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ADVISORY NEIGHBORHOOD COMMISSION 7C
DISTRICT OF COLUMBIA GOVERNMENT

BY-LAWS

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ADVISORY NEIGHBORHOOD COMMISSION

BY-LAWS

ADOPTED _____

SECRETARY

ADVISORY NEIGHBORHOOD COMMISSION 7C

BY-LAWS

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ARTICLE I

ORGANIZATION

SECTION 1. NAME. The name of this organization is Advisory Neighborhood Commission 7C (ANC 7C), organized under D.C. Code 1-251 (1981 ED.)

SECTION 2. ADDRESS. The office of the organization is located at 4651 Nannie Helen Burroughs Avenue, N.E., Suite 2, Washington, D.C. 20019.

SECTION 3. BOUNDARIES. North on Minnesota Avenue, N.E. to Eastern Avenue, East on Eastern Avenue to East Capitol Street, West on East Capital Street to Division Avenue, North on Division Avenue to Nannie Helen Burroughs Avenue, West on Nannie Helen Burroughs Avenue, to Minnesota Avenue.

ARTICLE II

RESPONSIBILITIES AND POWERS

SECTION 1. ADVISE. Advisory Neighborhood Commission (ANC) 7C may advise the Council of the District of Columbia, the Mayor, each Executive Agency and all independent agencies, boards and commissions of the Government of the District of Columbia with respect to all proposed matters of the District Government policy, including decisions regarding planning, streets, recreation, social services, programs, education, health, safety, and sanitation which affects its Commission area. ANC 7C is empowered to recommend and propose policies and actions thereto.

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SECTION 2. REPRESENT. The Commissioners may represent their Single Member District and represent the Commission before the District Government,

Federal Government, organized groups of citizens and others as authorized by the commission and law.

SECTION 3. LIAISON. Advisory Neighborhood Commission 7C may provide liaison between the citizens of the ANC area, the Federal and District Governments, civic organizations, and other persons regarding a public matter. The Commission may, at a public meeting, appoint non-commissions to represent its views.

SECTION 4. MONITORING COMPLAINTS. The Commission shall monitor complaints of Commission area residents with respect to the delivery of District Government Services and may file comments with the appropriate District Government entity as well as the Council.

SECTION 5. CONTRIBUTION. The Commissioners may not receive contribution over \$400 without Council approval.

SECTION 6. DUPLICATION. The Commission may not, except for community enhanced programs, duplicate government programs.

SECTION 7. OTHER. The Commission may not perform any **sets** inconsistent with the law.

ARTICLE III

SECTION 1. COMPENSATION OF THE COMMISSION. The Commission shall be comprised of those persons elected and certified by the District of Columbia Board of Elections and Ethics as elected representative of the Single Member District of this Commission Area.

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SECTION 2. ELIGIBILITY. A registered voter having lived in his Single Member District at least 60 continuous days immediately preceding the day on which he files the nominating petitions as a candidate and **who holds** no

other elected public office. A candidate must have no less than 25 registered, qualified voter's signatures on his petition.

SECTION 3. TERMS OF OFFICE. Each member of the Commission shall serve for a term of two years, which shall begin at noon on the 2nd day of January in the next year. 1-257(b) (1) of the D.C. Code.

SECTION 4. VACANCIES. Vacancies are to be filled by an election pursuant to D.C. Code 1-257(d).

SECTION 5. COMPENSATION AND LIABILITY OF COMMISSIONERS. The Commissioners shall serve without compensation.

SECTION 6. CONFLICT OF INTEREST. No Commissioner shall use his/her official position or office to obtain personal or financial gain for himself or herself, any members of his or her household, or any business with which he or she or a member of his or her household is associated.

SECTION 7. COMMISSION POLICY STATEMENTS. Individual Commissioners, unless authorized by a majority vote of the Commission, manifested by a written resolution, may not make public policy statements for the Commission, or assume obligations for the Commission.

