

Dupont Circle  
Advisory Neighborhood  
Commission  
ANC 2B



Policy and Procedures Manual

**Version 1.4 (as approved)**

**Adopted: February 17, 2010**

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**I. Incorporation into By-Laws by Reference**

In accordance with the resolution noticed at the Commission's April 2009 public meeting and passed at the Commission's May 2009 public meeting, this Policy and Procedures Manual is incorporated into the Commission's By-Laws by reference. Article 8, Section 3 of the By-Laws reads as follows:

Section 3 – The Commission shall conduct its business in accordance with the most recently approved version of the Dupont Circle Advisory Neighborhood Commission Policy and Procedures Manual.

## **II. 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.]

### **III. 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.

#### IV. 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 by inserting a “writeboard” in the “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 as a whole, except in accordance with a resolution adopted by the Commission.

## V. Our Intranet - Backpack

In order to efficiently coordinate our work internally, we use the web-based service Backpack. The Commission voted to subscribe to Backpack in early 2008. Backpack allows us to draft motions, letters, and agendas together; share calendar items and files; set reminders; and communicate internally. This section describes how to use Backpack for our Commission work, in question-and-answer format.

*Are there any important DON'Ts for Backpack?*

- a. Never use the “Writeboards” tab at the top menu of Backpack.
- b. Never click on the box that says “Minor edit – don’t save a new version.”
- c. Don’t forget your username and password.

*I need help figuring out how to use Backpack.*

- d. Go to the “Welcome” tab on the top menu of Backpack, where you will find several instructive videos on how to use Backpack.
- e. Read this section of the Manual regarding Backpack.
- f. Click the “Help/Support” link that is always at the bottom of the screen in Backpack.
- g. If your question is still not answered, contact the Executive Director for help.

*What is a “Writeboard?”*

- A writeboard is a document. Think of a writeboard as a Word document on which we can all collaborate without having to download or upload anything.

*What is a “Page?”*

- A page is a space on which you can add writeboards, notes, lists, files, and more – much like a web-page or a bulletin board.

*How can I create shortcuts to my frequently-used pages?*

- Under the “Pages” tab, you will see a column on the right-hand side of the screen. This is called the “sidebar.” On the sidebar are your shortcuts to certain pages. Everyone already has certain shortcuts listed here – like Agendas, Minutes, Motions, and Letters.
- You can also add your own shortcuts to other pages. In any “page,” scroll down to the bottom. Click on “Add to my sidebar.” That page should now appear on your shortcuts list.

### *How do I send e-mail messages using Backpack?*

- **To write a new message**, go to the “Newsroom” tab and click “Post a new message.” Your message will be sent as an e-mail. Before sending, you must select which Backpack users will receive your message. Any replies to your message thread will be copied only to the users you select. *Note: You will not receive an e-mail copy of your own posted message, but you will receive any replies to your message.*
- **To reply to an existing message thread**, go to the “Newsroom” tab, find the message posting, click on it, and then reply to it. The reply will go to everyone who received the original message. *Note: You cannot reply to a Newsroom thread directly from your e-mail account. You must go to the Newsroom.*
- **To make a comment** on an agenda, minutes, motion, letter, or other item posted on a page in Backpack, click on that item and then click on “Add a comment.” You can write your comment and then select the Backpack users that will receive your comment. Your comment will be sent as an e-mail.
- **To reply to a comment**, go to the item in Backpack. Scroll down to the comments section and post a comment as described in the previous bullet. *Note: You cannot reply to a comment directly from your e-mail account. You must go into the comments section for that Backpack item.*
- **If you need to copy a third party** on an e-mail, outside of the Commission and Commission staff, you cannot use the Newsroom function or the comments function. Send the e-mail using your standard e-mail account.
- Do not send messages by creating a new writeboard.

### *How can I edit an existing motion, letter, or other writeboard?*

- Open the page where the writeboard is posted, open the writeboard, click “Edit this page,” and make the appropriate changes. Then click on “Save as New Version” to save your changes, or “Cancel” otherwise. You can choose to notify other users of your changes by clicking on their names.

### *How can I see what changes have been made to a writeboard over time?*

- Open the writeboard. All of the versions of the writeboard are listed on the right-hand side of the screen, in reverse chronological order.
- Click any two versions to compare the changes between in redline/strikeout format.



