

**BY-LAWS  
ADVISORY NEIGHBORHOOD COMMISSION 7B**

**Revised December 2016  
Amended January 2017**

## ADVISORY NEIGHBORHOOD COMMISSION 7B

### ARTICLE I. NAME AND BOUNDARIES

The management and conduct of the business and affairs of Commission 7B will be in accordance with these Bylaws and the laws and regulations of the District of Columbia. The Commission as a body will possess and may exercise all the powers and authority granted to Advisory Neighborhood Commissions by law. The Commissioners as a body will utilize District government officials and all District government official documents and public data pursuant to Commissioner's Order No. 7 1-370 and the ANC Amendments Act of 1984, D.C. Law 5-1 11, that are material to the exercise of its responsibility to review, comment, and make recommendations to the District government.

### ARTICLE II. RESPONSIBILITIES

**Section 1a.** 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 District of Columbia with respect to all proposed matters of District Governmental Policy including, but not limited to Service Programs, Education, Health, Safety and Sanitation which affect the Commission area. Proposed actions of the District government policy shall be the same as those for which prior notice of proposed rulemaking is required pursuant to D.C. Code 1-505 (a) or as it pertains to the Council of the District of Columbia.

**Section 2b.** Proposed District government actions that the Commission shall have the opportunity to comment upon shall include but shall not be limited to actions of the Council of the District of Columbia, the Executive Branch or independent agencies. The Commission may advise each agency, board and Commission regarding the award of any grant 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 goals and priorities, proposed changes in District government service delivery and the opening of any proposed facility system.

**Section 2.** The Commission may present its views to any Federal or District agency.

**Section 3.** The Commission may initiate its own proposals for District action. All proposals initiated by the Commission for District government action must be signed by the Chairperson and the Secretary.

**Section 4.** The Commission shall monitor complaints of Commission area residents with respect to the delivery of District government services and file comments on same with the appropriate District government entity, as well as with the Council.

**Section 5.** The Commission, other than for Neighborhood or Community enhancement campaigns, may operate programs only in conjunction with existing governmental activities provided that such activities on behalf of the Commission programs are not conducted on a contractual basis with existing governmental agencies.

**Section 6.** The Commission may cooperate with existing Neighborhood organizations operating substantially within the boundaries in programs of benefit to the Community and its Citizens.

### ARTICLE III. MEMBERS

**Section 1.** The Commission shall be comprised of those persons duly elected and certified by the D.C. Board of Elections to Single Member Districts within area 7B.

**Section 2.** Each member of the Commission shall serve for a term of two (2) years which shall begin at noon on the second day of January, following the date of the election of such member or at noon on the day after the date the Board certifies such election of such member, whichever is later. Vacancies shall be filled in accordance with Section 1-257 (d) of the D.C. code.

**Section 3.** The members shall serve without compensation; however, appropriate expenses may be reimbursed upon authorization by the Commission as specified in Article V, Section (13d) of these bylaws.

**Section 4a.** All Commissioners shall have equal voting rights following the principle of: one person, one vote. There will be no voting by proxy.

**Section 4b.** The Commission, as well as each committee of the Commission shall maintain a record of attendance of its members. Such records shall be forwarded to the Commission Secretary and shall be available for public inspection.

#### **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 Commission members. There are no limitations on the number of terms a Chairperson may serve.

**Section 1a.** Candidates for Chairperson must have served at least one term as an Advisory Neighborhood Commissioner (ANC) and at least one year as an officer of Commission 7B.

**Section 2.** The election shall take place at a regular community meeting in January of each year. A quorum for the election shall be four (4) Commissioners.

**Section 3.** Each candidate for office shall be nominated from the Commission by the Commissioners.

- a. A candidate may nominate self but may not second the nomination.
- b. Each nomination must be seconded, but no seconding speech will be permitted.
- c. After nominations are closed, each Candidate may make a two (2) minute speech.
- d. There shall be no limit to the number of nominations except that each nomination must be seconded.

