



# **BYLAWS**

## **Article I- NAMES**

Section 1. The name of this organization shall be “District of Columbia Government Advisory Neighborhood Commission- 8B or ANC- 8B, as established by the Council of the District of Columbia, and is herein referred to as the “Commission”. Description of this Commission is attached hereto.

Section 2. The principal Office of the Commission shall be located at 1809 Savannah Street Suite A, Southeast Washington DC 20020. However, the Commission may from time to time designate a place within its boundaries to meet and conduct the business of the Commission.

## **Article II – PURPOSE**

Section 1. The purpose of the Commission shall be in accordance with Public LAW 93-198, D.C. Law 1-21 as amended, all other applicable Laws of the District of Columbia and those principles set forth in these Bylaws.

Section 2. The Commission may elect membership in organizations and societies that further the interests of the Commission.

Section 3. The Commission shall not participate in partisan political activities.

## **Article III – MEMBERSHIP**

Section 1. Membership on the Commission is established by Law.

Section 2. The Commission shall serve without compensation, except that appropriate expense may be paid upon authorization by the Commission.

Section 3. Vacancies on the Commission are filled as provided by law and established in these Bylaws.

Section 4. The provision of the District of Columbia’s conflict of interest and disclosures statutes shall apply to the Commission and to each Commissioner.

Section 5. Any Commissioner can be called for (DISMISSAL) at the third consecutive absent of a regular constituted meeting that a quorum was present.

## **Article IV- OFFICERS**



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
ADVISORY NEIGHBORHOOD COMMISSION 8B



Section 1. The Commission shall elect from among its member a Chairperson, Vice-Chairperson, Secretary, Treasurer, and such other officers as may be necessary, in January of each year. The Officers shall perform the duties prescribed by District of Columbia Law, there Bylaws, the Commission’s Rules, and by the Parliamentary authority adopted herein.

Section 2. The Officers are elected to serve for one year or until their successors are elected.

Section 3. Each candidate for office shall be nominated from the floor and need not be seconded. The elections shall occur in the order of rank, with the vote to occur for one office before the floor is opened to take nominations for the next office.

Section 4. No Commissioner may hold more than one office at a time, except to temporarily fill a vacancy as provided in section 5 of this Article, and a Commissioner may serve as many terms as he or she is elected to.

Section 5. A vacancy among the officers is filled in the manner prescribed by the parliamentary authority adopted herein, except as follows:

- (A) A vacancy in the office of the treasurer is filled automatically by the secretary, then vice-chairperson.
- (B) A vacancy that is not filled automatically maybe filled temporarily by the Commission without pervious notice.
- (C) All vacancies require an election to be held at the earliest possible regular meeting. Notice of the meeting must include notice of the election.

## **Article V – EMPLOYMENT**

Section 1. The Commission is an equal opportunity employer and shall not discriminate with regards to race, sex, religion or national origin. The Commission may contract for services and employ such personnel as the Commission deems necessary to help effectuate its purposes.

Section 2. All services contracted for or personnel employed by this Commission shall be approved by resolution. The goods/ services contracted for as well as the duties and responsibilities of personnel employed pursuant to this Article shall be defined and described in the resolution approved by the Commission.

Section 3. An employee of the Commission shall be considered an employee of District of Columbia government for purposes of titles XXI, XXII, and XXIII of the District of Columbia Government Comprehensive Merit Personnel Act of 1978.

## **Article VI – FINANCE & RECORDS**



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
ADVISORY NEIGHBORHOOD COMMISSION 8B



Section 1. The financial operations of the Commission shall be on accordance with applicable Laws, Rules and Regulations of the District of Columbia. The Treasurer is responsible for overseeing Commission compliance with the financial provisions of such Laws, regulations and Rules.

Section 2. The fiscal year of the Commission is the same as that of the District of Columbia Government

Section 3. The Commission shall adopt an annual budget, after hearing any comments from residents of the Commission area, within the first month after receiving official notice of the Commission's annual allotment.

Section 4. No expenditures of any amount may be made without authorization by the Commission. Each expenditure must be specially approved by the commission, except that legitimate, permissible and recurring expenditures. i.e., rent, telephone, employment and professional services may be approved either as a line item in the annual budget, by Rule r by a specific resolution. Individual expenses less than \$25.00 may be incurred without prior authorization, provided that records of such expenditures shall be transmitted to the Treasurer, and the Commission must vote approval, prior to any reimbursement.