### *How do I add an item to the agenda?*

- Under the “Pages” tab, go to the “Agenda” page by using your sidebar shortcut. Find the appropriate month’s agenda and click on it. To edit the draft agenda, click “Edit this page” and make the appropriate changes. Click on “Save as New Version” to save your changes, or “Cancel” otherwise.

### *How do I edit the minutes?*

- Under the “Pages” tab, go to the “Minutes” page by using your sidebar shortcut. Find the appropriate month’s minutes and click on it. To edit the draft agenda, click “Edit this page” and make the appropriate changes. Click on “Save as New Version” to save your changes, or “Cancel” otherwise.

### *How do I share a draft motion/resolution?*

- Under the “Pages” tab, go to the “Motions” page by using your sidebar shortcut. Under the divider for the appropriate month (e.g., February 2010), hover your mouse near the left side of the page, in the spot where you would like to insert your motion. A grey arrow appears that says “Add here.” Click on that arrow, and then select the option to add a new writeboard.
- Draft your language in the dialogue box that appears, and save your changes. Your motion will now be saved as a new writeboard on the motions page. Before clicking to save, you may select to notify Backpack users of your new motion.
- After the meeting is over and the Commission has passed the resolution, follow the above instructions to make any edits that may be necessary – for example, if there were any amendments.

### *How do I share a draft letter that incorporates my motion?*

- Under the “Pages” tab, go to the “Motions” page and click on your motion. Make any edits that may be necessary (based on the Commission’s final vote) and save your changes. Use your mouse to highlight the final motion text and click “copy” in your browser’s menu.
- Now go to the “Letters” page by using your sidebar shortcut. Under the divider for the appropriate month (e.g., February 2010), hover your mouse near the left side of the page, in the spot where you would like to insert your letter. A grey arrow appears that says “Add here.” Click on that arrow, and then select the option to add a new writeboard.
- Into the empty dialogue box that appears, “paste” the motion text that you had “copied” above, using your browser’s menu. Then draft the appropriate surrounding text for the letter in the same dialogue box. Include the address of the recipient and any “cc” recipients. Save your changes. Your motion will now be saved as a new writeboard on the Letters page. Notify the Chairman and Executive Director that the letter is ready for review.

*How do I set a reminder for myself and/or others?*

- At the top menu, select “Reminders” and follow the ensuing instructions.

*How do I post an item on the calendar?*

- At the top menu, select “Calendar.” Click on the day of the event, and then fill in the “Add an event” dialog box to the right-hand side of the calendar.

*I just want to save a few ANC-related notes, lists, and files for myself, that I can access anywhere. How can I do this?*

- Under the “Pages” tab, select your Home Page. (If you do not have one, you can create a new home page for yourself by clicking “Make New Page.”) Use the menu near the top of the screen to add notes, pictures, files, lists, writeboards, dividers, and tags to your home page for your individual commissioner use.

*How can my committee collaborate using Backpack?*

- Each committee should have a page under the “Pages” tab. (If you do not already see the committee page on your sidebar shortcuts, follow the instructions described above to add it to your sidebar.) Committee members can use the menu near the top of the screen to add notes, pictures, files, lists, writeboards, dividers, and tags to your committee page.
- *Note: Only commissioner members of the committee can have access to the committee page on Backpack. Non-commissioner members do not have Backpack access, but can e-mail items to the page using the unique e-mail address at the very bottom of the page.*

*Can I access Backpack on a mobile device?*

- You can always access Backpack through a web browser, even on a mobile device.
- There are also iPhone applications for that interface with Backpack – however, as of December 2009, they do not allow access to writeboards, so there is minimal useful functionality for Commission purposes.

*I can't find the page I need.*

- Go to the “Pages” tab and look on your sidebar first. The page is probably there.
- If the page you want is not listed there, click on “All pages.” This will take you to an alphabetical list of all saved pages.
- Add the page to your sidebar (*see* instructions above) if you want to find the page more easily next time.