**Section 4.** When nominations have been closed, the election shall take place and the Secretary of the Commission shall certify the returns. Remove - (The type of ballot shall be closed.)

**Section 5.** A simple majority shall be required for election of officers. In the event that there is no majority after the first vote (remove – ballot), the election shall be repeated between the two (2) candidates receiving the most votes.

**Section 6.** Voting on each official shall occur before the floor is open for nominations for another office.

**Section 7.** The elected officers shall serve for one (1) year or until their successors are elected and their terms of office shall commence at the close of the Regular Meeting at which they were elected. In the event of a vacancy, the officer filling the vacant position shall only serve out the term of the officer replaced.

**Section 8.** In case of vacancies among officers, the Executive Committee shall elect an interim officer from among Commission persons. At the next Regular Meeting of the Commission, nominations and election shall occur in accordance with the election procedures set forth in these By-Laws. In the event of a vacancy in the office of the Treasurer, the office will remain vacant until a new Treasurer is duly elected and fulfills the requirements of the office. This election shall be within ten (10) days of such vacancy.

**Section 9.** The Chairperson of the Commission:

- a. Shall serve as a convener of the Commission and shall Chair both the Commission Meetings and the Executive Committee Meetings.
- b. May rule on procedural questions. Such rulings may be overturned by a majority vote.
- c. Shall have the power to call Special Meetings of the Commission and of the Executive Committee.
- d. Shall receive requests for action from Commissioners or citizens and refer the matter to the entire Commission or to the appropriate Committee or Task Force with (30) days of receiving the request, unless a shorter time is required by law or circumstances.

**Section 10.** The Vice-Chairperson of the Commission shall provide such assistance to the Chairperson as is requested and shall act as Chairperson:

- a. In the absence of the Chairperson.
- b. During discussion and voting on procedural rulings made by the Chairperson.

**Section 11.** The Secretary of the Commission.

- a. 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 members of the Commission within (10) days of the meeting.
- b. Shall be responsible for maintaining records of all activities and shall perform such other duties as the Chairperson may direct. \_
- c. Shall have the assistance of the Commission Staff *as* may be required.
- d. Shall serve as a central repository of copies of minutes of all Standing, Special and Administrative Committees.
- e. Shall issue notices of meetings and conduct the general correspondence of the Commission.

**Section 12.** The Treasurer and Chairman of the Commission:

- a. ANC Security Fund: ANC 7B shall participate in the ANC security fund program as established by the District of Columbia government at the beginning of each calendar year. The Treasurer shall file with office of the District of Columbia Auditor on a form provided by said auditor a statement giving:
  - a. The Treasurer's name
  - b. home address
  - c. Business phone number
  - d. Business address
  - e. Home phone number f Location of the books and financial records of the Commission g. Name and location of each depository
- b. Shall see that the Quarterly report is signed by the Treasurer and Chairperson of the Commission and attested to by the Secretary as having been approved by the Commission and shall be filed within seven (7) days of approval by the Commission with the District of Columbia auditor.
- c. 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, comment and approval, A final budget shall be submitted to the Council and to the Mayor on or before April 30th of each year except that different dates may be required to conform with the District of Columbia budget schedule.

**Section 13.** No expenditure of any amount may be made unless authorized by a majority of the Commission, either specifically or as a General budget item adopted and recorded in the minutes of a Commission meeting. Disbursements of funds totaling \$50.00 or more, or in any amount for personal services, must have specific prior approval of the Commission and such approval should be recorded in the Minutes. Approval of personal services payments must name the person who will receive compensation and indicate the rate of pay and maximum hours of service. If an expenditure is made without required authorization in the Minutes, the amount will be considered a personal expense of the Treasurer which will not be paid for by the Commission, unless or until the disbursement is subsequently approved by the Commission. All non-budgeted expenditures shall be approved by the Commissioners prior to disbursement.

