

Advisory Neighborhood Commission 7F Bylaws & Standing Rules



Amendment Date: September 20, 2022

One Commitment. Our Community.

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BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 7F

ARTICLE I. NAME AND BOUNDARIES

SECTION 1. NAME

The name of this unincorporated elected body shall be the Advisory Neighborhood Commission 7F. Hereinafter the word "COMMISSION" or "ANC" shall be used to refer to Advisory Neighborhood Commission 7F.

ARTICLE II. COMMISSION GEOGRAPHIC BOUNDARIES

SECTION 1. BOUNDARIES

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

ARTICLE III. OBJECT

SECTION 1. RESPONSIBILITIES

The Commission has the duties and powers described in D.C. Official Code § 1-309.10.

ARTICLE IV. COMMISSION MEMBERSHIP

SECTION 1. MEMBERS

A. The Commission shall consist of those nonpartisan, elected members from the Single Member Districts of the Commission as determined by the District of Columbia Board of Elections and Ethics.

B. Each member of the Commission shall serve for a term of two years, which shall begin at noon on the second day of January following the date that the Board of Elections and Ethics certifies the election of each member. Vacancies shall be filled in accordance with Section XI, Section 1 of these bylaws.

SECTION 2. TERMS

Each member of the Commission shall serve for a term of two years that 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.

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 INTEREST

A. 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.

B. The entire 7F Commission must vote to hire an attorney. The Commission must interview an attorney before retaining services.

C. All conflicts of interest must be disclosed to the 7F Commission.

ARTICLE V. OFFICERS

SECTION 1. NUMBER AND TERM

A. The officers of the Commission shall be Chair, Vice-Chair, Secretary, and Treasurer. Each officer of the Commission must be a Commissioner.

B. Officers shall be elected each year at the regular Commission meeting in January.

C. 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 office 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 a majority vote for a single candidate. If after the third vote a candidate has not received a majority, the winner will be chosen as defined in Clause E of this Article.

E. If two candidates for any office are tied, then the term of office will be divided equally between the two. If one is an incumbent in the officer position, then that candidate will continue in that office for the first six months of the calendar year. If neither is an incumbent in the office in question, then the candidate with recent continuous seniority as ANC Commissioner will take the first six months of the calendar year. If the two have the same time in office, then a coin toss will determine who takes the office for the first six months of the calendar year. If more than two candidates for any office are tied, then the drawing of lots shall determine the victor.

SECTION 3. REMOVAL OR VACANCIES

A. In the 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 the procedure set out in Section 2 of this Article.

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 the procedure set out in Section 2 of this Article.

C. An officer of the Commission may be removed by following the procedure outlined in D.C. Official Code § 1-309.11(e)(2)(A-D).

SECTION 4. DUTIES OF THE CHAIR

A. The Chair shall serve as the Commission's presiding officer and shall chair Commission meetings. The Chair shall rule on procedural questions, but such rulings may be overturned by a vote of the

Commission. The Chair shall have the power to call special meetings of the Commission and of the Executive Committee but only in accordance with the provision of Article V, Section 4 of these bylaws.

B. The Chair shall be responsible for the overall smooth functioning of the Commission and shall bring to the Commission's attention promptly any problems relating to structure, procedures or members.

C. The Chair may, but only in extreme emergencies in which it is impossible to call together the Commission or the Executive Committee, act as the Commission's spokesperson without prior authorization of the Commission. The Chair shall report to the Commission, as soon as possible and at its next meeting, any such action taken under this emergency power.

D. The Chair shall ensure that items requiring committee action are referred to the appropriate standing committee(s), special committee(s) or task force(s).

SECTION 5. DUTIES OF THE VICE-CHAIR

A. The Vice-Chair shall fulfill the obligations of the Chair in the absence of the Chair or when the Chair wishes to give up the chair.

B. The Vice-Chair shall provide such assistance to the Chair as is requested and shall perform such duties as may be delegated by the Chair.

SECTION 6. DUTIES OF THE SECRETARY

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

B. The Secretary shall ensure that copies of minutes/reports of all standing committees, special committees and task forces are maintained.

C. The Secretary shall also perform such other duties as the Chair may direct.

D. With appropriate oversight, the Secretary may delegate duties specified in Section 7 to the Commission staff, as needed.

SECTION 7. DUTIES OF THE TREASURER

A. 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 executing its expenditures in accordance with District law.

B. The Treasurer shall ensure Commission compliance with requirements of the District of Columbia Auditor.

C. The Treasurer shall be responsible for timely preparation and filing of all employee tax forms and other documents required by the federal government and the District of Columbia Government.

D. The Treasurer shall also perform other such duties as the Chair may direct.

SECTION 8. BONDING

The Chair and the Treasurer shall be bonded; however, membership in the Advisory Neighborhood Commission Security Fund shall serve in place of a bond.

ARTICLE VI. MEETINGS

SECTION 1. NOTICE, MEETINGS OPEN TO PUBLIC

A. Pursuant to the provisions of D.C. Official Code § 2-575 all meetings of the Commission shall be open to the public.

B. 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. The Commission shall establish such mechanisms that will 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 an 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 Commission may modify the schedule if necessary.

