

ANC 3/4G BY-LAWS

February 13, 2023

TABLE OF CONTENTS

ARTICLE I. NAME

ARTICLE II. DUTIES AND RESPONSIBILITIES

- Section 1. Statutory Duties and References
- Section 2. Mission, Purpose, and Oath of Office
- Section 3. Advisory Role to the District Government
- Section 4. Monitoring of Constituent Service Complaints
- Section 5. Annual Fiscal Year Spending Plan
- Section 6. Annual Report and Newsletter

ARTICLE III. MEMBERSHIP

- Section 1. Composition of the Commission
- Section 2. Eligibility Requirements for Membership
- Section 3. Loss of Residency as Vacation of Office
- Section 4. Resignation Procedure
- Section 5. Declaration of Vacancy Without Resignation
- Section 6. Term of Service
- Section 7. Equal Voting Rights
- Section 8. Quorum for Conduct of Business

ARTICLE IV. OFFICERS

- Section 1. Officers to Be Elected
- Section 2. Time and Conduct of Officer Elections
- Section 3. Nomination and Voting Procedure
- Section 4. Order of Voting by Office
- Section 5. Run-Off Elections
- Section 6. Assumption of Office and Filling of Vacancies
- Section 7. Removal of Officers for Cause
- Section 8. Filling Officer Vacancies
- Section 9. Duties of the Chairperson
- Section 10. Duties of the Vice-Chairperson
- Section 11. Duties of the Secretary
- Section 12. Duties of the Office Manager
- Section 13. Duties of the Treasurer
- Section 14. Development of the Annual Fiscal Budget
- Section 15. Quarterly Financial Reports
- Section 16. Check Signing and Debit Card Procedures

- Section 17. Bonding of the Chairperson and Treasurer
- Section 18. Designation of Financial Depositories
- Section 19. Emergency Actions by Officers
- Section 20. Transition of Records Upon Change of Office

ARTICLE V. MEETINGS

- Section 1. Open Meeting Requirement
- Section 2. Quorum Required for Official Action
- Section 3. Physical Presence Requirement
- Section 4. Remote Participation During a Public Health Emergency
- Section 5. Types of Meetings
 - Business Meetings
 - Special Meetings
 - Administrative Meetings
 - Committee/Task Force Meetings
 - Town Hall Meetings
 - SMD Meetings
- Section 6. Public Notice Requirements
- Section 7. Agenda Publication Requirements
- Section 8. Placement of Agenda Items and Constituent Recommendations
- Section 9. Time Allotted for Community Views and Public Comment
- Section 10. Parliamentary Authority
- Section 11. Conflicts of Interest

ARTICLE VI. COMMITTEES/TASK FORCES

- Section 1. Establishment and Dissolution of Committees
- Section 2. Categories of Committees
 - Standing Committees
 - Ad Hoc Committees (Task Forces)
- Section 3. Committee Mission and Assignments
- Section 4. Advisory Role; Limits on Authority
- Section 5. Eligibility for Committee Chairperson
- Section 6. Order of Appointment: Chairperson Before Members
- Section 7. Committee Membership Eligibility and Appointment
- Section 8. Single Member District Representation on Committees
- Section 9. Committee Officers
- Section 10. Subcommittees
- Section 11. Rules of Procedure and Mission Statement
- Section 12. Attendance Requirements and Removal of Members
- Section 13. Recording and Reporting to the Commission
- Section 14. Open Meetings and Public Notice for Committees
- Section 15. Committee Quorum
- Section 16. Transformation, Dissolution, and Conformity Requirements

Section 17. Scheduling of Committee Recommendations on the Agenda

Section 18. Disposal of Committee Reports

Reports of Fact or Opinion

Reports Containing Recommendations

Reports Concluding with Resolutions

Section 19. Partial and Interim Reports

Section 20. Inclusive Participation in Committee Deliberations

ARTICLE VII. PROCEDURES

Section 1. Recording of Official Actions in Minutes

Section 2. Official Notices and Minority/Concurring Opinions

Official Notices and Commission Stationery

Concurring and Minority Opinions

Section 3. Individual Commissioner Communications

Section 4. Dissemination of Information to Residents

Section 5. Community Involvement in Commission Deliberations

Section 6. Commissioner Rights

Office Access

Commission Records and Files

Review of Financial Information

Review of Checkbook and Bank Statements

Notification of Opinion Submission Deadlines

ARTICLE VIII. AMENDMENTS

Section 1. Amendment Procedure and Voting Requirements

Section 2. Bylaws as a Public Document

Section 3. Distribution of Amended Bylaws

BY-LAWS approved by a vote of 7-0-0 at a public meeting held on February 13, 2023.