

# ANC 2E PROCEDURES

(approved 9/1/98; amended 11/4/98, 5/4/99, 1/4/00, 2/1/00)

## Office Procedures

1. No later than nine days prior to a public meeting date, each commissioner shall receive:
  - o The draft agenda;
  - o Copies of all correspondence signed by the chair;
  - o Draft minutes from the previous public meeting;
  - o Material submitted by presenters of agenda items;Commissioners should bring these materials with them to the public meeting.
2. Anyone making a presentation before the ANC is required to provide the office with 9 sets of fact sheets 10 days before the meeting. In the absence of information necessary to make a decision, the Commission may defer the subject.
3. All mail relating to matters that may come or have come before the Commission should be circulated to all commissioners within three days of receipt.
4. Copies of outgoing correspondence for each month must be made available, along with the minutes of the previous meeting, at the back of the meeting room.
5. A copy of the agenda should be delivered to properties adjacent to properties under discussion, with the property highlighted, and the owner of the property being discussed should be sent a copy of any letter regarding an ANC position on that property.
6. In June 1998, commissioners voted an annual budget providing \$200 per month for Xeroxing newsletters and district-related outreach activity; per commissioner, evenly divided, that means a sum of \$25/month. Commissioners may roll over their unused allotments from month to month, providing they don't exceed the budgeted limit divided by the number of commissioners.
7. For each public meeting, each commissioner shall be provided with a packet containing relevant documents not previously provided for each item on the agenda, as well as an agenda, minutes of the previous meeting, and a current Treasurer's report.
8. All documents produced or copied in the ANC office, by ANC equipment, by ANC personnel (temporary or permanent), or where any portion of the production or distribution of the document was paid for or reimbursed by ANC funds or accounts shall be deemed public documents and a copy of such must be:
  - o Retained in the ANC office at all times, and
  - o Upon request, a copy shall be provided to a member of the public.
  - o The cost of copying all requested documents shall be borne by the requester.

## Meeting procedures

9. In case of inclement weather, ANC 2E meetings will ordinarily be canceled if and only if the D.C. government has announced it will be closed that day. In case of cancellations, the date of the rescheduled meeting, if any, will be available as soon as possible from the ANC office.
10. Any commissioner can put an item on the agenda. All items should state why the item appears on the agenda, in order to clarify the public posting. All items must be submitted not less than 7 days before the public meeting. If any time-critical issue arises which requires an addition to the agenda after it is posted, first the chair and then all commissioners must be notified, and re-posting of the revised agenda must occur ASAP. The ANC office must notify all commissioners before the revised agenda is posted in the community.
11. No vote may be taken on any issue which has not appeared on a posted agenda, except with the 2/3 consent of the commissioners present at the meeting when the issue arises.
12. Commissioners introducing motions are responsible for submitting written text of their motions, together with any amendments, to the ANC Administrator by the end of the meeting in which the motion passes.

## Post-meeting procedures

13. Only resolutions and motions passed by a quorum of commissioners at a public meeting can and will constitute ANC 2E's official positions. Any other opinion communicated by an ANC commissioner shall be declared as his or her own. All documents being sent on ANC 2E letterhead and signed by the chair must be drafted and processed by email for review prior to being sent.
14. Only official decisions of the Commission by public vote may be issued on ANC 2E letterhead, except:
  - o Letterhead may also be used in letters that further the normal business of the ANC, such as invitations and agency

queries and responses to administrative issues.

- When necessary, the chair may write follow-up letters directly related to implementation of ANC 2E decisions officially voted at a public meeting, but such letters may not characterize, color or interpret the votes of the commissioners.
  - A letter signed by all of the Commissioners may be sent on ANC 2E letterhead, subject to the other requirements in these Procedures.
15. The chairperson shall not sign any letter regarding actions taken by the ANC identifying him/herself as Chair unless the action has been passed at a public meeting. The chairperson shall not identify him/herself as Chair in any testimony unless the content of the testimony has been passed by the full Commission at a public meeting.
  16. Nominations for Community Commendations must appear on the draft agenda, with the citation. Opposition to a Community Commendation by a commissioner will cause the Commendation to be removed from the final agenda.
  17. Chair may schedule an executive session to prepare for a meeting, so long as no votes are taken or any agreement reached concerning any agenda items. Such meetings will be open to commissioners and staff only.
  18. In order to ensure a quorum, commissioners should notify the chair or the ANC office when they will not attend a public meeting.