C. The agenda for the regular meetings should follow this general order: Moment of Silence/Reflection, Roll Call, Approval of Agenda, Administrative/Reports, Consent Agenda, Commission Business, Presentations, Agency Updates, Community Concerns/Announcements, Meeting Adjourned.

SECTION 4. SPECIAL MEETINGS

Special meetings of the Commission can be called by the Chair, the Executive Committee, or by a request of one-fourth of the Commissioners. Except in extreme emergencies, all special meeting notices shall meet the requirements of Section 1 of this Article. Only topics in the notice may be discussed at the meeting.

SECTION 5. VOTING

A. Only Commissioners present can vote. Commissioners can either vote “aye” or “no.” Commissioners choosing not to vote shall be recorded “abstaining” and noted in minutes as such. There shall be no voting by proxy.

B. 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.

ARTICLE VII. COMMUNICATIONS

A. When communication is disseminated on official 7F letterhead (that states all the Commissioner’s names), that communication must be both approved by the Commission and filed with the Secretary for the Commission’s records.

B. Social and online platform communications through official ANC accounts must be approved when it relates to the entire Commission except meeting announcements or other pre-authorized information.

C. Communications that do not reflect adopted positions of the 7F Commission must be clearly identified.

D. All photographers hired for Commission events will receive event guidelines, which will include taking a group photo including all Commissioners in attendance.

- a. For official communications, all photographs should include all Commissioners in attendance when being disseminated to the public, unless it is an event for a Single Member District.

ARTICLE VIII. EXECUTIVE COMMITTEE

SECTION 1. COMPOSITION

The Executive Committee shall consist of all Commissioners.

SECTION 2. POWERS

A. The Executive Committee of the Commission shall set the proposed agenda for Commission meetings.

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

C. The Executive Committee shall have the power to act on behalf of the Commission in emergency situations. In such situations, a Commission meeting and a meeting of the Executive Committee may be called simultaneously for the same date, time and place so that if a Commission quorum is not achieved the Executive Committee may act. All notices of Executive Committee meetings in such emergency situations must include the purpose of the meeting. Only the topics included in the notice may be discussed. The Executive Committee shall report on the action taken at the next regularly scheduled meeting of the Commission.

SECTION 3. MEETINGS

The Executive Committee shall meet at least 14 days in advance but no less than 7 days of the next Commission meeting. Meetings may be called by the Chair or at the request of any two members of the Executive Committee. The time and day of the meetings shall be determined by members of the Committee but shall be fixed to accommodate the planning of agendas for full Commission meetings. In the case of extreme circumstances meetings may be held outside of the 7-14-day window.

SECTION 4. OPEN MEETINGS

As stated in Section 2, Paragraph D of this Article, all meetings of the Executive Committee shall be open to all members of the Commission. Executive meetings are closed to the public.

SECTION 5. QUORUM

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

ARTICLE IX. COMMITTEES, SPECIAL COMMITTEES, AND TASK FORCES

SECTION 1. COMMITTEES TO BE ESTABLISHED

A. There shall be three categories of committees: a) standing committees; b) special committees; and c) task forces. Standing committees are those created permanently by vote of the Commission. Special committees and task forces are those created temporarily by the Commission or the Executive Committee.

B. The ANC shall have the following standing committees: a) Alcohol Beverage Licensing; b) Economic Development; Workforce, and Zoning; c) Community Outreach and Public Safety; d) Transportation and Public Space; and e) any such standing committee as established by the Commission.

C. Special committees and task forces must be renewed annually at the Commission's regular meeting in February.

SECTION 2. CHAIRS

A. The chair of each committee or special committee shall be open to any member of the Commission and shall be elected by the Commission. The chair of each task force shall be open to any member of the Commission or resident residing within the boundaries of ANC 7F and shall be elected by the Commission subject to criteria outlined in the standing rules. The chair of a standing committee shall appoint a committee vice-chair. Chairs of a special committee or task force may select a Commissioner or Resident Member as vice-chair.

B. Each chair of a committee or task force shall serve for one year provided that each chair serves until his or her successor has been elected by the Commission. Committee chairs are elected at the regular February meeting. Special committee chairs and task force chairs are elected as needed. If a committee or task force chair position is vacant, committee or task force members shall elect a chair pro tempore to preside over committee or task force meetings until a chair is elected.

C. Upon prior written notice to the chair of a committee or task force, such chair may be removed by the Commission for any reason, including failure to call or regularly attend meetings of that committee or

task force without adequate justification. Removal vote must take place at a regular Commission meeting or special meeting.

SECTION 3. RESIDENT MEMBERS

A. The resident membership of each standing committee, special committee or task force shall include only persons residing within the Commission area. Any resident requesting to become a member of any committee, special committee or task force shall inform his or her SMD Commissioner. The Commissioner may then forward the resident's request to the Executive Committee. The Executive Committee shall place the Resident Member nomination on the agenda of the regular Commission meeting following such notification. A Resident Member candidate can only be considered if forwarded to the Executive Committee by the candidate's SMD Commissioner.

