

ADVISORY NEIGHBORHOOD COMMISSION 8D BYLAWS

ARTICLE I - NAME

There is established by an act of the Government of the District of Columbia, the Advisory Neighborhood Commission 8D hereinafter referred to as The Commission. ANC 8D consists of Single Member Districts 8D01 through 8D08 as is established by Single Member District boundaries.

ARTICLE II - DUTIES AND SPONSIBILITIES

Section 1.

The general purpose of the Commission is to communicate the views and represent the interests of every neighborhood within its boundaries to the Government of the District of Columbia.

Section 1a.

This Commission shall advise the Council of the District of Columbia the Mayor Government of the District of Columbia with respect to all proposed matters of the District.

Section 2.

The activities, duties and responsibilities of the Commission shall be those specified in Sec. 788 of PL 93-198 and D.C. Law 1-21 and 1-58 of the District of Columbia.

ARTICLE III – MEMBERSHIP

Section 1.

The Commission shall be composed solely of those persons duly elected and certified by the DC Board of Elections as representatives of its Single Member Districts (SMD) in accordance with the law.

Section 2.

Members shall serve without compensation.

Section 3.

All members shall have equal voting rights following the principle of one person, one vote. Proxy voting is authorized if a commissioner is prevented from attending and has instructed his or her proxy accordingly, in writing, and has specifically detailed the issue (s) for which the proxy is voting. General proxies are not permitted. Proxy votes should be filed with the Chairperson in advance of the meeting. All public meetings of Advisory Neighborhood

Commission 8D shall be recorded and kept for two years until such a time when the compilation of all information for the District Government (budget) has been completed. Minutes shall be prescribed and copies provided to all commissioners within a reasonable time after meeting dates.

Section 4.

A quorum for the conduct of business, including internal organization and election of officers, shall be a majority of the elected Commissioners. The Commission shall generally meet at regular intervals, not fewer than nine times a year to consider matters before the Commission. No fewer than seven (7) days' notices shall be given by the Commission of its meetings. Residents' views may be incorporated in positions taken by the Commission.

ARTICLE IV – OFFICERS

Section 1.

The Commission shall elect a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, and such other officers as may be necessary from among the Commission members and may be offered as a slate.

Section 2.

The election of officers shall take place in January of each year. Only members of the Commission shall make nominations for each office. There shall be no limit as to the number of such nominations.

Section 3.

When nominations are closed, the election shall take place by open vote and will be conducted by a designated member of the Commission who has not been nominated or other person (s) designated. The person who has received a simple majority of the votes cast shall be elected to that office.

Section 4.

Voting for each office shall be concluded before the floor is opened for nominations for another office, except when officers are offered as a slate pursuant to Article IV, Section 1.

Section 5.

In the event there is no simple majority after the first ballot, there shall be a run-off election between the two candidates receiving the highest number of votes.

Section 6.

Officers shall assume office at the close of elections. In the event of a vacancy, the person filling the vacant position shall serve out the term of the officers he/she replaced.

Section 7.

Upon a motion by a Commissioner, after two weeks of prior notice to all Commissioners, a majority of the Commissioners may remove any officer of the Commission for cause.

Section 8.

Vacancies among officers shall be filled at the next regular meeting of the Commission. Nominations and elections shall occur in accordance with the election procedures set forth in these Bylaws. In the case of a vacancy in the office of Treasurer, a special meeting of the Commission shall be held within seven (7) days of such a vacancy to select a new Treasurer.

Section 9.

The Chairperson shall serve as a convener of Commission meetings and shall establish the agenda after consultation with Commission members.

Section 10.

The Vice-Chairperson shall fulfill the obligations of the Chairperson in their absence and shall perform such other duties as may be delegated by the Chairperson.

Section 11.

The Secretary shall be responsible for the preparation of the minutes of all meetings of the Commission and for making the minutes available to all the members of the Commission. Minutes in draft will be circulated following meetings. Any changes or corrections must be submitted prior to or at the next regular meeting during which final approval will be made.

Section 12.

The Secretary, shall be responsible for maintaining records of all Commission activities, serve as central repository of copies of records of all committees and task forces, and shall perform such other duties as may be required. In the preparation of minutes, reports, etc., the Secretary shall have the assistance of available Commissioners.

Section 13.

The Treasurer shall conduct their office according to the regulations adopted by the Government of the District of Columbia.

Section 14.

The Treasurer, with the Commission as whole, shall develop and annual fiscal budget request on forms to be provided by the Government of the District of Columbia and presented at a regular meeting to the residents of the Commission's area at the beginning of each fiscal year for their review and comments.

Section 15.

The Treasurer shall prepare, and the Commission approves, a Quarterly Financial Report within sixty (60) days of the close of each quarter. These reports shall be public documents and shall be available for public inspection.

Section 16.