**Section 14.** The treasurer's signature shall be required on every draft or order drawn on the Commission depository. The Commission will require two (2) signatures on such drafts or orders. The signatures shall be that of the Treasurer, and the Chairperson with Secretary and Vice Chairperson as the alternates. 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 15.** For just cause which might be failure to perform duties of office as described in article IV Section 10, 11, 12, and 13, or actions contrary to directives in their By-Laws any office of the Commission can be removed from office by a majority vote of the entire Commission.

## **ARTICLE V. MEETINGS**

**Section 1.** Each Commission shall meet in public session at regular intervals at least nine (9) times per year at locations that are designed depending on the issues to be considered by the Commission.

### **Section 2. . Quorum**

(1) In order to take official action at any meeting, a quorum of Commission 7B must be present. Except for the circumstances noted in subsection (2) below, a quorum is a majority of the total number of commissioner positions in Commission 7B.

(2) A majority of the positions which are currently filled shall be sufficient for quorum for official Commission 7B action when it is voting (a) to fill vacancies for positions on Commission 7B, per District law, and (b) to adopt recommendations on a proposed District government action such as a matter which is pending before the Board of Zoning Adjustment or Alcoholic Beverage Control Board.

**Section 2a.** Regular Meetings shall generally be held at regular intervals not less than nine (9) times a year to consider matters before the Commission which may include but not 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 2b.** Special meetings of the Commission may be called by the Chairperson, by the Executive Committee, by written request of two (2) Commissioners or upon petition of ten (10) residents, 18 years of age or older, of the area.

**Section 2c.** Town hall meetings may be held in conjunction with Regular Meetings to hear resident's views on problems in the Commission area and on proposed District government actions of interest or concern to the Community. However, a separate agenda will be prepared and reported in the Minutes of the Commission.

**Section 2d.** The official business of the Commission will be conducted at the Regular Meetings. Voting will be limited to the Commissioners. A separate agenda item allowing time for Citizen input shall be part of each Regular Meeting.

**Section 2e.** The business at Special Meetings will be limited to the purpose stated by the initiator(s); Regular Meeting procedures will be followed.

**Section 2f.** The business at Town hall meetings shall be largely determined by Citizen input. Typically, the Agenda should include a short progress report by the Chairperson, a period for concerns, complaints, etc., and a period for establishing the Will of the Community on matters of interest. Only Agenda items shall be put to a vote.

**Section 2f.** The Commissioners will not vote on matters involving District Government (requested or proposed) actions or proposed final decisions that involve the hearing of residents' views, until the next regular or special meeting of the Commission, except as follows:

1. In cases where a delay in voting will result in the Commission not being able to forward its written recommendations with respect to the proposed action in a timely manner.
2. In such cases, the Commissioners will vote following hearing of residents' views.

**Section 2g.** Meetings will be held at the ANC offices.

**Section 2h.** No less than seven (7) days' notice will be given by the Commission of its Meetings or convocations except where shorter notice for good cause is necessary or in the case of an emergency by posting written notices in at least two (2) conspicuous places in each Single Member District within the Commission area. Notice of the Town hall Meeting on the budget plan shall include the plan(s) to be voted on.

**Section 7.** The Commission shall establish such mechanism as will insure the broadest dissemination of information with respect to the Commission meetings, position and actions. The Commission shall make a good faith effort to involve all segments of the Commission population in its deliberations regardless of race, sex, age, voting status, religion or economic status.

**Section 8.** Commission actions, except for amending these By-Laws, shall be approved by a simple majority of those Commission members present and voting.

**Section 9.** In the case of a tie vote, the motion for Commission action shall fail.

**Section 10.** The Commission may hold joint meetings with another ANC to deal more effectively with or respond to similar concerns and issues which transcend and effect the area of the commissions.

**Section 11.** Joint Commission meetings may be held only after authorization to participate in such joint meetings and to discuss such matters has been given to each participant Commission in a meeting held prior to such joint meetings.

