

GOVERNMENT OF THE DISTRICT OF COLUMBIA
ADVISORY NEIGHBORHOOD COMMISSION 3B
GLOVER PARK AND CATHEDRAL HEIGHTS



BYLAWS OF ADVISORY NEIGHBORHOOD
COMMISSION 3B

ARTICLE I. NAME AND GEOGRAPHIC BOUNDARY

Section 1. The name of the Commission shall be the Glover Park – Cathedral Heights Advisory Neighborhood Commission 3B. 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).

Section 2. The boundaries of the Commission area are located in Ward Three Starting: at the 4000 block of Massachusetts Avenue, South East on Massachusetts Avenue to 39th Street, South on 39th Street to Fulton Street, East along the rear property line of Fulton Street to Wisconsin Avenue, South on Wisconsin Avenue to Calvert Street, East on Calvert Street to Observatory Circle, South East on Observatory Circle to Whitehaven Parkway, West on Whitehaven Parkway to Wisconsin Avenue, North West on Wisconsin Avenue to 35th Street, South on 35th Street to Whitehaven Parkway, West on Whitehaven Parkway, continuing past 37th Street along the southern boundary of the eastern leg of Glover Archbold Park to the Western boundary of Glover Archbold Parkway (Closed), North on Glover Archbold Parkway to Cathedral Avenue, East on Cathedral Avenue to the 4000 Block, and north to the beginning of the 4000 block of Massachusetts Avenue.

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,

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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 it deems appropriate.

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. The commission shall receive from the Department of Consumer and Regulatory Affairs, twice a month and review promptly, the list of applications for construction and demolition permits within the boundaries of the commission, reporting to constituents as appropriate.

Section 6. The commission shall receive from the Alcoholic Beverage Control Board at least 45 calendar days prior to a hearing, notice of applications for issuance or renewals of ABC licenses for establishments located within the commission area. The commission will provide an opportunity for public comment on these applications, reporting the outcome to the ABC Board.

Section 7. On or before November 30 of each year, the Commission may 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:

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

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

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Section 8. 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 9. The Commission may, where appropriate, constitute the citizen advisory mechanism required by any federal statute.

Section 10. The Commission shall develop an annual fiscal year spending plan for the upcoming fiscal year within 60 days of notification of the amount of the Commissions annual allotment. The plan will be discussed and approved at a public meeting.

Section 11. 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

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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.

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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 By-laws.

Section 12. Any vacancy of an officer position shall be filled at the next public meeting following the resignation or removal of that officer.

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. The Commission may take no official action 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. Methods of notification shall include a) publishing in the *Georgetown Current* and the *Glover Park Gazette*, b) posting on the ANC 3B web site; and c) e-mail notification to the ANC 3B mailing list.

Section 5. The Commission may 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. 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.

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Section 8. No vote may be taken on any issue that has not appeared on a posted agenda, except with the 2/3 consent of the commissioners present at the meeting when the issue arises.

Section 9. 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.

Section 10. Only resolutions and motions passes by a quorum of the commissioners at a public meeting can and will constitute ANC 3B's official positions. Any other opinion communicated by an ANC commissioner shall be declared as his or her own.

Section 11. ANC letterhead may be used for the following purposes:

- Letters that further the normal business of the ANC, such as invitations and agency queries and responses to administrative issues;
- Statements conveying the official position, as adopted by formal resolution, of the ANC;
- Correspondence relating to ANC matters undertaken by any member of the Commission, so long as the commissioner clearly states when he/she is conveying an official position, when he/she is stating a minority opinion, and when he/she is conducting business for his SMD.

Section 12. 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 Commission at a public meeting has passed the content of the testimony.

Section 13. In order for the Commission to effectively address the needs of the ANC 3B community, the procedure for presentations at a public meeting shall be as follows: Presenter shall state their name, organization, purpose of presentation and what action is being requested;

- Presenter shall be allotted no more than 10 minuets for presentation;
- The Chair shall recognize members of the audience for questions;
- Each member of the audience shall state their name and address;
- Each member shall be limited to one question to allow every member to ask a question;
- If time permits, the Chair shall call for additional round(s) of questions;

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- The chair shall announce the close of audience question period and recognize each SMD commissioner for a question;
- Each SMD commissioner shall be limited to one question to allow every SMD commissioner the opportunity to ask a question;
- If time permits, the Chair shall call for additional round (s) of questions.

