



BYLAWS OF THE OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS ADVISORY BOARD

(Adopted September 18, 2026)

ARTICLE I: NAME

The Office of Advisory Neighborhood Commissions (OANC) Advisory Board, hereinafter referred to as the OANC Advisory Board (the “Board”) was established by the Office of Advisory Neighborhood Commissions on March 1, 2024 pursuant to Section 1-309.15(c)(3) of the *District of Columbia Official Code* (the “Code”), which directs the OANC to organize and oversee a task force every two years and charge it with assisting the OANC in updating the ANC Handbook. The Board shall serve in additional capacities as articulated in these Bylaws.

ARTICLE II: PURPOSE

The purpose of the Board shall be to advise the OANC with respect to initiatives, budget priorities, pending legislation, and policies that support the OANC’s mission to provide technical, administrative, and financial reporting assistance to the District of Columbia’s Advisory Neighborhood Commissions as codified in Section 1–309.15 of the Code. Oversight of the OANC and its internal operations is the purview of the Council of the District of Columbia, and shall not be a function of the Board. The Board also does not adjudicate or resolve disputes between Commissions or Commissioners.

ARTICLE III: DUTIES AND RESPONSIBILITIES

The Board shall have the following duties, functions, and responsibilities:

- (a) To serve as a vehicle for a systematic and periodic assessment of the level of service provided to ANCs by the OANC within the limits of OANCs statutory authority;
- (b) To make recommendations to the OANC with respect to initiatives, budget priorities, pending legislation, and policies that relate to ANCs for informed advocacy from the OANC on ANCs behalf;
- (c) To make recommendations to the OANC as to steps that can be taken to enhance communication between ANCs and their constituents;
- (d) To make recommendations to the OANC as to steps that can be taken to enhance communication between ANCs and District Agencies;

- (e) To review and assess technological solutions under consideration by the OANC as to how they will improve ANC operations as well as to advise on roll out strategies and change management efforts for the successful adoption by ANCs;
- (f) To perform such other duties as may from time to time as requested by the OANC or as determined by the Board.

ARTICLE IV: MEMBERS

Section 1. *Composition.* The Board shall be composed of 11 members. One member will be appointed from each Ward, with three additional at-large members appointed from across the District. The members shall be appointed by the Executive Director of OANC based on the recommendations of Board members. Recommendations may also be submitted to the OANC for consideration by Members of the Council and the Office of the Mayor.

Section 2. *Qualifications.* Each member of the Board shall be a permanent resident and duly qualified elector of the District of Columbia and shall be of an outstanding reputation of integrity, responsibility, and commitment to serving the community. Qualification for membership shall include current or past service as an Advisory Neighborhood Commissioner, or other relevant experience demonstrating a deep knowledge of the roles and responsibility of ANC Commissions and Commissioners. The membership of the Board shall be broadly representative of the various social, racial, religious, linguistic, cultural, economic, national origin, and geography of the District of Columbia.

Section 3. *Compensation.* Board members shall serve without compensation but shall be entitled to an official email account in order to conduct Board business and be compliant with D.C.'s Open Meetings laws.

Section 4. *Vacancies.* Vacancies shall be filled in the same manner by which the original members were appointed, with a special emphasis on choosing persons who represent the demographic composition of the District of Columbia as a whole.

Section 5. *Tenure of Members.* All members shall serve terms of three years. In the case of a vacancy, such position will be appointed for the remainder of the term. Members shall serve no more than six years consecutively on the Board.

Section 6. *Attendance.* All members are encouraged to actively participate in meetings and events to promote collaboration and the success of the group's initiatives. Members are required to attend at least half of scheduled quarterly meetings per year. If a member fails to attend three consecutive regularly scheduled meetings, that position shall be considered vacant. A member may be removed from the office by a majority vote of the Commissioners present and voting at the next Board Meeting following at least thirty days' notice, in writing by any board member. Upon removal, the vacancy shall be filled in accordance with the election procedures set forth in Section IV of this section.

Section 7. *Committees.* The Board may create ad hoc or standing committees as necessary for the conduct of business.

Section 8. *Resignation.* Any member may resign at any time by written notice delivered in person, sent by mail, or emailed to both the Executive Director of OANC and the the Chairperson of the Advisory Board. . Any such resignation shall take effect at the time specified in the notice or, if not so specified, immediately upon receipt of the notice.

Section 9. *Speaking on Behalf of the Board.* Members may speak on behalf of the Board only with the express permission of the Chairperson or with the approval of the membership. However, the Board is the ultimate arbiter of any messaging given to the public on behalf of the Board.