**Section 12.** The Commission members shall reflect but not necessarily be bound by the views of the Commission. The Commission members attending the associated Commissions shall have no power other than what their Commission shall have agreed upon.

**Section 13.** All associated meetings of Commission shall be open and at least seven (7) day notice shall be given by posting written notices in at least four (4) conspicuous places in each Single Member District of the Commission.

**Section 14.** Discussions and voting at such meetings shall be limited to the Commission members.

**Section 15.** The Commission may select officers or representatives to the Joint Commission in accordance with the election procedures.

**Section 16.** The Commission will act promptly upon constituent recommendations, both at the SMD and ANC level. Action at the SMD level will take place at the regular meeting following the recommendation, if possible. Action at the ANC level will take place at the regular meeting following the meeting where SMD action took place, if possible. Where the recommendation is not SMD-specific, the Commission will designate the proper commission or government agency for action.

## **ARTICLE VI. RELATIONS TO THE D.C. GOVERNMENT**

**Section 1.** Within ten (10) days of receiving a notification from the District Government of proposed actions or proposed final policy decisions or guidelines, the Commission shall forward its written recommendations with respect to the proposed actions to the Council of the District Of Columbia, the Mayor and the appropriate Agency, Board or Commission.

**Section 2.** If, with respect to the proposed action of concern to the Commission area, the Commission does not have a recommendation, it shall indicate same in writing within the required time.

**Section 3.** Resident views, in the form of letters, discussions, debate and votes, should be incorporated in all positions taken by shall be respected and reported.

## **ARTICLE VII. EXECUTIVE COMMITTEE**

**Section 1.** There is established the Executive Committee of Advisory Neighborhood Commission 7B.

**Section 2.** The Executive Committee shall consist of all the members of the Commission.

**Section 3.** The Executive Committee of the Commission shall have the authority to establish Special committees.

**Section 4.** Executive Committee meetings shall be open to the Public.

**Section 5.** A majority of the members of the Executive Committee shall constitute a quorum.

## **ARTICLE VIII. COMMITTEES**

**Section 1a.** There shall be two categories of Committees:

### **Standing Committees:**

Human Services-Responsible for matters concerning Welfare, Social Services, Health, Cultural Affairs, Youth Affairs (other than Correctional), Aging, Energy and Legislation relating directly to physicians.

Housing-Responsible for matters related to: Development and Maintenance of the housing stock and Neighborhood improvement and stabilization.

Consumer and Regulatory Affairs-Responsible for matters concerning government regulations of commercial, occupational, professional, real estate and housing activities; consumer affairs and banking activities that relate to consumer affairs and environmental matters related to Consumer and Regulatory affairs.

Public Works-Responsible for matters concerning public space, highways, bridges, traffic regulator of vehicles, the regulation of taxi cabs, maintenance of public buildings, waste management, water supply, air and water quality and waste water treatment.

Government Operations-Responsible for matters related to the elections, general services, personnel, and general administration of the government of the District of Columbia in matters regarding ANCs.

Judiciary, Crime and Public Safety-Responsible for matters affecting the Judiciary and Judicial procedures which are within the authority of the City Council; matters affecting decedents' estates and Fiduciary Affairs; matters affecting Administrative Law and Procedure; matters affecting Criminal Law and Procedure; matters arising from or pertaining to the Police and Fire Regulations of the District of Columbia; and other matters related to police protection, correctional institution, fire prevention and civil defense.

Education and Libraries-Responsible for matters related to Public and Libraries.

Public Services---Responsible for utilities, cable television, recreation and human rights.

Regional Authorities---Responsible for the City Council's relationship with Regional Authorities and Regional Public Education and Transportation issues.

Economic Development-Responsible for economic, industrial, and commercial development, street and alley closings, industrial revenue bonds and regulation of banks.

Labor-- Responsible for employment and manpower development.

**Special Committees:**

Those created temporarily by the Commission and/or the Executive Committee of the Commission: Committee on Statehood and Self Determination, Committee on Public Relations, and Committee on Neighborhood Watch.