Section 5. Communications which do not reflect adopted positions of the Commission must be clearly identified as such. Copies of all commission, Commissioner, Committee and Subcommittee correspondence must be filed with the Commission.

Section 6. All financial reports, minutes, correspondence, these Bylaws and the Commission's Rules are public documents and shall be available for public inspection and copying.

Section 7. The Commission shall provide reasonable public access to its office, supplies, equipment, etc.

Section 8. In the event that record keeping is delegated, the appropriate officer nevertheless has ultimate responsibility.

## **Articles VII – MEETINGS**

Section 1. No official action may be taken by the Commission except at a duly constituted meeting open to the public.

Section 2. The Commission shall meet regularly at least once each month at a time and place established either by rule or by resolution adopted each January. Each regular meeting shall include a segment wherein residents of the Commission area may present views or issues of concern.



Section 3. Special meetings of the Commission must be called by the Chairperson or by written request, delivered to the Secretary, of any three Commissioners. The agenda must be included on the notice of such meetings, and no other items may be acted upon.

Section 4. Notice of Commission meetings must comply with D.C. Law, these Bylaws and the Commission's Rules.

Section 5. Voting by proxy shall not be permitted.

Section 6. Any community meeting held in the ANC office must be approved by the Commissions chair or officers and documented in a ledger.

## **Article VIII - COMMITTEES**

Section 1. The establishment and operation of Committees shall be in accordance with D.C. Law and as provided by these Bylaws and the Commission's Rules.

Section 2. Standing committees are those prescribed in the Commission's Rules. All other committees are Special Committees, and must be established by the Commission. Special Committees shall have a specified task and must be reestablished each January until deemed no longer necessary.

Section 3. The Chairmanship of each Committee is open to any resident of the Commission area, and must be appointed each year by the Commission. The purpose, composition, size, manner of selection, and duties of all Committees, and the duration of Special Committees, shall be determined by the Commission, except that each Committee must include at least one Commissioner. With the concurrence of the Commission, Committees may establish Subcommittees. Subcommittees may include non members of the Commission. The time and schedule of Committee meetings shall be established by the respective Committees themselves.

Section 4. The Commissioners are ex officio members of ALL committees.

Section 5. Nothing in this Article should be construed to preclude individual Commissioners and/or residents from forming into ad hoc groups to address and report upon any matter before the Commission.

- (A) Alcohol Beverage License Committee
- (B) Community Outreach Committee
- (C) Public Safety Committee
- (D) Economic Development and Zoning Committee
- (E) School and Libraries Committee
- (F) Transportation Committee

## **Article IX - PARLIAMENTARY AUTHORITY**



The “New Revised edition of Roberts Rules of Order” contained in the current edition of Orderly Newly Revised govern the commission in all cases to which they are applicable and in which they are not inconsistent with D.C. Law, these Bylaws and Special Rule of Order the Commission may adopt.

## **Article X – ADOPTION OF RULES**

The Commission shall adopt Rules to deal in more detail with parliamentary procedure and administrative procedures in accordance with these Bylaws. Rules are to be adopted or revised only by:

- (A) Majority vote of the Commission, when the proposed Rule has been submitted in writing at the previous regular meeting; or
- (B) Two third vote of the Commission when the proposed Rule has been submitted in writing not later than seven days before the called meeting.
- (C) All meetings will be governed by Roberts Rule of Order.

## **Article XI – BYLAW DISCLOSURES**

Section 1. These Bylaws can be amended at any regular meeting of the Commission by a two-thirds (2/3) vote of the Commission, provided that the amendment has been submitted in writing a the previous regular meeting.

Section 2. A current copy of these Bylaws shall be delivered to the appropriate Committee of the Council of the District of Columbia within seven (7) days of initial adoption of any amendments.

Section 3. These Bylaws and accompanying rules apply to each newly elected Commission and are deemed to be renewed without further action unless and until amended pursuant to this Article.

## **Article XII RULES**

Section 1. All keys and property of ANC 8B, equipment, cell phones, computers, financial records and administrative documents shall be turned in December 31<sup>st</sup> of the election year, if the Commissioner doesn’t retain her or his seat. If a Commissioner resigns their seat, they must return all property immediately. Failure to provide all ANC 8B property to the commission will be reported to the Metropolitan Police Department, DC City Council, DC Mayor, DC Auditor Office for non-compliance.

Section 2. The Commission is responsible for the cleanliness of the ANC office, when not contracted to be cleaned.

Revised July 21, 2015

Reestablished as governing bylaws on March 16, 2021