ARTICLE V: CODE OF CONDUCT, ETHICS, CONFLICT OF INTEREST, GOVERNMENT IN THE SUNSHINE LAW

Members of the Board shall comply with all applicable DC Code of Conduct and Ethics laws governing financial interest, ownership, or other conflicts of interest rules. All members must comply with the DC Open Meetings Act as applicable.

ARTICLE VI: OFFICERS

Section 1. *Officers.* The officers of the Board shall be the Chairperson and Vice Chairperson.

Section 2. *Appointment of the Chairperson.* The Executive Director of the OANC shall appoint the Chairperson of the Board.

Section 3. *Selection of the Vice Chairperson.* The Board shall select from among its members a Vice Chairperson at the first meeting of the Fiscal Year by election of the membership.

Section 4. *Term of Officers.* Officers shall serve for one year or until their successors are selected and their term of office shall begin at the close of the meeting at which they are selected. The Chairperson and Vice Chairperson serve at the will of the Board and may not be removed except for cause. No member shall be eligible to serve more than two consecutive terms in the same office.

Section 5. *Vacancies in Officer Positions.* A vacancy in the office of the Chairperson shall be filled by the Vice Chairperson. A vacancy in the office of the Vice Chairperson shall be filled by election at the Board meeting immediately following the declaration of the vacancy.

Section 6. *Duties of Officers.*

Chairperson

- (a) The Chairperson shall serve as the presiding officer of the Board and shall serve as the official representative and spokesperson for the Board, unless specific representation is otherwise delegated and authorized by the vote of the Board.
- (b) The Chairperson shall have a general knowledge of the operation of the Board and is charged with primary responsibility for determining that the OANC and the Board's policies, rules and regulations are properly executed.
- (c) The Chairperson shall assign members to each committee with due consideration for the desire of the member and the need of the committee.
- (d) The Chairperson shall present a written report describing the Advisory Board's activities on an annual basis and shall appear as needed before the OANC to present any matters pertinent to their statutory responsibilities.

Vice Chairperson

- (a) The Vice Chairperson shall assist the Chairperson and shall perform the duties of the Chairperson in their absence or inability to serve.

ARTICLE VII: MEETINGS

Section 1. *Regular meetings.* The Board shall meet at regular intervals at least four times per year and such other meetings as it deems necessary at a time and place as designated by the Board.

Section 2. *Annual meeting.* The first regular meeting following October 1 shall be known as the annual meeting and shall be for the purpose of selecting officers, presenting the annual report describing the Board's activities for the past Fiscal Year, and for any other business that may arise as set forth in Article VI, Section 6 of these Bylaws.

Section 3. *Special meetings.* The Chairperson shall call a special meeting upon written request of a minimum of six members, limited to the topics contained in the written request. If, after two weeks, the Chairperson fails to schedule a special meeting after receiving a request from six members of the Board, the meeting may be scheduled by either the Vice Chairperson or the OANC Executive Director.

Section 4. *Presiding Officer.* The Chairperson shall preside at all meetings of the full Board at which they are present. In the absence of the Chairperson, the Vice Chairperson shall preside. In the absence of the Chairperson and Vice Chairperson, the Board by a majority vote shall select a member to preside at the meeting.

Section 5. *Quorum.* A quorum for the purpose of conducting business shall be half of the membership. The Board may meet without a quorum but shall not transact business unless quorum is present.

Section 6. *Rules of Order.* *Robert's Rules of Order* shall be used for the conduct of business. To the fullest extent practical, Board meetings shall operate under the procedures in small boards (49:21). The presiding officer may adopt more formal procedures at their discretion in order to expedite business in every way compatible with the rights of members (47:7).

ARTICLE X: SUPPORT SERVICES

The Office of Advisory Neighborhood Commissions shall provide the OANC Advisory Board with adequate support services to enable the Board to carry out its responsibilities. Among such other responsibilities, the OANC shall:

- (a) Maintain and keep the records of the Board, including ensuring the Board's roster is current;
- (b) Prepare, in cooperation with the Chairperson, the agenda for each meeting;
- (c) Be responsible for the preparation of such reports, documents, resolutions, or correspondences as the Board may direct;
- (d) Take minutes and make such minutes available on the OANC Website; and
- (e) Administer the business and affairs of the Board, subject to budgetary limitations.

ARTICLE XI: AMENDMENT OF BYLAWS

These Bylaws may be amended by a two-thirds vote of the members present. Any proposed amendment shall be presented to the Board in advance of the meeting where it is considered.