**Section 1.** Citizens within the Commission area may serve as Chairpersons or members of the Commission Committee and task forces. Each Commission should involve representatives of other neighborhood groups in the work of its Standing or Special Committees.

**Section 2.** Each Standing Committee shall have at least one (1) Commission member.

**Section 3.** The selection of standing committee members shall follow the appointment of a Standing Committee Chairperson.

**Section 4.** The Executive Committee of the Commission shall have the power to appoint or remove Standing Committee Chairpersons and Vice-Chairpersons.

**Section 5.** Any Special Committee created by the Commission may become a Standing Committee with the concurrence of the Committee.

**Section 6.** Upon transformation of a Special Committee into a Standing Committee, the Commission members serving on, and the purpose of thru Committee, shall remain the same; except that the Executive Committee of the Commission may make such changes, as are necessary.

**Section 7.** Standing and Special Committees shall have the authority to set up sub-committees, which can include non-voting and non-Commission members.

**Section 8.** The time and regularity of Executive, Standing and Special Committee meetings shall be established by the respective Committees themselves. Each Committee shall have the power and the responsibility to develop attendance requirements for the Committee and its' sub- committees. The Chairperson of the Committee has the responsibility to recommend to the appointing body the removal of non-complying members.



**Section 9.** The Committee Chairperson will insure the consideration of matters referred to the Committee by the Commission Chairperson and will report the Committee's recommendations to the Commission within the period of time designated.

## **ARTICLE IX. PARLIMENTARY AUTHORITY**

*Robert's Rule of Order, Newly Revised*, shall govern the Commission in all cases in which they are no inconsistent with these By-Laws and any Special rules of order the Commission may adopt.

## **ARTICLE X. MISCELLANEOUS**

**Section 1.** The Commission may not solicit or accept funds from a Federal or District Government Agency or Private source, except as may be specifically or previous authorized by resolution of the Council, provided that receipt of contributions of \$1000 or less from a single contributor need not be approved by the Council.

**Section 2.** The Commission within its Ward may pool its funds in accordance with agreements established by the Commission members.

**Section 3.** Should the Commission feel legal redress is required, it shall petition the Council through its Special Committee on Advisory Neighborhood Commissions or such successor Committee.

**Section 4.** Any Commission member may institute a legal action in the courts of the District of Columbia or in the Federal courts but the Commission itself shall not have such power.

**Section 5.** The Commission shall have no authority to incorporate, however, no member of the Commission may be liable for action taken as an elected representative from a Single Member District.

**Section 6.** All employees of the Commission shall be hired by majority agreement 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 hire by the Commission shall meet the qualifications established in the Job Descriptions.

**Section 7.** The Commission shall not enter into a contract or written agreement except by majority agreement of the Commission members.

**Section 8.** The Commission shall not enter into any written agreement, which will extend beyond the elected term of the Commission.

**Section 9.** The Commission office shall be accessible only to ANC Commissioners and the Office Manager. All commissioners will have equal access to the office. Only Commissioners and the office manager will be allowed access to the primary office computer. The secondary computer may be used by ANC 7B community members for "public purpose", in the company of an ANC commissioner or the office manager. The use of office equipment and office supplies shall meet the "public purpose" test.

## **ARTICLE XI. AMENDMENT OF BY-LAWS**

**Section 1.** Revision of these By-Laws requires an affirmative vote of 2/3's of the entire Commission.

**Section 2.** These By-Laws shall be consistent with all Congressional and District legislation and other applicable laws regarding ANCs and any inconsistent sections are to be held null and void'.

In the event that amendments to DC law or judicial rulings render any section or subsections of these Bylaws inapplicable, the remainders of these Bylaws are still in effect.

**Section 3.** The Commission shall file an up-to-date copy of each and all amendments thereto with the Council of the District of Columbia with thirty (30) days of their adoption.

**Section 4.** These By-Laws shall be open to the Public.