ARTICLE IV

OFFICERS

SECTION 1. CHAIRPERSON. The Chairperson shall serve as a convener of the Commission and shall have the authority to convene and preside over general and emergency meetings, and other authority delegated by the

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Commission or assigned by these By-Laws. The Chairperson shall be responsible for the management, monitoring, oversight and staff supervision of the ANC Office, with the advice of the Commission. The Chairperson shall prepare the agenda with the input of the commissioners, whose input shall be communicated to the chairperson no less than five working days prior to the next meeting.

SECTION 2. VICE CHAIRPERSON. In the absence of the Chairperson, the Vice Chairperson becomes the acting Chairperson with all the duties and responsibilities of the Chairperson; and other authority as delegated by the Commission.

SECTION 3. SECRETARY. The Secretary shall see to the preparation of the minutes of the Regular and Emergency Meetings of the Commission and for the Distribution of copies to all members of the Commission; shall see to the orderly maintenance of records, reports, documents and other papers received or produced by the Commission and members. Minutes shall be dated and signed. In the absence of the secretary, the chairperson shall appoint someone to take minutes.

SECTION 4. TREASURER.

1. The Treasurer shall file with the Office of the District of Columbia Auditor immediately after being elected, a form for the Commission Security Fund provided by the Auditor for the Bonding of the Treasurer, to include the Treasurer's name, home address, and location of Commission, Commission's funds including account numbers.
2. The Treasurer shall prepare, in conjunction with the Budget and Finance Committee, **annual fiscal year Budget. The Treasurer shall submit monthly and quarterly financial reports to the full Commission at the regularly monthly meetings, shall sign and drafts all checks; maintain a record of expenditures and receipts by the Commission - require justification and valid receipts for disbursement of Commission funds; disburse petty cash funds; maintain a checking account with the bank or financial institution agreed upon by the full**

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Commission; Reconcile bank statements within 15 days after receipt; shall be the keeper and maintain in force strict guidelines to protect the Commission's funds; and perform other duties as assigned by the Commission or whatever is necessary to conduct the affairs of the Commission. All checks must be signed by the Treasurer and Chairperson. In absence of the Chairperson, the Vice Chairperson shall sign.

3. No expenditure shall be made by the Commission during a vacancy in the Office of Treasurer. The Auditor must be notified immediately in writing of the vacancy.
4. A vacancy in the Office of Treasurer shall be filled immediately or within five days.
5. BANK ACCOUNT – The Commission shall establish our banking account at the Industrial Bank of Washington, located at 125 45th Street, N.E., Washington, DC 20019. Industrial Bank is a commercial bank insured by the Federal Deposit Insurance Act.
6. ANC BOOKS AND RECORDS - The Commission books, and records shall be maintained at the Commission Office.
7. AUTHORIZATION OF EXPENDITURES – All expenditures shall be voted on by the Commission at a regular meeting and shall be authorized in writing by the Treasurer, if not the Chairperson and recorded by the Treasurer in the Commission’s book of accounts. All regular expenditures shall be paid monthly. All approval must be recorded in the minutes.
8. REIMBURSEMENTS – All reimbursements must be submitted with valid receipts within 30 days for payment. No reimbursement after 30 days.
9. CONTRACTS – All contracts shall be reviewed and approved by the Commission and shall be signed by the Treasurer and the Chairperson.

SECTION 5. SERGEANT-AT-ARMS. The Sergeant-At-Arms shall advise the Commission, its officers and members with respect to issues or controversies arising in the course of Commission or Single Member District business; shall rule on procedural issues using these By-Laws; and perform other duties as assigned by the Commission.

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SECTION 6. OTHERS. There may be officers in addition to the preceding five.

ARTICLE V

GOVERNANCE

SECTION 1. EXECUTIVE COMMITTEE: The Commission shall be governed by the majority vote on motions of the commissioners at public meetings.

SECTION 2. ROBERT'S RULES OF ORDER. Robert's Rules of Order shall not govern the conduct of Commission meetings. Every question before the commission may be decided by the vote of the commissioners.