B. There shall be a limit of one resident voting member for each SMD on any standing committee.

C. All Resident Members must be appointed annually at the Commission's regular meeting in February. In the instance of special circumstances resident members may be appointed at a regular meeting of the Commission or at a special call meeting.

D. A Resident Member may be removed from a committee or task force at any time by the Commission.

SECTION 4. QUORUM

A quorum consists of four voting committee members which must include one Commissioner; or two Commissioners. The committee, special committee or task force can only make a recommendation if a quorum is present.

SECTION 5. VOTING

Voting in committees, special committees and task forces shall proceed as stated in Article V, Section 5, with the exception that a Resident Member can vote.

SECTION 6. SUBCOMMITTEES

Each standing committee and the Commission shall have the right to create, as needed, subcommittees. Membership of subcommittees is not limited to membership of the standing committee.

SECTION 7. MEETINGS

A. Notice of all committee, subcommittee and task force meetings must be given in accordance with Article V, Section 1 to all Commissioners and the public. The notice shall include, if practicable, a list of proposed agenda items to be considered at the meeting.

B. All standing committee, special committee, task force and subcommittee meetings shall be open to the public.

C. Standing committee, special committee, task force and subcommittee meetings can be combined into one meeting with prior notice and approval at a regular Commission meeting.

SECTION 8. RESPONSIBILITIES

A committee's responsibility is to make recommendations on cases and matters assigned by the Executive Committee or Commission. The committee also may discuss other matters introduced by committee members.

ARTICLE X. 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 Office of the ANC.

C. No expenditure of any amount may be made without authorization by the Commission. Each expenditure over \$50.00 must be specifically approved by the Commission, except for those recurring expenditures, such as rent, telephone, employment, and professional services, which may be approved as general budget items. If an expenditure request falls under a category with sufficient budget remaining from that FY budget approval, approval via email is sufficient, otherwise the expenditure must be voted on in a duly noted public meeting. Amounts less than \$50.00 may be expended by general authorization (that current FY's budget) provided that records of general authorization (including ANC 7F reimbursement form) expenditures are transmitted to the Treasurer prior to receiving any reimbursement for such funds.

SECTION 2. ANC FUNDS

A. Funds through annual DC government allotment that are made available to the Commission are to be used primarily for supporting services (staff salaries including Chief of Staff, Office Manager, and Interns). Supporting services also include office space, equipment, supplies, reports, publications, etc., that are required to discharge the advisory responsibilities mandated by law, and to undertake the operation of limited programs permitted by law.

B. The Commission's Treasurer is responsible for notifying the Commission of annual allotment being deposited into the Commission's account within 7 days of DC Government depositing the funds.

SECTION 3. CBA FUNDS

A. CBA funds are a benefit to the community, and as such, the public and Commission are entitled to knowledge of the balance of the CBA funds on a monthly basis. A Report of the balance of funds is due to the Commission no later than the tenth of each month.

B. Community members or organizations may request CBA funds by completing a CBA application on the Commission's website. The Commission reserves the right to approve, partially approve, or deny applications with a written explanation to the applicant.

C. All Commissioners must be made aware, through phone/email, of any meetings with developers regarding CBA funds.

D. All CBA communications must be disseminated to all Commissioners upon receipt.

E. 7F Commission CBA Authorization form including three authorizations (Secretary, Chair or Vice Chair, Treasurer) are required for all CBA requests approved by the Commission when transmitted for disbursement. If one particular SMD is affected, that SMD Commissioner should be notified as well.

F. An annual allotment and budget of CBA funds will be determined for each SMD and 7F Commission events by September of each year.

G. No Commissioner can work within another SMD without that Commissioner's input - including involving the dispersing of money.

H. Without a formal vote, no funding from 7F CBA funds can be dispersed outside the 7F Commission.

I. Any funding, financial negotiations, and/or donations "conducted" outside the Commission's "acknowledgment" will result in disciplinary action. The Commission will follow the Standing Rules – Section VI: Sanctions.

1. Disciplinary Actions

- a. 1st Offense: As outlined in the Standing Rules, the Commission Chair/Vice Chair shall draft a letter detailing the infraction, signed by all assenting Commissioners, and post the letter to the Commission website. This letter will also be provided to the OANC and the Councilmember spearheading ANC concerns.
- b. 2nd Offense: Removal from any officer capacity, committee assignment, and any outside duties on behalf of the Commission. A letter regarding the infraction will be sent to the Office of the Attorney General.

J. Remaining CBAs held by developers will receive a letter by the beginning of each calendar year no later than January 31st outlining the Commission's process for release of funds including any updates to officers for funding approvals.