Section 14. In case of inclement weather, ANC 3B 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.

Section 15. 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 16. Commission actions, except as otherwise provided herein, shall be approved by a simple majority of those Commission members present and voting.

Section 17. Except as otherwise provided herein, in the case of a tie vote, the motion for Commission action shall fail.

Section 18. The minutes of ANC meetings shall record the commissioners present; the text of any resolution adopted or action taken with a record of the vote distribution and the time that the meeting was convened and adjourned.

Section 19. The Commission shall, at its first meeting of the calendar year, adopt a schedule of regular Commission meeting for the remainder of the calendar year.

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

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Section 1. 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 2. Every expenditure of funds by the Commission, except those approved in the annual budget, shall be authorized in writing by the treasurer upon the full vote of the Commission, and recorded in the Commission's books of accounts.

Section 3. The signature of two officers shall be required on every draft or order drawn on the Commission's depository.

Section 4. 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 5. The treasurer shall comply with the regulations issued by the District of Columbia Auditor concerning ANC treasurers.

ARTICLE VIII. USE OF COMMISSION OFFICE AND SUPPLIES

Section 1. All commissioners shall be granted open access to the office, files, supplies, and equipment. ANC resources, supplies, and equipment, may be used only for official Commission business.

Section 2. The commission shall, by resolution, designate the custodian and place where certain equipment that is the property of the District of Columbia shall be stored.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. 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 X. OFFICE PROCEDURES

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Section 1. No later than five days prior to a public meeting date, each commissioner shall receive:

- The draft agenda
- Copies of all correspondence signed by the chair;
- Draft minutes from the previous public meeting;
- Material submitted by the presenters of agenda items.

Commissioners shall bring these materials with them to the public meeting.

Section 2. Anyone making a presentation before the ANC is required to provide the office with 6 sets of fact sheets five days before the meeting. In the absence of information necessary to make a decision, the Commission may defer the subject.

Section 3. All mail received by the ANC office relating to matters that may come or have come before the Commission should be circulated to all commissioners within three days of receipt. All correspondence delivered to the home address of the chair that is applicable to the Commission as a whole shall be distributed to all other members of the Commission.

Section 4. Copies of outgoing correspondence, along with copies of approved Minutes should be posted electronically.

Section 5. A copy of the agenda should be delivered to properties adjacent to properties under discussion, with the property highlighted, and the owner of that property being discussed should be sent a copy of any letter regarding an ANC position on that property.

Section 6. 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.

Section 7. All documents produce 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 public documents was paid for or reimbursed by ANC funds or accounts shall be deemed public documents and a copy of such must be:

- Retained by the ANC office at all times, and
- Upon request, a copy shall be provided to a member of the public.

The cost of copying all requested documents shall be borne by the requester.

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ARTICLE XI. REVISION OF BYLAWS

Section 1. The commission will provide an up to date copy of the bylaws and all amendments, to the Council and the Office of Advisory Neighborhood Commission, within 30 Days of any amendment to the by laws.

Section 2. 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 commissioners must approve bylaw amendments.

Section 3. These bylaws shall be a public document.

ARTICLE XII. 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.

ANC 3B BYLAWS WERE REVISED AND APPROVED AT THE MARCH 11TH, 2004 ANC 3B MEETING AT GUY MASON RECREATION CENTER, 3600 CALVERT STREET, N.W., WASHINGTON, D.C. 20007.

COMMISSIONERS:

MELISSA J. LANE, CHAIR, ANC 3B03
CHRISTOPHER J. LIVELY, VICE-CHAIR, ANC 3B05
CHARLES L. HOWE, SECRETARY/TREASURER, ANC 3B02
VACANT, ANC 3B01
VACANT, ANC 3B04