

**BY-LAWS OF
ADVISORY NEIGHBORHOOD COMMISSION 1C*
(ADAMS MORGAN)**

ARTICLE I – COMMISSION BY-LAWS AND BOUNDARIES

Sec. 1 – By-laws. Pursuant to section 14(d) of the Advisory Neighborhood Commission Act of 1975, as amended (D.C. Code § 1-309.11(d) (2002)) [hereinafter “the Act”], Advisory Neighborhood Commission 1C [hereinafter “the Commission”] adopts these by-laws to govern its operations.

Sec. 2 – Commission Area Boundaries. The geographic boundaries of the Commission shall be those established by the Council of the District of Columbia (hereinafter “the Council”), as they may be revised from time to time pursuant to the decennial census or other law. As of January 2, 2003, those boundaries are as follows (with all named streets located in NW): Beginning at the intersection of Connecticut and Florida Avenues; northeast on Florida Avenue to U Street; east on U Street to 16th Street; north on 16th Street to Harvard Street; west on Harvard Street to the entrance to the National Zoological Park; west across the bridge at the entrance of the National Zoological Park to Rock Creek; south along Rock Creek to Connecticut Avenue at the Taft Bridge; southeast on Connecticut Avenue to Florida Avenue.

ARTICLE II – COMMISSION AUTHORITY AND RESPONSIBILITIES

Sec. 1 – In General. The Commission shall have all authorities provided by the Act to Advisory Neighborhood Commissions generally, including the authority to advise the Council, the Mayor, executive agencies, and independent agencies, boards, and commissions of the District Government with respect to the District budget, District goals and priorities, and all other matters of District governmental policy that affect the Commission area.

Sec. 2 – Specific District Government Actions. Pursuant to section 13 of the Act (D.C. Code § 1-309.10 (2002)), the Commission shall endeavor to advise each agency, board, and commission of the District government of the Commission’s views regarding any requested or proposed zoning variances or special exceptions, zoning map or text changes, comprehensive plans, licenses, permits, or public improvements affecting the Commission area, and regarding the award of any grant funds to a citizen organization or group, proposed changes in District government service delivery, and the development of any proposed facility or system insofar as these may affect the Commission area.

Sec. 3 – Service Complaints and Recommendations. The Commission and each individual Commissioner shall monitor complaints and recommendations of residents, businesses, organizations, and other community members within the Commission area with respect to the delivery of District government services, and shall take action as provided in Article VIII, section 1 in response to such complaints and recommendations.

* *Approved Feb. 4, 2004*

ARTICLE III – MEETING PROCEDURES

Sec. 1 – Open Meetings. All meetings of the Commission shall be open to the public, provided that a meeting may be closed to the public for the discussion of personnel or legal matters pursuant to section 14(g) of the Act (D.C. Code § 1-309.11(g) (2002)).

Sec. 2 – Frequency. The Commission shall plan to meet at least monthly at a location within its boundaries to consider matters described in Article II and such other matters as may properly come before it. The Commission may vote to cancel a scheduled monthly or other meeting but may not hold fewer than nine meetings per year.

Sec. 3. – Notice. At least seven days notice shall be given of the Commission meetings, except that shorter notice may be given for good cause or in the case of an emergency. Except as provided by section 8 for special meetings, notice of meeting dates, times, and locations shall be posted on the Commission website and disseminated by e-mail to a list of residents or other stakeholders in the community who have expressed an interest in receiving such notices. Publication of such notice shall also be requested by the Commission in a city or community newspaper distributed within the Commission area. In addition, each Commissioner shall be responsible for providing notice to his or her Single Member District (SMD), using at least one of the following methods:

- (a) Posting written notices in at least 4 conspicuous places in the SMD;
- (b) Transmitting or distributing notices to a list of residents and other stakeholders in the applicable SMD who have exhibited an interest in receiving such notices; or
- (c) Any other manner approved by the Commission.

Sec. 4 – Agenda. Following consultation with other Commissioners, the Chairperson shall set the order of business or agenda, which shall be distributed at the commencement of each meeting and shall not require further approval. However, if the order of business or agenda is approved by vote of the Commission, no change therein shall occur except by a two-thirds vote.

Sec. 5 – Discussion and Debate. Each Commissioner may speak for up to two minutes on a debatable motion or question, and may speak a second time for up to two minutes in rebuttal or response to others on the same motion or question. Each Commissioner may speak for up to two minutes on other matters (excluding nondebatable motions or questions), provided that the Chairperson may recognize a Commissioner to give a longer report or statement.