All checks drawn upon checking accounts and all withdrawal orders upon savings accounts of ANC 8D shall be signed by either the Treasurer, the Chairperson, and any other officer. Two Signatures shall be required. The Treasurer shall deposit all receipts (including the District allotments), except for any interest earned in a savings account only into their Commission's checking account.

Section 17.

The Treasurer shall be bonded.

Section 18.

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 19.

The officers of the Commission are authorized to take action, in case of urgency and during the interim between regular meetings, on matters of budgetary or any other nature. A vote of three of the four officers is required for any such action.

ARTICLE V – MEETINGS**Section 1.**

All meetings of the Commission shall be open to the public. The Commission shall have its regular meetings on the fourth Thursday of designated months, except November and December.

Section 2.

Special meetings of the Commission can be called by the Chairperson or upon request of any two (2) Commissioners. The purpose of the special meeting shall be stated in the notice, and no other topic shall be discussed at the meeting, except by unanimous consent of the Commissioners at the beginning of the meeting.

Section 3.

Any Commissioner may have an item placed on the agenda of a regular meeting by notifying the Chairperson in advance of the meeting.

Section 4.

Meetings shall in general follow the parliamentary forms set out for conduct of business in "Robert's Rules of Order".

Section 5.

During regular meetings, time will be provided for the expression of views by community members.

ARTICLE VI – COMMITTEES

Section 1.

Committees may be established through which the Commission can conduct its affairs, apart from its regular and special meetings. These committees may be approved by a majority of the Commissioners during a regular meeting of the Commission.

Section 2.

Every committee or task force will include at least one Commissioner as a member in the conduct of its affairs.

Section 3.

All committees established by the Commission are open to participation by citizens.

Section 4.

The Commission shall elect the officers of the committees.

ARTICLE VII – PROCEDURES

Section 1.

All official actions of the Commission shall be recorded in full in minutes of regular or special meetings. An adequate record activities and recommendations of committees shall also be maintained, along with the Commission decisions with reference to such matters.

Section 2.

Committees shall receive materials and act on requests from the Commission as a whole, and may develop additional information as needed in order to make recommendations to the Commission. They shall not act on behalf of the Commission, or represent their recommendations as official Commission policy to others, without having obtained formal authorization of the Commission.

Section 3.

- a. All official notices of positions or decisions taken by the Commission as a whole with respect to proposals submitted to it by City agencies or for any other purpose shall be made on Commission stationary, signed by the Chairperson, or if unavailable, the next ranking officer, the next most senior Commissioners (in tenure), or a Commissioner designated by the Commission. When the Chairperson intends to decline to sign, this should be indicated no later than

before the adjournment of the meeting of which the position or decision is taken.

- b. Commissioners are entitled to submit a concurring or minority opinion, in case they take a different position from the Commission majority vote. Concurring or minority opinions may be submitted with the majority opinion on ANC 8D stationery, provided said opinions are clearly indicated as concurring or minority and submitted to the ANC 8D office in time to be submitted with the majority opinion.

Section 4.

Other communications by individual Commission members (i.e. requests for information, inquiries on behalf of constituents, etc.) on Commission stationery will be properly identified as personal and distinguished from official notices. Copies of all such communications by Commission members will be filed with the Secretary and will be kept as part of the record of Commission-related activities.

Section 5.

The Commission will seek to ensure the widest possible dissemination of information to its area's residents as to meetings, policies, and activities.

Section 6.

The Commission shall continually strive to involve all segments of its area's population in its deliberations and activities.

Section 7.

Each Commissioner shall have the right to:

- a. Access to the Commission's office and be provided a key to said office (which is for Commissioner use only and must be returned upon completion of term of office). Commissioners will comply with the established office procedures;
- b. Review all Commission records and files;
- c. Review all income and expenses of the Commission including appropriate invoices and receipts;
- d. Review the checkbook and bank statements of the Commission and,
- e. Be notified of the time for submission of Commission majority, concurring, and minority opinions.

Section 8.

Each Commissioner shall be responsible for monitoring complaints in their Single Member District's Jurisdiction with respect to the delivery of DC government services and file comments on same with title appropriate District government entity and the Council. Commissioners reserve the right to introduce actions or motions at any official meeting without prior notice.

- a. The respective SMD Commissioner shall introduce the motion, resolution and/or agreement, as necessary, relating to the issue specific to their area of jurisdiction.
- b. When issues, projects, or committees activities extend beyond one Single Member District, it shall be dealt with by the Commission as a whole. Should an ad hoc committee be required, the Chair will be appointed by ANC 8D Chairperson, with confirmation of the Commission as a whole.

ARTICLE VIII – AMENDMENTS

Amendments to these bylaws requires a vote of two-thirds of the elected Commissioners at a regular meeting with at least two (2) weeks prior notice to each Commissioner of the proposed amendments.