K. No funds shall be allocated to developers without approval from the 7F Commission as outlined in the bylaws.

SECTION 4. REIMBURSEMENTS

A. Commissioners may only be reimbursed for expenses that are approved in writing by the entire 7F Commission.

B. Reimbursements should be made within a 30-day turnaround once requested.

C. Detailed itemization for all reimbursements is required, and must include an ANC 7F reimbursement form)

SECTION 5. MONETARY NEGOTIATIONS

No outside third party can be in attendance except for The Mayor and/or Chair of the District of Columbia and/or the Ward 7 and/or At Large Councilmember, unless the Commission approves another party by majority vote.

SECTION 6. DONATIONS

- A. Contributions made to the 7F Commission should be discussed and voted upon by the entire Commission.
- B. Such contributions received on behalf of the 7F Commission must be reported to the Commission within 48 hours.
- C. Distribution of donations must always be equitable.
- D. The Chair of the Community Outreach Committee is designated to make decisions on distribution with direct input from the Commission.

SECTION 7. VENDORS

- A. There must be an approved vendor list managed by the Chair of the Community Outreach Committee.
- B. Vendors may be removed from the vendor list due to concerns of meeting deliverables, timeliness, and price gouging.
- C. Events over \$2500 must be approved by the Commission.
- D. There must be an annual review of the list of all vendors by the Commission's Secretary and Chair of the Community Outreach Committee.
- E. For events within a Single Member District, the Commissioner may use a SMD-specific vendor.

SECTION 8. BOOKKEEPING

Commissioners must provide an itemized list of expenses within 7 days after spending more than \$50.00. This can include invoices, receipts, bank statements, etc.

ARTICLE XI. OFFICE MANAGEMENT

- A. All employees of the Commission, including the Chief of Staff and any interns, serve at the pleasure of the Commission.
- B. Communications must include the Secretary for review and approval.
- C. The entire Commission should approve any emails that are sent on behalf of the 7F Commission. If the matter is time sensitive (24-48 hour turnaround), sign off by all Commission Officers is appropriate.
- D. Support from Commission employees should be used for approved 7F Commission business only.

ARTICLE XII. CONTRACTORS, ATTORNEYS, OR THIRD PARTY INDIVIDUALS / ENTITIES

- A. The entire 7F Commission must vote to hire all contractors, attorneys, or other third party individuals/entities to conduct business on behalf of the Commission.
- B. The Commission must interview all contractors, attorneys, or other third party individuals / entities before retaining their services.
- C. All conflicts of interest must be disclosed to the 7F Commission.

ARTICLE XIII. STANDING RULES

SECTION 1. ADOPTION

- A. The Commission may adopt standing rules to implement the requirements of these bylaws and to enhance the efficiency and operation of the Commission. While the rules may be adopted or amended by majority vote at any Commission meeting, the Commission must renew or approve any standing rules during the first regular Commission meeting of each Commission term (every two years).
- B. The bylaws will remain the same until a change to the bylaws can be voted on by the entire 7F Commission.
- C. There must be no seat vacancies when voting on amendments to the bylaws.

SECTION 2. ANC OFFICE AND SUPPLIES

The Commission shall adopt standing rules for the use of an 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 the “public purpose” test.

SECTION 3. CONSTITUENT RECOMMENDATIONS

The Commission shall adopt standing rules for handling constituent recommendations.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

SECTION 1. AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the Commission except where they are not consistent with District law, these bylaws, or any standing or special rules the Commission may adopt.

SECTION 2. CONSISTENCY

These bylaws shall be consistent with all federal and District of Columbia laws and other applicable laws regarding Advisory Neighborhood Commissions. Any provision inconsistent with such laws is ineffective.

ARTICLE XV. AMENDMENT OF BYLAWS

SECTION 1. PROCEDURE

Revisions of these bylaws shall require a two-thirds vote of those present and "voting aye or no." Each Commissioner shall have at least two weeks prior notice that an amendment(s) is being proposed to the bylaws. Such notification shall include the original language, the proposed new language, and the reason for the suggested change(s).

STANDING RULES OF ADVISORY NEIGHBORHOOD COMMISSION 7F

These standing rules are designed to implement the requirements set forth in the ANC 7F Bylaws and to enhance the efficiency and operation of the Commission. The rules can be adopted or amended by majority vote at any Commission meeting.

I. COMMISSION ADMINISTRATIVE PROCEDURES

A. HANDLING NOTICE, REQUESTS

1. The Chair or his or her designee will distribute any notification of proposed action of the District of Columbia Government to the appropriate officer(s), Commissioner(s) and committee(s), as soon as possible. All notices and referrals shall be made available upon request.
2. Any Commissioner who wishes the Commission to support or oppose any District of Columbia government action shall transmit such request to the Chair prior to the Executive Committee meeting at which the agenda for the next scheduled Commission meeting will be determined. In situations where time does not allow for such notification, requests shall be transmitted to the Chair. In the latter situation, the Commission should follow the rules established for adding new matters to the agenda.
3. Proposals and requests for action from Commissioners shall be placed on the agenda for the next Commission meeting, unless the Executive Committee agrees that the proposal or request may be referred directly to a committee, special committee or task force.
4. Proposals for action, complaints or suggestions by residents may be made to the resident's Commissioner, or to the Commission as a whole via e-mail, phone, at public forums or Commission meetings. Resident proposals will be considered by the Executive Committee for placement on the next meeting agenda.

