeks prior notice that an amendment is being proposed to the By-Laws. The notice shall include the suggested changes.