*I can't find the writeboard I made.*

- First look on the pages where you think you inserted the writeboard.
- If you can't find the writeboard on any pages, click on the "Writeboards" tab at the top of Backpack. This will take you to an alphabetical list of all saved writeboards (a very long list). Scroll down to find your writeboard. If your writeboard is not here, you did not save it or it has been deleted. *Note: This is the only time you should ever use the "Writeboards" tab.*

*That grey arrow doesn't appear, so how can I insert a writeboard on a page?*

- Hold your mouse steady for a few seconds, and it should appear.
- If this does not work, you can also manually insert a new writeboard: Near the top of the appropriate page, next to "Add to page," choose "Writeboard." Then draft your writeboard and save it as usual. Your writeboard will now be saved at the very top of the page. At the left side of the writeboard title, use the 4-direction-arrows cursor to drag your writeboard down to the appropriate place on the page.

## **VI. 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: \_\_\_\_\_

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

\_\_\_\_\_

Contact Person (*if different from above*): \_\_\_\_\_

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

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

(*Please describe*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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)

## **VII. 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 regular meetings of the ANC Chairs (or their designees) to discuss and share information about issues or projects of mutual concern – including public policy, infrastructure projects, crime, or development issues that affect multiple ANC jurisdictions, the entire Ward, or the entire District.

### **B. Adjacent Jurisdiction Reports**

At the Commission's public meetings, individual 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.

## **VIII. Committees**

### **A. By-Law Provisions**

The Commission's By-Laws provide for the establishment of standing and ad hoc committees in Article IV, Section 8:

Section 8 — The Commission may create standing and ad hoc committees, the members of which may include Commissioners, residents, and other members. The Chairperson of each committee shall be a duly elected Commissioner.

### **B. Types of Committees**

A standing committee is intended to be a permanent committee of the Commission, in order to assist the Commission on issues and tasks that arise regularly. An ad hoc committee (which may also be called a “working group”) is a temporary committee intended to address discrete issues or items that do not fall under the purview of a standing committee or require more short-term or specific attention. The rules in this section do not distinguish between standing and ad hoc committees.

### **C. Mandatory Participation in Committees**

Each Commissioner shall be a member of at least one committee.

*[Note: This provision is intended to ensure that work is spread fairly across the Commission, supporting the concept of committees as a means of efficiently addressing Commission issues in greater detail, without each Commissioner having to be an expert in every issue.]*

### **D. Make-up of Committees**

In order to ensure minimum functionality and to maintain institutional memory during periods of Commissioner turnover, each committee must include at least two Commissioners as committee members.

Beyond the minimum two Commissioner members, committees may also include any number of Commissioner or non-Commissioner members. Non-Commissioner committee members may include residents, representatives of community organizations, business representatives, or others, at the discretion of the Commission.

*[Note: The inclusion of non-Commissioner members is intended to allow the Commission to tap the invaluable human resources, skills, and knowledge of the Dupont Circle community, as well as to involve more community members and stakeholders in advising the Commission in the decisions that shape our neighborhood.]*

## **E. Ratification of Committee Members**

The membership of a committee must be ratified by resolution of the Commission. Any Commissioner may nominate members to a committee – whether or not that Commissioner is a member of the committee. Committee members may be nominated and/or ratified as a group or individually. All Committee members serve at the pleasure of the Commission and may be added, removed, or replaced by resolution of the Commission.

For non-Commissioner committee members specifically, the Commission may nominate and ratify specific individuals by name (e.g., John Smith, Jane Doe). Alternatively, the Commission may simply designate non-Commissioner committee membership spots for representatives of specific entities or groups (e.g., one representative of the Dupont Circle Conservancy, one board member of the Dupont West Condominiums, etc.). In such instance, the specific individuals representing such entities or groups will be recognized as committee members at the discretion of the committee chair.

*[Note: These provisions are intended to avoid any confusion as to who is serving on the committees. In addition, the power to select and alter the make-up of committees is vested in the Commission as a whole, rather than in any individual Commissioner, so as to maintain transparency and objectivity.]*

## **F. Committee Chair**

In accordance with the Commission's by-laws, committees must be chaired by a Commissioner. The committee chair shall be selected by resolution of the Commission. Any Commissioner may nominate a committee chair, whether or not that Commissioner is a member of the committee. The committee chair shall serve at the pleasure of the Commission and may be added, removed, or replaced by resolution of the Commission. The committee chair shall report to the Commission on the work of the committee.