Sec. 6 – Community Participation. Community views shall be considered in positions taken by the Commission. Any community member may participate in the discussion of a matter (excluding nondebatable motions or questions) if recognized by the Chairperson for that purpose. If no community members have been recognized during Commission deliberations on pending business, then at least 10 minutes shall be reserved prior to adjournment to hear community views on problems or issues of concern within the Commission area and on proposed District Government actions that may affect the Commission area.

Sec. 7 – Voting. Commission actions shall be approved by a majority of the Commissioners present and voting, a quorum being present, except that an amendment to or revision of these by-laws shall require a two-thirds vote following notice announced publicly at the meeting of the Commission preceding the meeting at which such amendment or revision is to be considered. The Chairperson shall have the right to vote on any matter. No proxy voting shall be permitted. At the discretion of the Chairperson, voting may occur by voice vote, show of hands, or roll call, provided that the vote shall occur by roll call if requested by at least two other Commissioners.

Sec. 8 – Special Meetings. A special meeting of the Commission shall be called if announced by the Chairperson, if requested in writing by at least one-half of the elected Commissioners, if requested by petition of at least 50 registered voters within the Commission area, or if otherwise required by these by-laws. The purpose of the special meeting shall be stated in the meeting notice, and no other topic may be discussed at the meeting. Notice may be provided by public announcement at a regularly scheduled meeting of the Commission held no less than seven days prior to the special meeting, or as provided in section 3 of this Article.

Sec. 9 – Joint Meetings. To address common issues or concerns more effectively, the Commission may hold joint meetings with other ANCs if approved by each participating ANC in a public meeting held prior to the joint meeting. All such joint meetings shall be open to the public to the same extent provided in section 1 of this Article, and any official action shall be taken in the manner prescribed by section 15(a) of the Act (D.C. Code § 1-309/12(a) (2002)).

Sec. 10 – Rules of Procedure. Except as otherwise provided by law or these by-laws, meetings shall be conducted as provided in *Robert's Rules of Order, Newly Revised*.

ARTICLE IV – OFFICER ELECTIONS

Sec. 1 – Officers and Terms. The Commission shall elect from among its members a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as it may deem necessary, each of whom shall be elected at the first meeting held in January of each year and shall serve until the first meeting held in the next succeeding January. Notwithstanding the preceding sentence, if the Board of Elections and Ethics has not certified the election of a majority of the members of the Commission by the first meeting in January in an odd-numbered year, the election of officers shall take place at a meeting held no later than 30 days following the certification of such a majority.

Sec. 2 – Nominations. Each candidate for an officer position shall be nominated by a Commissioner, and shall be seconded by another Commissioner. A Commissioner may nominate or second himself or herself for any office. The Commissioner making a nomination may speak for up to two minutes in support of the nominee prior to a second, and each candidate may speak for up to two minutes after nominations for that office are closed. However, a Commissioner who makes a nominating speech in support of himself or herself may not speak a second time after nominations for that office are closed.

Sec. 3 – Elections. (a) Offices shall be filled in the order set forth in section 1. The election for Chairperson shall be conducted by the outgoing the Commission Chairperson if available, or by the next ranking and available officer of the outgoing Commission. Thereafter, the election for other offices shall be conducted by the newly elected Chairperson.

(b) After nominations for an office are closed and the candidates have spoken as provided in section 2, the election for that office shall take place by show of hands. A majority of those present shall be required for election. In the event more than two candidates for an office are nominated and no candidate receives a majority of votes, the name of the candidate receiving the fewest votes shall be withdrawn from consideration. In the event of a tie for fewest votes as described in the preceding sentence, a coin toss shall determine the name to be withdrawn. A further ballot shall then be held. In the event of a tie between the two (or final two) candidates for an office, the Commissioner who seconded each nominee shall be recognized to speak for up to one minute in support of that nominee. A further ballot shall then be held. In the event of another tie, a coin toss shall determine the winner.

Sec. 4 – Removal and Vacancies. (a) An officer may be removed in accordance with the provisions of section 14(e)(2) of the Act (D.C. Code § 1-309.11(e)(2) (2002)). Except as provided below in subsection (b), in the event a vacancy occurs by reason of such removal, or due to death or resignation, an election to fill the vacant position shall occur at the next regularly scheduled meeting of the Commission using the procedures set forth in sections 2 and 3. The officer elected to fill the vacant position shall serve out only the term of the officer being replaced. Until a vacancy in the office of Vice Chairperson or Secretary is filled, the Chairperson may appoint an interim officer.

