

**Welcome** to this quarter's edition of Charter 738 News.

Inside, you will find key updates, initiatives, and valuable insights to support our shared mission of serving DC Residents.

Inside:

- *Upcoming Events*
- *Required Training*
- *Policy Awareness*

### **Need a Letter of Insurance?**

Do you need a letter of insurance for an event or a rental? ANCs are covered by the District of Columbia's umbrella insurance for many things. The Office of Risk Management will issue such a letter. You can obtain one by going to <https://orm.dc.gov/>. At the top of the page, hover over "Risk Insurance" then click on "request letter of self-insurance."

If you have any difficulty with this portal, email Robert Preston at [robert.preston@dc.gov](mailto:robert.preston@dc.gov)

*Note: this insurance does not cover the property of the ANC such as laptops, printers etc.*



## **Welcome New Commissioners!**

Please join us in welcoming six new ANC Commissioners whose term began in March 2025!

- *Shira Davidson - 1A08*
- *Keaton Dicapo - 2A01*
- *Sean Youngstone - 2A09*
- *Jack Hermes - 5A04*
- *Frederick Nelson - 8D07*
- *LaQueda Tate - 8E02*

The Board of Elections certified 19 vacant Single Member Districts (SMDs). If you know of interested neighbors who want to serve as an Advisory Neighborhood Commissioner, contact the Board of Elections at [candidate@dcboe.org](mailto:candidate@dcboe.org).

The vacant SMDs are: 1A07, 1C08, 2A05, 2A06, 2A07, 2F08, 3E05, 3E07, 4A06, 4A07, 4B04, 5A05, 6E04, 7E07, 7D02, 7E05, 7E07, 8D02, 8D04.

## **Upcoming Events and Key Dates**

- Robert's Rules Training for ANCs
  - **What:** BEGA is offering a virtual training session on *Robert's Rules of Order* for ANCs. The session will be about an hour and a half, and will be recorded for those unable to attend
  - **When:** March 27<sup>th</sup> at 6 pm.
  - **How:** [Click Here to Register](#)
- Annual Financial Disclosure deadline is May 15, 2025
- Quarterly Financial Report Deadlines: May 15 & August 15, 2025

## OANC Staff Spotlight

Introducing Taylor Woods,

### OANC Chief of Staff

Taylor joined the OANC in March 2025. A District resident since 2014, Taylor brings a wealth of experience in digital transformation and business process engineering. Taylor comes to us most recently from the Department of Buildings where he played a pivotal role in streamlining operations and driving innovation to improve service delivery.

A native of Tennessee, Taylor holds a BA in Business and an MBA from the University of Maryland.

Beyond the office, Taylor is fueled by a passion for adventure and discovery, whether traveling to new destinations, hitting the pavement at your local 5K or cheering on Washington's beloved sports teams



## KEEP AN EYE ON IT

### Required Annual Ethics Training

All Commissioners are required to file an Annual Financial Disclosure report electronically by **May 15, 2025**, and will receive information about those reports soon from the Board of Ethics and General Accountability (BEGA).

As part of that filing, Commissioners are required to certify that they have taken ethics training during the previous year. BEGA informs us that you are **required** to complete course BGA 920—ANC ethics training.

There are other courses on the learning management system that you may take if you are interested. You can access the classes at <https://bega-console.lrn.com/login>.

If you need technical assistance, forgot or need your password, believe you have already taken ethics training within the last 365 days, or have questions, **contact BEGA at [BEGA.training@dc.gov](mailto:BEGA.training@dc.gov) or call them at 202-481-3410**

### OFFICE OF CAMPAIGN FINANCE FILINGS

**The Office of Campaign Finance (OCF) filings were due for the November 2024 election on February 2, 2025. *You must file even if you did not spend any money on your campaign.***

Filing notices with links were sent by OCF to the email address you gave the Board of Elections and will NEVER be your ANC email.

If you have not filed, need additional information, or need login credentials contact Kamill Key-Hinton, Public Affairs Manager, at (202) 221 -8678 or [kamill.key@dc.gov](mailto:kamill.key@dc.gov), or Patrick Walker, Public Affairs Specialist, at [Patrick.walker1@dc.gov](mailto:Patrick.walker1@dc.gov).

### NEW OANC WEBSITE!!

We're thrilled to announce the launch of our brand-new website! It's packed with an updated design, enhanced navigation, and exciting new features like Find Your ANC that's built with you in mind. We'd love for you to explore and let us know what you think—if you encounter any issues or notice any missing capabilities, don't hesitate to reach out. Your feedback helps us make the site even better!