B. NOTIFICATION OF DC GOVERNMENT

1. The Commission shall submit its written positions with respect to proposed actions by the District government or a statement that it has no position to the appropriate officials, board, agency or commission in a timely manner. The views of residents shall be taken into account in developing the Commission's position on a case.

2. The Chair or Commission staff will be responsible for sending written positions to the appropriate officials, board, agency or commission. The written position must be signed by the Chair, or the Vice-Chair in the Chair's absence, and include the officially recorded vote, date of the meeting at which the position was taken and indicate that a quorum was present. Copies of all written communications shall be maintained by the Commission. The Secretary signs resolutions.

C. DISTRIBUTION OF NOTICE

1. The Secretary shall ensure that all Commission meetings are appropriately noticed to the public. This duty can be delegated to Commission staff.

2. The Secretary shall maintain the Commission's e-mail distribution list and post notices and agendas to the Commission website. This duty can be delegated to Commission staff.

3. Notice to the public is given in at least three of the following five methods: 1) Posting notice and agenda on the Commission website, 2) Sending an e-mail notification to the Commission e-mail distribution list, 3) Posting notification to neighborhood listservs, 4) Posting notice outside the Commission office, and 5) such other methods of distribution that the commission may approve.

D. MONITORING OF CITIZEN COMPLAINTS

The Commission will assist commission area residents in communicating complaints with respect to the delivery of District of Columbia government services to the government and may file comments on such services with the appropriate agency or body as well as with the Council of the District of Columbia. Comments may be submitted by a Single Member District Commissioner or by a vote of the full Commission.

II. MEETINGS

A. ATTENDANCE

1. The Secretary shall keep a record of the attendance of each Commission meeting. This duty can be delegated to Commission staff.

2. Any Commissioner who fails to attend four (4) regular meetings of the Commission in a single calendar year is automatically subject to sanctions as outlined in these standing rules.

3. Sanctions can be waived by the Chair or Commission if absence is due to extenuating circumstances, such as an illness or injury.

B. PLACE

Regular meetings of the Commission shall be held at a place set and established by Advisory Neighborhood Commission 7F, which shall be within the boundaries of the Commission, unless otherwise authorized by the Commission.

C. SCHEDULING & AGENDA

1. If any regular meeting of the Commission must be changed due to a holiday, emergency situation or other reason, the day and time of the rescheduled meeting shall be set by the Executive Committee. The Chair or Commission staff shall notify Commissioners if the meeting is rescheduled and post appropriate notice to the public.

2. The agenda for regular meetings of the Commission shall be initiated by the Executive Committee not fewer than seven (7) days preceding the next scheduled meeting, except where shorter time for good cause is necessary or in the case of an emergency.

3. The Chair, with the concurrence of a majority of the Executive Committee, shall finalize the agenda prior to its publication. A written agenda shall be provided to Commissioners, and notice of the agenda shall be provided to residents in the manner specified by the ANC 7F Bylaws and these standing rules.

4. The Commission may use a consent agenda to consider noncontroversial items during regular meetings of the Commission.

5. After Executive Committee meetings, the monthly agenda will be posted to the ANC 7F website and will include a note that an updated agenda with items divided between the consent and regular agenda will be posted on the ANC 7F website by the Friday prior to the full meeting. The Chair will provide estimated times for each item on the updated agenda. Agenda will also be disseminated through 7F listserv.

6. Committee or task force chairs should notify the Chair or Commission staff of any items that should be moved to the consent agenda.

7. The Commission will consider the consent agenda at regular meetings of the Commission. The consent agenda must be approved unanimously. Any Commissioner can remove an item from the consent agenda prior to approval.

8. Additional matters, upon which Commission action is proposed, may be added after publication of the written agenda upon the request of any Commissioner, provided that a majority of Commissioners agree to add the item. Normally only those matters requiring action prior to the date of the next regularly scheduled Commission meeting should be added to the agenda pursuant to this procedure.

D. CONDUCT OF MEETINGS

1. The Chair of the Commission shall preside over all regular meetings of the Commission and special call meetings. Chairs of respective committees, special committees and task forces shall preside over those meetings.

2. In the absence of the Chair, the Vice-Chair will preside over regular meetings and special call meetings. In the absence of the Chair and Vice-Chair, the Commission shall elect a Chair Pro Tempore to preside over the meeting.

3. The Commission will set aside 30 minutes at every regular meeting for comments from the community. Residents have up to 2 minutes to speak, and can speak to any topic. The Chair shall encourage residents who wish to speak on an agenda item to hold their comments until the item is considered by the Commission.

4. The Commission will set aside 10 minutes for presenters as well as 10 minutes for a question and answer session from community members and Commissioners. Any presenter requiring more than 20 minutes must have such a request approved in the Executive Committee meeting prior to the Commission meeting. The Chair, Executive Committee or majority of Commissioners may request a special call meeting to allow presenter adequate time to present and have a Q&A session.

