

BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 1B

(Adopted September 5, 2024)

ARTICLE I. NAME

Section 1. The name of this Commission is Advisory Neighborhood Commission 1B (ANC 1B). D.C. Law 24-148, as amended, establishes it. 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 D.C. Code § 1–207.38 and D.C. Law 1-21, as amended.

ARTICLE III. MEMBERS

Section 1. The Commission shall comprise those Commissioners 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. Commission members agree to follow the Code of Conduct as adopted by the Commission and to uphold their oath of office.

ARTICLE IV. OFFICERS

Section 1. The Commission shall elect four officers: a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer.

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

Section 3. A member of the Commission shall nominate each candidate for office.

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

Section 5. An elected officer shall serve for one year or until a successor is elected. The term 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 no simple majority after the first ballot, there shall be an election between the two candidates receiving the most votes. If there is no majority on a subsequent ballot, the procedure is repeated until a majority is achieved.

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 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.

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 of the Commission.

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 executing its expenditures in accordance with District law.

Section 14. Two officers, one of whom must be either the Treasurer or the Chairperson, must sign all checks or authorize any debit card payments or ACH payments (if permitted by law).

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

Section 16. At the end of an officer's term, the outgoing officer must provide their successor with all relevant records, physical materials, electronic credentials and access, and other information required for successful execution of the office's duties, within 15 days of the end of that term.

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. Meetings may be held via virtual meeting platforms, or simultaneously in person and via virtual meeting platforms (as "hybrid" meetings), as permitted by law.

Section 2. The Commission may take no official action 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 Single Member Districts have Commissioners.

Section 4. 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.

Section 5. Commission members must abide by the Code of Conduct in comporting themselves during meetings and in official communications. Commission members actively driving vehicles may not participate in meetings due to public safety issues. A Commission member who is in a vehicle may be asked to demonstrate that the vehicle is safely parked,

and/or that they are not in the driver's seat, in order to be permitted to participate in a meeting.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the Chairperson, the Vice-Chairperson, the Secretary, and the Treasurer.

Section 2. The Executive Committee of the Commission shall have the authority to establish special committees and act upon non-regulatory administrative items.

Section 3. A majority of the members of the Executive Committee shall constitute a quorum.

Section 4. Meetings of the Executive Committee may be called by the Chairperson or by a 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 enumerated in the Standard Operating Procedures; special committees are those created temporarily by the Commission or the Executive Committee. (The Executive Committee is not a "committee" for the purposes of this Article.) The Standard Operating Procedures describe the standing committees and define their general mandates. Upon the creation, modification, or disbandment of a standing committee, the Commission will update the Standard Operating Procedures to match the current configuration of committees.

Section 2. The Commission may modify the name and/or purpose of a standing committee by a majority vote. The Commission may disband a standing committee by a majority vote.

Section 3. In accordance with District law, the chair of each committee shall be open to any resident of the Commission area. The chair of each committee shall be appointed by the Commission.

Section 4. The Chairperson shall ensure that items requiring committee action are referred to the appropriate committee(s) upon receipt.

Section 5. Committee recommendations for Commission action shall be placed on the agenda for the first Commission 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. These standing rules are the Standing Operating Procedures.

Section 2. The Commission shall adopt rules for the use of the Commission's 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. The Commission shall adopt standing rules for handling constituent recommendations. The rules shall be based on the understanding that each Commissioner is responsible for responding to their constituent correspondence in a timely manner, and that the Commission overall will designate one person to ensure that constituent recommendations that come to the Commission’s website, email, social media, and other outlets are referred to the proper Commissioner or government agency for action.

Section 4. The aforementioned rules shall be incorporated into Standard Operating Procedures. The Commission shall conduct its business in accordance with the most recently approved version of the Standard Operating Procedures.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. The most recent edition of *Robert’s Rules of Order* shall govern the proceedings of the Commission and its committees, 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. The Commission may amend these Bylaws at a public meeting provided that all three of the following requirements are met: (1) two-thirds of Commission members present and voting yea or nay vote in favor; (2) said two-thirds majority is not less than a simple majority of all Commission members; and (3) each Commission member had at least ten days’ prior notice that amendments were being proposed to the Bylaws, which notice included the text of the proposed amendments.


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

ARTICLE XI. ADOPTION OF BYLAWS

RESOLVED, that the Bylaws of Advisory Neighborhood Commission 1B, which was presented to the Commission for consideration at a properly noticed public meeting on September 5, 2024, is hereby adopted by a two-thirds majority vote of 7 yeas, 2 nays, and 0 abstentions.



Sabel Harris
Chairperson



Miguel Trindade Deramo
Secretary

Revision History

| Date | Contact Name | Reason for Change / Notes |
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| 09/05/2024 | Commissioner Miguel Trindade Deramo | Clarified language and statutory citations; incorporated Code of Conduct by reference; clarified subsequent balloting for officer elections; authorized debit/ACH payments; added requirement of transition from incumbent to newly elected officers; authorized virtual and hybrid meetings; clarified definition and creation of committees; added timeliness requirement for constituent correspondence; clarified procedure for amendment of the Bylaws. |
| 01/08/2015 | Commissioner Robb Hudson | Moved that the Standard Operating Procedures be incorporated into the Commission's By-Laws by reference by amending Article 8 of the Bylaws of Advisory Neighborhood Commission 1B to include a new Section 4. |