# TRENDING TOPICS



## Comprehensive Plan

This year, the Office of Planning (OP) is beginning the first full rewrite of the District's Comprehensive Plan ("Comp Plan") in almost twenty years. The Comp Plan is a long-term strategic roadmap for the future of the District, helping to determine how and where to locate housing and job opportunities as well as investments in transportation, utilities, parks and other public resources. The rewrite of the Comp Plan will shape the future of the District in numerous and significant ways. The final outcome of the process will be known as *DC 2050*. Mayor Bowser and OP officially launched this process on March 3<sup>rd</sup> – the project's website is available at [DC 2050](#).

OP plans to work with residents, advocacy groups, elected officials, District agencies and other community leaders regarding this project to assist in guiding decision-making about investments in growth and development in the District over the next twenty years. As part of this effort, OP is very interested in involving Advisory Neighborhood Commissioners in the Comp Plan rewrite process – OP has already reached out to the Office of Advisory Neighborhood Commissions (OANC) to help coordinate the involvement of Commissioners. OP is currently in the process of providing briefings for Advisory Neighborhood Commissioners with respect to this. The first such briefing took place on February 27 – many Commissioners participated in this briefing.

OP is planning to continue its efforts to involve Advisory Neighborhood Commissioners in the development of *DC 2050*, and to obtain Commissioners' thoughts on what the plan should include as elected officials particularly attuned to the needs and interests of the local residents and communities they represent. OANC and OP will provide additional information soon on upcoming efforts to involve Commissioners in this process.

## DDOT TOPS Training for ANCs

The District's Department of Transportation has scheduled training for ANCs who need to access and use the TOPS permitting system. Attending one of these sessions is useful for any ANC who needs access to TOPS – DDOT's system for tracking and approving **public space permits**.

The sessions are held virtually via Teams. To get the schedule and sign up, contact Cheryl Ball [Cheryl.Ball@dc.gov](mailto:Cheryl.Ball@dc.gov). She can also assist you with resetting ANC passwords to the system.

## Email Scrape from Zoom

It is District of Columbia policy that emails collected for one purpose cannot be used for another without the explicit written consent of the owner of the email. If you have individuals register for Zoom meetings, you cannot scrape (or copy) those emails for another purpose such as sending ANC notices without their explicit written consent.

Similarly, you cannot tell a person they are consenting to another purpose by signing up for a meeting. That is setting a precondition to attend a meeting that should be completely open to the public.

## Meeting Minutes and Importance to the QFR

To process QFRs, the OANC needs the **final** minutes, not draft minutes. Final minutes need some indication that they were approved by the Commission. *Robert's Rules* 48:14 states "the word Approved, with the secretary's initials, and the date should be written below them."

When adopting minutes, consider a motion to "approve the minutes with leave to make technical corrections." Minutes are sometimes submitted with the QFR and are missing the vote or missing the Quarter for which a QFR was approved or other minor errors.

Without language giving the Secretary leave to make technical corrections the minutes would have to be reapproved by the Commission, delaying processing of the QFR. It is also important to record the vote count, especially for items that are being submitted to agencies for Great Weight consideration.



## ARE YOUR BYLAWS COMPLETE?

This last round of officers' elections brought to the attention of the OANC that many Commissions have bylaws that do not have all the provisions required in the D.C. Official Code. Many did not have a tie-breaker provision, which proved problematic in 2 elections, and many do not have transition protocols for officers.

Take a moment to review your bylaws and see if they contain all of the following provisions:

- A. The geographic boundaries of the Commission area; Rather than typing the outline you can put "The boundaries of the Commission and its corresponding Single Member Districts shall be those described in D.C. Law 24-148."
- B. A statement of Commission responsibilities;
- C. Voting procedures;
- D. The establishment of standing and special committees, including provisions for giving public notice of all committee meetings;
- E. The manner of selection of chairpersons and other officers;
- F. Presiding officers;
- G. Procedures for prompt review and action on committee recommendations;
- H. The use of the Commission office and supplies;
- I. Procedures for receipt of, and action upon constituent recommendations at both the single-member district and Commission levels
- J. Pursuant to [§ 1-309.13\(c\)](#), the procedures for the filling of a vacancy in the office of treasurer;
- K. Transition protocols for officer positions; and
- L. A tiebreaking procedure for Commission officer elections.

The OANC is happy to review your bylaws or proposed changes to your bylaws before they are passed. We are also about to embark on a project to review all the ANC's bylaws. Please check the OANC website to ensure we have the latest copy of your bylaws.