

Bylaws of ANC2E

ARTICLE I. NAME

The name of the Commission shall be the Burleith Foxhall-MacArthur Georgetown Hillandale Advisory Neighborhood Commission 2E. The Commission is established pursuant to Section 738 of the D.C. Self-government and Governmental Reorganization Act, Pub. L. 93-198, 87 Stat. 824, and D.C. Law 1-58, 22 D.C. Reg. 5453 (April 9, 1976).

ARTICLE II. OBJECT

Section 1.a. The Commission may advise the Council of the District of Columbia, the Mayor and each Executive Agency and all independent agencies, boards, and commissions of the government of the District of Columbia with respect to all proposed matters of District governmental policy including but not limited to decisions regarding planning, streets, recreation, social service programs, education, health, safety, and sanitation which affect the Commission area.

Section 1.b. Proposed District government actions upon which the Commission shall have the opportunity to comment shall include but shall not be limited to actions of the Council of the District of Columbia, the Executive Branch or any independent agency. The Commission may advise each agency, board, and commission regarding the award of any grant or funds to a citizen organization or group, the formulation of any final policy, decision or guideline with respect to grant applications, comprehensive plans, requested or proposed zoning changes, variances, public improvements, licenses, or permits affecting said Commission area, the District budget and city government service delivery and the opening of any proposed facility.

Section 2. The Commission may present its views to entities including but not limited to any federal, regional, or District agency.

Section 3. The Commission may initiate its own proposals for District, federal, regional or neighborhood government action.

Section 4. The Commission shall monitor complaints of Commission area residents with respect to the delivery of District government services and forward comments of same to the appropriate District government entity.

Section 5. On or before November 30 of each year, the Commission shall file an annual report with the Council of the District of Columbia and the Mayor for the preceding fiscal year. Such report shall include but shall not be limited to provisions required by law including:

- a. summaries of important problems perceived by the Commission and in order of their priority. recommendations for improvements on the operation of the Commission,
- b. financial reports, and
- c. summary of Commission activities.

Any Commissioner may submit a minority report, which shall be filed with the annual report.

Section 6. The Commission may operate neighborhood or community enhancement campaigns. It may operate other programs only in conjunction with existing governmental activities, provided that such activities on behalf of the Commission do not duplicate already available programs or services and further provided that the Commission's programs are not conducted on a contractual basis with existing governmental agencies.

Section 7. The Commission may, where appropriate, constitute the citizen advisory mechanism required by any federal statute.

Section 8. The Commission may carry out any other function as shall be provided by law or regulation.

ARTICLE III. MEMBERS

Section 1. The Commission shall be composed of those persons duly elected and certified by the D.C. Board of Elections and Ethics to Single Member Districts within the Commission's boundaries.

Section 2. Each member of the Commission shall serve for a term of two years which shall begin at noon on the second day of January following the date of election of such member, or at noon on the day after the date the Board certifies such election of such member, whichever is later.

Section 3. Each duly elected and certified Commissioner shall have one vote. There shall be no voting by proxy.

Section 4. Vacancies shall be filled in accordance with the laws of the District of Columbia.

Section 5. The Commissioners shall serve without compensation; however, appropriate expenses may be reimbursed in accordance with the laws of the District of Columbia and these bylaws.

Section 6. Any individual Commissioner may communicate his or her views on any issue within the scope of his or her jurisdiction to any government entity; provided, however, that unless such communication has been approved by the Commission as a whole or reflects the views of the Commission as reflected in a formal vote of the Commission, such Commissioner indicates in such communication that he/she is speaking as an individual Commissioner, and not for the Commission itself.

Section 7. Each Commissioner shall have at all times equal access to the resources of the Commission, including, but not limited to, documents (as defined in the Federal Rules of Civil Procedure) of the Commission, the Commission office, and supplies.

ARTICLE IV. OFFICERS

Section 1. In January of each year, the Commission shall elect from among its members a chairperson, a vice-chairperson, a secretary, a treasurer, and such other officers as may be determined necessary by the Commission.

Section 2. A quorum for the election of officers shall be a majority of the duly elected Commissioners.

Section 3. The chairperson shall serve as convener of the Commission and shall chair the meetings. The Chairperson shall be responsible for the execution of the decisions of the Commission, and may delegate such duties to other Commission members.

Section 4. The chairperson may rule on procedural questions from the chair and such rulings may be overturned by a majority vote of the Commission.

Section 5. The vice-chairperson shall fulfill the obligations of the chairperson in his/her absence.

Section 6. The secretary shall be responsible for the preparation of the minutes for all meetings of the Commission and for the keeping of all important papers, and shall be primarily responsible for providing the community with notice and results of Commission meetings.