(b) In the event a vacancy occurs in the office of Treasurer by reason of removal, death, or resignation, the Commission shall elect a new Treasurer in the manner provided by sections 2 and 3 at its next regular meeting if such meeting is to be held within ten days after the vacancy occurs, or at a special meeting convened by the Chairperson within ten days of such vacancy.

Sec. 5 – Consecutive Terms. There shall be no limit on the number of consecutive terms that may be served in any office by a Commissioner.

ARTICLE V – DUTIES OF COMMISSION OFFICERS

Sec. 1 – Chairperson. The Chairperson shall serve as the convener of the Commission, shall preside at Commission meetings, shall present the views or recommendations of the Commission to other District government entities or shall designate one or more other Commissioners to do so on a particular issue or proposed action, shall have the power to call special meetings, and shall have such other duties and authorities as are provided elsewhere by law and these by-laws. The Chairperson shall rule on procedural questions subject to the appeal rights provided in *Robert’s Rules of Order, Newly Revised*.

Sec. 2 – Vice Chairperson. The Vice Chairperson shall carry out the duties of the Chairperson described in section 1 in the event the Chairperson is absent or otherwise unable to

perform such duties. The Vice Chairperson shall provide such assistance to the Chairperson as the Chairperson may request and perform such duties as may be delegated by the Chairperson. The Vice Chairperson shall also act as Chairperson when the Chairperson is required or wishes to relinquish the gavel in the course of a meeting.

Sec. 3 – Secretary. The Secretary shall be responsible for the preparation of the minutes for all meetings of the Commission and for the distribution of copies of minutes to all Commissioners prior to their approval. The Secretary shall maintain the Commission’s written records, except for its financial records, shall ensure the issuance of required meeting notices, and shall conduct the general correspondence of the Commission except as otherwise required by law or authorized by the Chairperson. The Secretary shall be provided with copies of all minutes, reports, and correspondence of the Commission committees and shall perform such other duties as the Chairperson may request.

Sec. 4 – Treasurer. (a) Each expenditure of funds shall be voted on by the Commission upon motion or resolution, except as permitted by the District of Columbia Auditor based on the budget adopted by the Commission for the applicable fiscal year. Each expenditure shall be recorded in the Commission’s books of accounts. Every draft or order drawn on the Commission’s depository accounts shall bear the signatures of two officers, at least one of whom shall be the Treasurer or the Chairperson. The Treasurer shall designate one or more financial institutions within the District of Columbia as depositories of the Commission funds, which designation shall be approved by the Commission at a regularly scheduled meeting.

(b) The Treasurer shall maintain the Commission’s books and accounts on a District of Columbia Government fiscal year basis (October 1 – September 30). The Commission by resolution shall designate the location at which the Commission’s books and records shall be maintained, which shall be the Commission office if the Commission has a regular office, or the Treasurer’s home or business address if the Commission does not have a regular office.

(c) The Treasurer, in consultation with the Chairperson, shall develop the annual fiscal year spending plan budget on forms provided by the Mayor. The Treasurer shall present such budget at a regularly scheduled meeting held within 45 days of notification of the amount of the Commission’s annual allotment, for comment from residents of the the Commission area and for adoption of such budget as required by law. The Treasurer shall submit such budget to the District of Columbia Government within 15 days after such approval by the Commission.

(d) The Treasurer shall prepare, the Commission shall approve, and the required officers shall sign and submit to the District of Columbia Auditor the quarterly and annual financial reports as required by law.

(e) No expenditure shall be made by the Commission during a vacancy in the office of Treasurer, or at any time when a current and accurate statement and bond or its equivalent are not on file with the District of Columbia Auditor as required by section 16(c) of the Act (D.C. Code § 1-309.13(c) (2002)).

ARTICLE VI – COMMITTEES

Sec. 1 – Standing Committees. There shall be no fewer than three standing committees to assist in conducting the Commission’s business. One committee shall have jurisdiction over alcoholic beverage control matters, another shall have jurisdiction over planning and zoning matters, and a third shall have jurisdiction over grants to organizations under section 16(m) of the Act (D.C. Code § 1-309.13(m) (2002)). Subject to the requirements of the preceding sentence, the names, jurisdictions, chairpersons, membership rosters, minimum meeting frequencies, and general rules of procedure for the standing committees shall be approved by the Commission no later than February of each year upon motion or resolution of the Chairperson.