5. When proceeding through the agenda, the Chair will recognize the appropriate Commissioner to introduce an item. In introducing an item, the Chair or appropriate Commissioner may ask an applicant, resident or official to provide information to the Commission.

6. Once an item on the agenda has been introduced, the Commission will debate and deliberate the item. A Commissioner not involved in introducing the item may speak once per round. A Commissioner involved in introducing the item is not so constrained. Additional rounds of comments by Commissioners

are appropriate after every Commissioner has had a chance to speak or declined an opportunity to speak. The Chair may exercise his or her prerogative in relaxing these rules if Commissioners desire to engage in a conversation or colloquy on a particular agenda item.

7. After the Commission has deliberated, the Chair will ask the audience for comments. An audience member may speak for up to two minutes on an item.

8. Once audience comments are complete, the Commission will complete any action on the item through consideration of a motion.

9. The Commission will set aside 5 minutes for any Mayoral, Councilmember, or MPD Community Outreach or Constituent Liaison to speak at each Commission meeting.

10. The Commission should try to keep introduction and consideration of agenda items to the estimated times listed on the agenda. However, the Commission can take additional time for consideration if necessary.

E. EXECUTIVE COMMITTEE MEETINGS

As stated in the Commission Bylaws, a majority of members of the Executive Committee shall constitute a quorum for Executive Committee meetings. However, if extenuating circumstances make it impossible for three officers to attend the Executive Committee meeting in person, one or more officers can participate via telephone. In these circumstances, at least one officer must attend the meeting in person and the meeting shall be open to the public.

III. FINANCIAL AFFAIRS/PROCEDURES

A. BUDGET

1. The proposed budget prepared by the Treasurer once tentatively approved by the Executive Committee, shall be posted on the Commission's website.

2. Prior to the beginning of the fiscal year, the Commission must approve a budget.

3. No monies shall be obligated without prior authorization by the Commission at a public meeting.

B. REPORTS

1. The Treasurer shall prepare, and the Commission shall approve, a quarterly financial report within 45 days of the close of each fiscal quarter. These reports shall be public documents and shall be available for

public inspection. The quarterly report shall be signed by the Treasurer and Chair, or the Vice-Chair in the Chair's absence, and attested to by the Secretary as having been approved by the Commission, and shall be filed with the District of Columbia Auditor within the prescribed timeline.

2. The Treasurer may prepare for the Commission's approval an annual financial report after the close of each fiscal year. The report shall be a public document and shall be available for public inspection.

3. Failure to complete and submit a quarterly report within timeline identified will constitute a review of Treasurers being removed to be considered by the Executive Committee. Unless extreme circumstances prevent officer from doing so such as an illness or injury.

C. DEPOSITORIES, AUTHORIZATION AND EXPENDITURE

1. The Commission shall designate one or more financial institutions within the District of Columbia as depositories of Commission funds by resolution.

2. No expenditure whatsoever shall be made by the Commission during a vacancy in the office of the Treasurer or at any time a current and accurate Treasurer's statement and either a bond or consent to membership in the ANC Security Fund are not on file with the District of Columbia Auditor.

3. 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.

4. Commissioners seeking reimbursement for Commission-approved expenses must submit the reimbursement request in writing to the Treasurer along with a receipt.

IV. TESTIFYING/REPRESENTATIONS BEFORE DC GOVERNMENT

A. TESTIFYING AS AN INDIVIDUAL COMMISSIONER

1. An individual Commissioner may freely represent himself/herself and his/her Single Member District in written or oral testimony before any entity of the legislative or executive branch of government or any independent boards and commissions. The Commissioner shall share any written testimony or a summary of his/her oral testimony with the full Commission within ten days of delivering/submitting the testimony. Individual Commissioners are encouraged to submit written testimony prior to delivering the testimony.

2. When testifying as an individual citizen or a constituent representative of his/her Single Member District, the Commissioner must state for the record that 1) he/she is not representing the Commission so as to minimize the possibility of conflicting representational roles, and 2) whether his/her views are contrary to the official ANC position, or that the ANC does not currently record a position, whichever is the case.

3. Failure to follow these rules may subject an individual Commissioner to sanctions outlined in these standing rules.

B. TESTIFYING ON BEHALF OF THE COMMISSION

1. Only Commissioners may testify on behalf of the Commission. The Commission may authorize Commission staff to represent the Commission before any entity of the legislative or executive branches of government or independent boards or commissions.

2. The Chair or Commission may appoint a Commissioner to testify on the Commission's behalf. The appointed Commissioner must testify in accordance with these standing rules.

3. Before a Commissioner may provide written or oral testimony on behalf of the Commission before any entity of the legislative or executive branches of government or independent boards and commissions, the Commission must first approve an official position. Once the Commission takes an official position, the Chair can appoint a Commissioner to testify on that position.

4. When testifying on behalf of the Commission, Commissioners are bound by the official position(s) of the Commission and must state for the record 1) that he/she is representing ANC 7F and 2) the date and tally of the officially recorded quorum vote authorizing the position.