SECTION 3. OPERATING POLICIES AND PROCEDURES. These guidelines in addition to the By-Laws are to govern the conduct of the Commission, Commissioners, staff and citizens and the operation of the office on a daily basis.

ARTICLE VI

REGULAR AND SPECIAL COMMISSION MEETINGS

SECTION 1. LOCATION. Commission meetings shall be at its business office except as authorized by the Commission.

SECTION 2. PURPOSE OF ANC MEETINGS. The purpose of convening an ANC meeting is to further the responsibilities of this ANC pursuant to Article II of these By-Laws.

SECTION 3. REGULAR MEETINGS. Regular Commission meetings shall be held monthly at 7:30 P.M. on the Second (2nd) Thursday and shall be preceded by no less than seven (7) days written notice containing an agenda.

SECTION 4. EMERGENCY MEETINGS. An emergency meeting may be called by the Chairperson or four members of the commission within 24 hours

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telephone notice to all Commissioners. The agenda of emergency meetings shall be limited to the matter creating the emergency. An emergency meeting is a meeting convened to resolve an NAC matter requiring a decision immediately.

SECTION 5. QUORUM. The quorum shall be one-half plus one of the Commissioners present throughout the meeting. The presence or absence of a quorum shall be noted in the minutes. If there is a loss of a quorum, no further

official business may be transacted at the meeting. If a quorum is reestablished at that meeting, the ANC may continue to conduct official business.

SECTION 6. VOTING. Only Commissioners may vote during Commission meetings. No proxy voting shall be allowed. The Chairperson votes only to break a tie. Voting shall be by voice and the minutes shall record a Commissioner's vote. But voting to elect officers shall be by ballot. Standing Committees are Budget and Finance, Communications, Crime & Safety, Education, Recreation, Human Services and Aging, Planning and Zoning and Transportation, Legislation.

EXECUTIVE MEETINGS. The Executive meetings shall be held on the first Monday of the month at 7:30 P.M. The Executive Committee shall carry out the policy and have the overall responsibility for the management of the Commission.

SPECIAL MEETINGS. Special meetings shall be called by the Chairperson or by any Commissioner with the approval of the Chairperson in writing within (5) days written notice. The agenda must be included in the notice of such meetings and no other item may be acted upon.

ARTICLE VII RESIDENTIAL MEETINGS

SECTION 7.

a. CONVENING. Meetings of residents within the area of the Commission shall be convened no fewer than four times yearly at a date, time

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and location determined by the Commission, to hear resident views and advice on problems in the Commission area, proposed District Government actions, and any matter brought before it. A vote on such matters shall not bind a Commissioners nor the Commission.

b. PRESIDING. The Commission Chairperson or a designate of the Commission shall preside over the meetings.

c. MINUTES. The Secretary of the Commission shall record the minutes.

- d. NOTICE. No less than seven (7) days public written notice of residential meetings shall be provided said residents. The notice shall contain proposed topics to be discussed at the meeting.
- e. EXPENSE. The Commission may authorize reasonable expenditures for conducting said meetings.

SECTION 8. JOINT ANC MEETINGS. Commissioners may meet jointly.

ARTICLE VIII

COMMITTEE

SECTION 1. ESTABLISH. The commission may establish various Committees in its discretion and have oversight of them. Members of a committee shall be appointed by the chairperson of the commission.

SECTION 2. RESPONSIBILITY. The Committee shall be directly responsible to and supervised by the commission, which shall decide committee recommendations promptly and in writing.

SECTION 3. RULES. Except for a Committee of one member, Committees shall operate pursuant to rules promulgated by the Committees and approved by the Commission.

SECTION 4. CHAIRPERSON. The Committee shall elect their own officers. The Chairperson shall preside at their meetings and be their executive officer.

SECTION 5. CITIZEN REPRESENTATION. Committees under this article may have

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Non-Commissioners as members. Non-Commissioners may be appointed chairperson of the committee by the commission.

