

BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 7D

(As discussed and amended March 28, 2005)

ARTICLE 1. NAME

Section 1. The name of this Commission is Advisory Neighborhood Commission 7D. It is established by DCL 14-133, as amended. The boundaries of the Commission are those described in that law.

ARTICLE II. OBJECT

Section 1. The Commission has the duties and powers described in PL 93-198 and DCL 1-21, as amended.

ARTICLE III. MEMBERS

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

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

Section 3. All members shall demonstrate the utmost courtesy and respect in their dealings with other Commissioners, for the Chair, Vice-Chair and other Commission Officers. When dealing with matters within another Commissioner's SMD, any Commissioner wishing to be better informed or to communicate individual differences, he or she will first notify the Commissioner in whose SMD the concern lies.

ARTICLE IV OFFICERS

Section 1. The Commission shall elect a Chairperson, a Vice-Chairperson, & Secretary, and a Treasurer.

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

Section 3. Each candidate for office shall be nominated by a member of the Commission.

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

Section 5. 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. In the event of a vacancy, the officer filling the vacant position shall only serve out the term of the officer he or she replaced.

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

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

Section 8. The Chairperson shall serve as a convener of the Commission and shall chair the Commission meetings.

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

Section 10. In the Chairperson's absence, or when the Chairperson wishes to give up the chair, the Vice-Chairperson shall act as the chair.

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

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

Section 13. The Treasurer shall be responsible for developing an annual fiscal year budget, preparing quarterly financial reports, keeping the commission's financial records and accounts, and for executing its expenditures in accordance with District law.

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

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

ARTICLE V. MEETINGS

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

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

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

Section 4. In the event that any officer will not be present at an announced meeting, he or she must notify the Chair at least three days prior to the meeting in question, and make arrangements to ensure that any needed report(s) is(are) made available at that time.

Section 5. Pursuant to §44 of Robert's Rules of Order, in the event that any officer will not be present at an announced meeting and wishes to cast a ballot on an announced or anticipated agenda item, he or she may vote by absentee ballot, *which must be provided in writing*. Such ballots must be mailed to the ANC office to the attention of the Chair, Vice-Chair, Secretary, or Treasurer.

Section 6. Pursuant to §44 of Robert's Rules of Order, in the event a need arises to call for a vote *in absentia*, i.e., other than at a regularly scheduled meeting, due to inclement weather, illness or absence of Commissioner(s), or similar circumstances that preclude the establishment of a quorum, a vote may be conducted by telephone [voice mail is not acceptable], email, hand-delivered and/or USPS mail on issues that have been either previously discussed or explicitly stated in written communications. Said votes shall be recorded, dated, and verified by at least two officers, one of whom must be the Chair, both or more of whom shall so attest in writing. Mailed ballots must be sent to the ANC office to the attention of the Chair, Vice-Chair, Secretary, or Treasurer.

Section 7. Special meetings of the Commission can be called by the Chairperson, the Executive Committee, or by written request of three Commission members. 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.

ARTICLE VI. EXECUTIVE COMMITTEE

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

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

Section 3. The Executive Committee of the Commission shall have the power to act on behalf of the Commission in emergency situations.

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

Section 5. Meetings of the Executive Committee may be called by the Chairperson or by the majority of the Committee.

ARTICLE VII. COMMITTEES

Section 1. There shall be two categories of committees, standing committees and special committees. Standing committees are those created permanently by majority vote of the Commission. Special committees are those created temporarily by the Commission or the Executive Committee.

Section 2. In accordance with District law, the chairmanship of each Commission committee or task force shall be open to any resident of the commission area. The chairperson of each such committee or task force shall be appointed by the Commission.

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

Section 4. 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.

ARTICLE VIII. STANDING RULES

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

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

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

ARTICLE IX. PARLIAMENTARY AUTHORITY

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

ARTICLE X. AMENDMENT OF BYLAWS

Section 1. Revision of these Bylaws requires a two-thirds vote of those present and "voting yea or nay." Each Commission member shall have at least two weeks prior notice that an amendment(s) is being proposed to the Bylaws. The notice shall include the suggested change(s).

Section 2. These Bylaws shall be consistent with all Congressional and District legislation and other applicable laws regarding ANCs. Any inconsistencies are null and void.