5. If possible, Commissioners shall prepare and share a copy of their written testimony or a summary of their planned oral testimony with the full Commission prior to delivering the testimony. If extenuating circumstances make sharing testimony or a summary not possible, the Commissioner must share the written testimony or a summary of the oral testimony within ten days of delivering/submitting the testimony.

6. If a hearing for which the commission desires to communicate an official position before a government entity is scheduled to occur before the next regular Commission meeting, the Executive Committee may meet and approve an official position, if necessary, and appoint a Commissioner to testify at the hearing. The Commissioner wishing to testify or represent himself/herself on the

Commission's behalf shall submit a draft of the proposed testimony to the Executive Committee prior to consideration. If extenuating circumstances make this not possible, the Commissioner should submit a brief summary of his/her planned testimony to the Executive Committee. The full written testimony or summary of oral testimony must then be shared with the full Commission within ten days of the delivering/submitting of the testimony, or in advance of the next regular meeting of the Commission, whichever is sooner.

7. If the Executive Committee takes an official position and appoints a Commissioner to testify due to the timing of a hearing, the full Commission must ratify or rescind the Executive Committee's decision at the next regular meeting. If the testimony is rescinded, the Commission shall send a letter to the appropriate entity indicating that the representative's testimony is not the position of the Commission.

8. Failure to follow these rules may subject an individual Commissioner to sanctions as outlined in these standing rules.

C. REPRESENTING THE COMMISSION ON AN EXTERNAL BODY

1. The Chair may select an individual Commissioner to serve as a representative for the Commission on an external body. Any representative of the Commission on an external body must faithfully represent official positions of the Commission with the external body.

2. Failure to faithfully represent the ANC's position while acting as an official representative of the Commission on an external body may subject the Commissioner to sanctions as outlined in these standing rules.

V. COMMITTEES, SPECIAL COMMITTEES, TASK FORCES

A. MEMBERSHIP IN STANDING COMMITTEES, SPECIAL COMMITTEES AND TASK FORCES

1. Membership in standing committees, special committees and task forces shall be composed of Commissioners and Resident Members. All Commissioners are members of all committees and task forces.

2. As stated in the Commission's Bylaws, there is a limit of one Resident Member per Single Member District (SMD) on standing committees.

3. Chairs of special committees and task forces can decide whether to allow more than one Resident Member per SMD.

B. RESIDENT MEMBERS

1. A Commissioner who wishes to recommend the appointment of a Resident Member of his or her SMD to a committee or task force must distribute a short biographical statement about the potential Resident Member to the full Commission. The Executive Committee will post the name and SMD of potential Resident Members with the agenda for the next regular meeting of the Commission.
2. Committee, special committee and task force chairs are responsible for tracking and reporting on the attendance of Resident Members.
3. If no Commissioner is interested in chairing a particular task force, the commission may elect a resident of the commission area to serve as chair provided that the resident has previously served as an ANC 7F commissioner or as a Resident Member of an ANC 7F committee, special committee or task force for at least one year.
4. If the opportunity for a resident to chair a task force arises, the commission must notify the community three weeks prior to the meeting where the task force chair election will take place. Residents interested and eligible in serving as task force chair must communicate their interest to the commission chair and their single member district commissioner along with a short bio and brief statement indicating why they are interested in serving as task force chair. The commission chair will post the names, bios and statements of all interested candidates for task force chair on the ANC 7F website no later than the Friday prior to the meeting when the election will take place. For the election, the commission will follow the procedure for electing committee, special committee and task force chairs outlined in the bylaws.
5. If a task force is chaired by a resident and a member of the commission is not selected as vice chair of the task force, the commission chair shall designate a member of the Commission to be the official liaison between the task force and the commission.

C. ACTION/REPORTS

Committees should prepare written reports following each committee meeting. Reports should include brief summaries of cases considered and clearly state committee recommendations. The report should be circulated to the full Commission and any resident members serving on the committee for review. Committee/task force chairs should strive to send final reports to Commission staff 48 hours prior to a regular meeting, unless the committee/task force meeting takes place the night prior to the regular

meeting. The final written committee report should be posted on the Commission's website no later than 24 hours prior to the regular meeting of the Commission where the committee's recommendations will be considered.

VI. SANCTIONS

A. VIOLATION OF BYLAWS/STANDING RULES

1. Infractions of Commission Bylaws and these standing rules should be recognized and remedied in the best interests of the Commission as a whole.

2. Should an alleged infraction be incurred by the willful or negligent performance of a Commissioner, the matter should be referred in writing to the Chair. If the Chair has committed the alleged infraction, then the matter should be referred to the Vice Chair. The Chair/Vice Chair will then refer the matter to the Secretary for a procedural check. If the Secretary finds a potential infraction, the Executive Committee will discuss the facts of the situation and any pertinent documentation at an Executive Committee meeting. If the Executive Committee recommends sanction, the full commission will vote on the recommendation. If the Executive Committee does not recommend sanction, the alleged infraction will be dismissed.