Section 7. All official documents, including minutes, financial records, shall be prepared and maintained by the appropriate officer.

Section 8. The treasurer shall be responsible for maintaining the financial records of the Commission in accordance with D.C. laws and regulations.

Section 9. In the case of a vacancy in any office, the Commission shall select a new officer in accordance with these Bylaws at their next regularly scheduled meeting.

Section 10. Officers shall be elected by a simple majority of Commission members present. In the event that there is not a simple majority on the first ballot, there shall be an election between the two candidates receiving the most votes. In the event of a tie in such a run-off vote, the winner shall be decided by a coin-toss.

Section 11. Any officer may be removed from office by a two-thirds vote of the Commissioners present and voting at a meeting following at least seven days' notice, in writing, by any Commissioner to all other Commissioners of the intention to seek the removal of the officer. Upon removal, the vacancy shall be filled in accordance with the election procedures set forth in these Bylaws.

ARTICLE V. MEETINGS

Section 1. Discussion at meetings shall be open to all ANC residents and invited guests, in accordance with these Bylaws.

Section 2. No official action may be taken by the Commission unless a quorum of the members of the Commission is present. A quorum is a majority of the duly elected commissioners.

Section 3. The Commission shall generally meet at regular intervals, not less than nine times a year, to consider matters before the Commission which may include but not be limited to consideration of actions or proposed actions of the Council of the District of Columbia, the Executive Branch or any independent agency, board, or commission and recommendations thereof.

Section 4. No less than seven days notice of its meetings shall be given by the Commission, except where shorter notice for good cause is necessary, by posting written notices in at least two conspicuous places in each Single Member District.

Section 5. The Commission shall host "town meetings" in accordance with D.C. law and regulations.

Section 6. Residents' views should be considered in positions taken by the Commission.

Section 7. Special meetings of the Commission can be called upon the written request of two Commissioners. The purpose of the meeting shall, be stated in the request and no other topic may be acted upon at that meeting. Reasonable notice in accordance with the laws of the District of Columbia shall be given in writing.

Section 8. Commission actions, except as otherwise provided herein, shall be approved by a simple majority of those Commission members present and voting.

Section 9. Except as otherwise provided herein, in the case of a tie vote, the motion for Commission action shall fail.

ARTICLE VI. COMMITTEES

Section 1. The Commission may create standing and special committees in accordance with the laws of the District of Columbia. Each Commissioner shall be an ex-officio member of each committee, with the right to participate and vote in its deliberations.

Section 2. Each committee may adopt rules of procedure and practice under which it shall operate.

ARTICLE VII. EXPENDITURES

Section 1. The treasurer shall develop an annual fiscal year budget request on forms to be provided by the Mayor prior to which such budget shall be submitted to the residents of the Commission's area in March of each year for their review and comment. A final budget shall be submitted to the Council and to the Mayor on or before April 30 of each year provided that submission of any different dates may be required to conform with the District of Columbia budget schedule.

Section 2. The treasurer shall prepare and the Commission approve a quarterly financial report within 30 days of the close of each fiscal quarter. These reports shall be public documents and shall be available for public inspection. The quarterly report signed by the treasurer and the chairperson of the Commission and attested to by the secretary as having been approved by the Commission shall be filed within seven days of approval by the Commission with the District of Columbia Auditor.

Section 3. Every expenditure of funds by the Commission shall be authorized in writing by the treasurer and recorded in the Commission's books of accounts, provided, however, that the treasurer may disburse to another Commission member or employee of the Commission amounts not in excess of \$50.00 out of petty cash funds. Records of expenditures of such funds shall be transmitted to the treasurer prior to any disbursement of the funds for petty cash.

Section 4. The signature of two officers shall be required on every draft or order drawn on the Commission's depository.

Section 5. The Commission shall by resolution approved by a majority of its members designate one or more financial institutions within the District of Columbia as depositories of Commission funds.

Section 6. The treasurer shall comply with the regulations issued by the District of Columbia auditor concerning ANC treasurers.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the Commission in all cases in which they are not inconsistent with these Bylaws and any special rules of order the Commission may adopt.

ARTICLE IX. MISCELLANY

Section 1. All employees of the Commission shall be hired by the Commission and shall serve at the pleasure of the Commission. The Commission shall establish position descriptions for its employees. The employees of the Commission may be hired on a full-time or a part-time basis and for an indefinite or for a definite term. Persons hired by the Commission shall meet the qualifications established in the job description.

Section 2. These Bylaws shall be available to the public.

ARTICLE X. REVISION OF BYLAWS

Revision of these Bylaws shall be made only on at least two weeks' prior notice of the proposed modifications, deletions, or additions of the bylaws to each Commission member. At least two-thirds of the duly elected