

Dupont Circle  
Advisory Neighborhood Commission  
ANC 2B



Policy and Procedures Manual

**Version 1.1**

**Drafted: May 13, 2009**

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## **I. Model Agenda Template**

In accordance with the resolution passed at the Commission's February 2009 public meeting, the Commission shall use the following model agenda, to be edited or revised for each meeting at the discretion of the Chair:

### **Call to Order and Introduction of Commissioners**

### **Approval of Minutes**

[Minutes are approved near the beginning of the meeting to ensure finalization]

### **Public Announcements and Testimony**

[Generally limited to 2 minutes each, 10 minutes total]

### **Public Safety**

[A brief report from law enforcement officers or designated liaisons]

### **Committee Reports**

[Each ad hoc or standing committee should report on its activities]

### **Commissioner Reports**

[Commissioners should report on issues affecting jurisdictions adjacent to their respective SMDs, in addition to any reports on specific, designated tasks or issues]

### **General**

[Includes general presentations, appearances by special guests, and public policy items]

### **Regulatory**

[Includes actions on applications to D.C. regulatory agencies]

### **Administrative/Financial Matters.**

[Includes discussion of Treasurer's reports, budgets, audits, policies & procedures, staff, website, files, management, etc.]



## **II. Information Available to the Public on the Commission's Website**

The Commission's website shall include the following information:

### **A. Commissioner Information**

The website shall provide the names and contact information (including a mailing address, e-mail address, and telephone number) for each Commissioner. In case of a vacancy, the departing Commissioner's information shall be removed as soon as practicable, but in no case later than 45 after the vacancy arises.

### **B. Meeting Agendas and Minutes**

All public meeting agendas and minutes shall be available for viewing on the Commission's website.

### **C. Voluntary Agreements and Moratoria**

In accordance with the resolution passed at the Commission's February 2009 public meeting, the Commission's website shall provide a link to the text of all existing Voluntary Agreements and Moratoria within the boundaries of ANC 2B – and any new Voluntary Agreements or Moratoria shall be added to the Commission's website no later than 30 calendar days after execution.

Each Commissioner shall be responsible for ensuring that the Voluntary Agreements or Moratoria within his or her Single Member District are up-to-date on the Commission's website.

### **D. Financial Information & Reports**

In order to make the Commission's finances as transparent as possible for the public, the Treasurer shall post the following items no later than 30 calendar days after approval, adoption, or amendment by the Commission:

- Budgets (as set forth in Article 6, Section 2);
- Quarterly financial reports (as set forth in Article VI, Section 3);
- Final reports of any audit (as set forth in Article VI, Section 5); and
- Any other Commission financial information as may be appropriate, at the Treasurer's discretion or by resolution of the Commission.

### **III. Letter Procedures**

In order to provide for efficiency, transparency, and security in finalizing action letters from the Commission, the following procedures shall be followed:

- Individual Commissioners Responsible. Each Commissioner shall be responsible for drafting any letters related to items within his or her Single Member District. Each Commissioner shall be responsible for drafting any letters related to motions or resolutions put forward by that Commissioner. The Chair may also designate an individual Commissioner to draft the letter for any particular item.
- Timeline for Letters. Letters should be drafted and submitted to the Chair and the Executive Director no later than 14 calendar days after the Commission meeting at which the Commission adopted the position or resolution discussed in the letter.
- Drafting. Letters should be drafted using the “Writeboard” function in “Letters” page of the Commission’s Backpack work site.
- Finalization. The Chair (or the Executive Director, at the Chair’s direction) shall be responsible for putting the letter on Commission letterhead with the Chair’s signature.
- Electronic Signature. Only the Chair (or the Executive Director, at the Chair’s direction) may add the Chair’s electronic signature block to a letter – unless the Chair directs otherwise.

No Commissioner may represent to any D.C. agency, business, organization, or individual that their opinion or position reflects the opinion or position of the Commission, except in accordance with a resolution adopted by the Commission.

#### **IV. ANC Action Questionnaire**

In order to facilitate orderly Commission meetings and timely follow-up and response, the Commission shall use the enclosed questionnaire (“How May We Help You?”).

Commissioners shall make the questionnaire available to any individuals, organizations, businesses, D.C. agencies, or other entities (“Presenters/Requesters”) that wish to present at a Commission meeting or request action by the Commission. The questionnaire form shall also be available for download from the Commission’s website.

Presenters/Requesters should be encouraged fill out and submit the questionnaire well in advance of the relevant Commission public meeting – preferably a minimum of two weeks in advance. In case the Presenter/Requester has not done so by the time of the meeting, the Presenter/Requester should fill out and submit the questionnaire at the public meeting, before leaving.

As noted in the questionnaire, any relevant applications (e.g., ABC applications, zoning variance requests, permit applications) should be attached to the questionnaire for the Commission’s review and reference.

Commissioners should forward copies of the completed questionnaire to the Chairman and Executive Director as soon as possible, so that any follow-up action can be added to the Commission’s calendar.



Dupont Circle Advisory Neighborhood Commission  
ANC 2B

**How May We Help You?**

Name of Organization/Business/Individual:

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Address (*including Single Member District, if known*):

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Contact Person (*if different from above*):

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Contact Information (*E-mail, Phone*):

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What are you requesting from the ANC, or what would you like to present at the ANC meeting?\*

(*Please describe*):

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Do you need the ANC to send a letter? **Yes** or **No** (*circle one*)

To whom should the letter be addressed? (Please provide the name, title, organization, address, e-mail address):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail (if known): \_\_\_\_\_

What is the deadline for our action or letter?

\_\_\_\_\_

***\*Please attach any relevant applications that you have submitted or plan to submit*** (e.g., ABC applications, zoning variance requests, permit applications)

**V. Cross-Border Collaboration**

**A. Ward-Wide ANC Leadership Meetings**

The Chair (or a designee) shall coordinate with the other Advisory Neighborhood Commissions within the Ward to hold quarterly meetings of the ANC Chairs (or designees) to discuss and share information about issues or projects of mutual concern – including infrastructure projects, crime, or development issues that affect multiple ANC jurisdictions.

**B. Adjacent Jurisdiction Reports**

At the Commission’s public meetings, Commissioners bordering on adjacent Advisory Neighborhood Commission jurisdictions (including Foggy Bottom, Shaw, Sheridan-Kalorama, Adams Morgan and others) shall report on any items of interest, note, or concern from those jurisdictions. These reports shall be included in the agenda section entitled “Commissioner Reports.” These adjacent jurisdiction reports need not be formal, written reports.