Sec. 2 – Special Committees or Task Forces. The Commission may establish from time to time, as may be necessary, special committees or task forces of limited duration to address specific issues or matters for which none of the standing committees have appropriate jurisdiction or expertise, and shall designate a chairperson and the members of each such special committee or task force upon its creation.

Sec. 3 – Vacancies or Additional Committee Members. The Chairperson of the Commission, with the approval of the Commission, shall appoint such additional members to a committee or task force as may be needed to provide additional assistance thereto, or to fill any vacancy on a committee or task force.

Sec. 4 – Action on Committee Recommendations. – (a) When a standing committee votes to recommend to the Commission an action on any pending matter within that committee’s jurisdiction (a quorum of duly approved committee members having been present at the time of such vote), the Chairperson of the Commission shall schedule consideration of that recommendation at the next regular meeting of the Commission during the portion of the agenda reserved for committee reports, unless the chairperson of the committee consents to have the matter considered at a later time or date.

(b) When a special committee or task force votes to recommend to the Commission an action on an issue or matter for which the special committee or task force was formed (a quorum of duly approved committee or task force members having been present at the time of such vote), the Chairperson of the Commission shall schedule consideration of that recommendation at the next regular meeting of the Commission during the portion of the agenda reserved for new business, unless the chairperson of the special committee or task force consents to have the matter considered at a later time or date.

ARTICLE VII – COMMISSION OFFICE, SUPPLIES, AND STAFF

Sec. 1 – Office, Supplies, and Use Thereof. – The Commission by written resolution may vote to establish an office within the boundaries of the Commission area and may expend funds received through its annual allocation, or other legally donated funds, for the payment of rent, security deposit, property liability insurance, and such furnishings, equipment, and supplies as may be necessary for the proper functioning of the office. Each Commissioner shall have equal

access to the Commission office and its records in order to carry out Commission duties and responsibilities, but no Commissioner shall have a claim to any particular space, work area, furnishings, equipment, or supplies in the office to carry out his or her duties or responsibilities as a Commissioner. The Commission office, and any equipment or supplies therein, shall be used only for official business and shall not be used to conduct personal business, campaign activity, or the business of any third party. The preceding sentence shall not prohibit the use of the Commission office for meetings other than Commission or committee meetings, if such use is approved in advance by the Commission. In the event of a scheduling or other use conflict involving Commissioners, committees, task forces, or third parties that cannot be timely decided by Commission vote, the Chairperson shall resolve the matter based upon the following priority order of needs: those of the full Commission, a standing committee, a special committee or task force, an individual Commissioner, and a third party.

Sec. 2 – Commission Staff. Subject to the requirements of section 16(o) of the Act (D.C. Code § 1-309.13(o) (2002)), the Commission by written resolution may vote to employ any person necessary to provide administrative support to the Commission, and such person shall serve at the pleasure of the Commission. Unless the Commission by written resolution designates another Commissioner to do so, the Chairperson shall have the authority and responsibility to direct the work of the staff.

Sec. 3 – Other Uses of Commission Funds. Sections 1 and 2 of this Article shall not be construed to limit the approval or expenditure of Commission funds for other legal uses.

ARTICLE VIII – MISCELLANEOUS PROVISIONS

Sec. 1 – Action on Constituent Complaints and Recommendations. Complaints and recommendations of community members brought to the attention of the Commission or a Commissioner as described in Article II, section 3, shall in the first instance be reviewed and investigated by the Commissioner for the SMD in which the community member is located or in which the problem exists or both, whichever appears most appropriate. The reviewing Commissioner(s) shall endeavor to address the complaint or recommendation wherever possible without further action of the Commission. However, where such informal efforts have not succeeded or would be insufficient or unduly burdensome to achieve a satisfactory outcome, the Commissioner may refer the complaint or recommendation to the full Commission or relevant committee for formal Commission action. If the Commission determines the complaint or recommendation to be well-founded, it shall seek action to address the issue from the appropriate District government entity and the Council (or the appropriate Council committees or Members).

Sec. 2 – Parliamentarian. The Chairperson may appoint a Parliamentarian from among the Commissioners to advise on procedural questions, but the Parliamentarian shall not have the power to decide or rule on points of order or other procedural questions.