3. During either a regular meeting or special call meeting of the Commission, the full Commission will hear a report from the Executive Committee and the accused Commissioner. The suspected Infraction must be clearly detailed by the Executive Committee and the accused Commissioner must be given an opportunity to defend his/her actions.

4. If two-thirds of the Commission agrees with the Executive Committee's recommendation that an infraction has occurred, the Commission Chair/Vice-Chair shall draft a letter detailing the infraction, signed by all assenting Commissioners, and post the letter to the Commission website. The letter should also be sent to the Commission e-mail distribution list. If the infraction relates to testimony before an external body, the Commission Chair/Vice-Chair will draft a letter to that body detailing the infraction and clarifying the Commission's official position, if any.

5. If the full Commission does not agree with the Executive Committee's recommendation that an infraction has occurred, the Commission Chair/Vice-Chair shall draft a letter that details the charges and extends full exoneration to the accused Commissioner. The exoneration letter shall be posted to the Commission website and sent to the Commission e-mail distribution list.

VII. OFFICE SUPPLIES/FUNCTIONS

A. OFFICE SUPPLIES/USE

1. The Commission maintains an office space at Address TBD. All Commissioners have equal access to the Commission office space, computer, files and other Commission property.
2. The Commission office space and all supplies must be used solely in performing the duties and functions of the Commission.
3. The official Commission mailing address is Advisory Neighborhood Commission 7F Address TBD.

B. USE OF OFFICIAL LETTERHEAD

An individual Commissioner may not utilize official ANC 7F letterhead stationery except as specifically authorized by ANC 7F resolution or motioned and approved letter to agency, agency director, business, elected official or individual. Copies of any correspondence sent on official ANC 7F letterhead must be provided and placed in the ANC electronic or physical files within 7 business days following dissemination. An individual Commissioner may use a version of the letterhead stationery clearly identifying that individual ANC 7F Commissioner's name and contact information but otherwise resembling the ANC 7F letterhead stationery, including the ANC 7F logo, as follows: (i) the correspondence must relate to ANC 7F activities and/or issues related to community and constituent issues affecting the SMD; and (ii) the document must explicitly state within the embedded permanent form of the letterhead that the correspondence has been prepared by and solely on behalf of its author, and does not necessarily represent the view of the entire ANC 7F.

C. USE OF LOGO

Commissioners may use the Commission logo only on materials directly related to ANC activities, including but not limited to informational materials, business cards, email signature blocks, and correspondence by SMD commissioners. May not be used on campaign materials or for any personal or private business purposes whatsoever.

D. ELECTRONIC EQUIPMENT

Commissioners may be provided a cell phone, laptop, or recording device for Commission purposes. Commissioners should follow the guidelines to maintain use of devices.

1. Reimburse to the ANC all cell phone use charges that exceed the minute(s) allowance in the approved plans.
2. Reimburse the ANC Commission for the value of lost and/or damaged cell phones.
3. Immediately return any cell phone, laptop, or recording device when the Commissioner's term expires.
4. Purchase, from the ANC at cost, the cell phone, laptop, or recording device and any related equipment not returned when the Commissioner's term expires.
5. Review the cell phone policy and acknowledge in writing that compliance with the policy is a condition of using the cell phone, at the time the phone is provided.

VIII. FUNDS AND GRANTS

A. POLICY ON USE OF FUNDS

1. Funds made available to the Commission are to be used primarily for supporting the 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.
2. 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 operations and activities.
3. In distributing funds/grants to community groups, the Commission shall follow rules for disbursement approved by the Commission and consistent with DC law.

IX. EMPLOYEES

A. POSITION AND QUALIFICATIONS

1. The Commission may hire staff to help perform its duties. The Commission shall establish and maintain position descriptions for its employees.
2. Employees of the Commission may be hired on a full-time or part-time basis, and for an indefinite or definite term, and as approved by the majority of the Commission as an independent contractor.
3. All Commission employees who are paid shall be residents of the District of Columbia, and preference will be given to persons who are residents of the Commission area.

B. HIRING AND TENURE

1. All employees of the Commission shall be hired by the Commission and shall serve at the pleasure of the Commission.
2. All employees of the Commission will serve the Commission and report directly to the Chair.
3. The Chair may delegate appropriate duties to Commission employees, as long as such is consistent with the Commission Bylaws and these standing rules.

C. EVALUATION

All Commission employees will be evaluated on their performance annually. The Chair will meet with employees to conduct the evaluation, and Commissioners will be asked to submit to the Chair any feedback on employee performance prior to the evaluation session.

X. MISCELLANY

A. CONTRIBUTIONS

The Commission may not solicit or accept funds from a Federal or District Government agency or private sources unless the funds are specifically or previously authorized by approved legislation of the Council of the District of Columbia or are in amounts that are exempted from this requirement for Council authorization by DC law.

B. FILING OF BYLAWS

The Commission shall file an up-to-date copy of the Commission bylaws, and all amendments thereto with the Office of ANC and the Council of the District of Columbia within seven days of their adoption.