*[Note: Again, the power to select and alter the make-up of committees – including committee chairs – is vested in the Commission as a whole, rather than in any individual Commissioner, so as to maintain transparency and objectivity.]*

## **G. Committee Meetings**

Committee meetings may be called from time to time at the discretion of the committee chair. The Commission may also call a committee meeting by resolution of the Commission.

The agenda, format, and procedures of committee meetings shall be at the discretion of the committee chair.

*[Note: This provision is intended to keep the committee meetings flexible in order to address committee tasks and issues of concern in the best manner possible, depending on the circumstances.]*



## **H. Standing Committees**

The Commission has established the following standing committees:

### **(1) ABRA Policy Committee** (by resolution of Oct. 14, 2009)

The purposes of the ABRA Policy Committee are:

- To inform the Commission and the public about issues related to alcoholic beverage control; and
- To make the work of the Commission related to alcoholic beverage control both more transparent and more efficient.

To carry out these purposes, the Committee undertakes the following activities:

- To propose standard guidelines related to liquor-licensed establishments for the ANC 2B Policies & Procedures Manual;
- To create and maintain up-to-date model Voluntary Agreements for the Commission's use in negotiating with neighborhood restaurants, bars, clubs, and liquor stores;
- To keep track of policies related to liquor-licensed establishments – including legislation, new regulations, court rulings, and other new developments;
- To liaise with the Alcoholic Beverage Regulatory Agency (ABRA) and the appropriate D.C. Council committees and staff;
- To report on new developments to the Commission and community;
- To propose changes or amendments to existing guidelines and policies for the Commission and the District;
- To maintain a committee web page — including a page that provides up-to-date public access to all Voluntary Agreements and Moratoria within the Commission's boundaries; and
- To carry out such other tasks as the Commission may delegate from time to time.

### **(2) Zoning, Preservation, and Development Committee** (by resolution of Oct. 14, 2009)

The purposes of the Zoning, Preservation, and Development Committee are to promote preservation of the historic, architectural, and residential character of the Dupont Circle area while encouraging its economic and social vitality.

To carry out these purposes, the Committee undertakes to:

- Establish and maintain on-going working relations with those public and private entities with similar goals and purposes, such as the Historic Preservation Review Board, Board of Zoning Adjustment, the Zoning Commission, the Dupont Circle Conservancy, the DC Office of Planning, and other stakeholders.
- Track and, when appropriate, comment on zoning and historic preservation policy and developments.

- Convene special meetings to hear applications on major projects and to make recommendation to the Commission as a whole.
- Maintain a committee web page, including links to relevant organizations.
- When appropriate, seek the advice of outside expertise, such as architects and historic preservationists, to guide the Committee in its work.
- Propose related policy positions for the Commission’s Policy and Procedures Manual.
- Assist with ANC training as related to the goals and purposes of this Committee.
- Carry out such other tasks as the Commission may delegate from time to time.

**(3) Community Involvement Committee** (by resolution of Oct. 14, 2009)

The purposes of the Community Involvement Committee are:

- To promote and encourage a wide range of community activities that help meet the needs of Dupont Circle citizens; and
- To promote the social and economic development of our community.

To carry out these purposes, the Committee undertakes to:

- Liaise with a wide range of existing community service organizations, other stakeholders, and relevant organizations.
- Explore the establishment and operation of a community grants system for the Commission.
- Assist and nurture community service events, fundraisers for community groups, and community activities.
- Maintain a committee web page, including links to community organizations and community service opportunities.
- Seek ways to nurture greater social capital.
- Carry out such other tasks as the Commission may from time to time designate.

**I. Ad Hoc Committees**

The Commission has created ad hoc committees, or “working groups,” from time to time. These have included the following:

- Elections Working Group (2008) – to organize candidate debates for Ward 2 and At-Large Council Member candidates.
- 17<sup>th</sup> Street Moratorium Working Group (2009) – to engage the community in renewal of the East Dupont Moratorium.
- 17<sup>th</sup> Street Working Group (2009- ) – to engage the community in protecting and developing the 17<sup>th</sup> Street commercial corridor.