SECTION 6. COMMITTEE ACTION. Committee tasks may result from assignments from the Commission, from the committee's own initiative, or from issues brought to the committee by citizens of the area.

SECTION 7. SUBCOMMITTEES. The Chairperson of each Committee may establish subcommittees and regulate them, including a subcommittee of one.

SECTION 8. LOCATION OF MEETING. Committee meetings may convene at a location determined by its Chairperson.

SECTION 9. STANDING COMMITTEES. Standing committees are By-Laws, Office Management, Budget, Residential Meeting, and Quarterly Financial Report.

ARTICLE IX

DISCIPLINE

SECTION 1. REMOVAL. Any officer, Committee member, may be deprived of office for charge, or cause.

SECTION 2. CAUSE. Cause shall be any behavior, action or inaction; inconsistent with decision of the commission or with known rules promulgated properly that tends to cause a substantial disservice to the Commission or Citizens.

SECTION 3. PROCEDURE. Recommendation for removal may be proposed by any aggrieved or injured person to the Commission whom shall refer the matter to a Committee for hearing, who shall report its decision to the Commission within fourteen (14) days for final action. The full Commission shall convene within seven (7) days of receipt of the committee report and take final action which shall be forwarded to the person charged.

SECTION 4. CONTESTING ACTION. Proposed removals under this Article may be contested at a hearing convened within 14 days of Notice of Action.

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SECTION 5. RULES. The rules and procedures for said hearing shall be established by the full Commission.

ARTICLE X

ANNUAL ELECTIONS

SECTION 1. ORGANIZATIONAL MEETING. The first meeting of the newly elected and sworn in Commissioners shall organize the Commission. The previous year's Chairperson and Secretary, if applicable, shall conduct the meeting until the elections are completed, and shall cease to hold office

once their successors are elected and sworn in. If said officers are not available, the members shall appoint a temporary chair and secretary.

SECTION 2. FREQUENCY. Election within the Commission shall take place the 2nd Thursday in January except during the year when Commissioners are Elected.

SECTION 3. PROCEDURE. The meeting to conduct the elections may be Chaired by a Non-Commissioner and shall be by nomination and closed ballot. There shall be no more than three nominations. Elected officers shall be administered the oath of office prior to assuming office.

SECTION 4. ELECTORS. Only Commissioners may vote for an officer or be nominated to hold an office.

ARTICLE XI

VACANCIES

SECTION 1. VACANCY. Vacancy of office shall be defined by the Commission.

SECTION 2. CHAIRPERSON. A vacancy occurring in the office of Chairperson shall be filled by the Vice Chairperson for the unexpired term.

SECTION 3. OTHER OFFICERS. Vacancies in offices other than Chairperson shall be filled by a special election of members. Officers elected at a special election may succeed themselves at the next regular annual election.

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ARTILE XII

CONSTITUENT RECOMMENDATIONS

SECTION 1. RECEIPT OF AND ACTION. Upon the receipt of oral or written

recommendations by the Commission or Single Member District from persons

in the Commission Area or Single Member District, written acknowledgement

shall be sent within two weeks and a written decision shall be sent as soon as

practicable.

ARTICLE XIII

AMENDMENTS

SECTION 1. AMENDMENTS. These By-Laws may be amended by a simple majority

(one-half plus one) vote of the Commission at a Regular or Emergency

meeting of the Commission within 14 days written notice, containing proposed

amendment(s), as been given.

FOR

AGAINST

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14. **ANC 7C GRANT GUIDELINES PROCEDURES**

1. Grant requests should be from non-profit organizations and serve primarily in Ward Seven.
2. Grant requests must be submitted in writing and include the purpose for which the grant is requested.
3. One or more representatives of the organization must come to a meeting of the ANC to explain the purpose of the grant.

4. The ANC may discuss the grant at that meeting and vote or the ANC may not discuss the grant at that meeting, but will do so at another Regular or Special meeting.

5. Grants will be awarded only if monies are available.