

Bylaws of Advisory Neighborhood Commission 2B

ARTICLE I — NAME:

Advisory Neighborhood Commission 2B shall be known as the Dupont Circle Advisory Neighborhood Commission, Advisory Neighborhood Commission 2B, or ANC 2B. The Commission is established pursuant to the D.C. Self-Government and Governmental Reorganization Act its successors, and the Comprehensive Advisory Neighborhood Commissions Reform Amendment Act.

ARTICLE II — PURPOSE:

Section 1 — The Commission may advise the Council, Mayor, and Executive Branch agencies, and independent agencies, boards, and commissions of the government of the District of Columbia with respect to all matters of District governmental policy or service delivery. Such matters include, but are not limited to, decisions regarding urban planning, transportation, public works, streetscape improvement, neighborhood services, business revitalization, parks and recreation, social services, education, health, public safety, taxation, and cleanliness and sanitation which affect the Commission area. More specifically, the Commission shall consider administrative applications and proposed policy changes regarding, but not limited to, zoning, public space, parking and transportation, historic preservation, property use and occupancy, alcoholic beverage control, public safety, and comprehensive planning. The views of the Commission shall be granted “great weight,” as defined by D.C. law, when adopted by a majority of the Commission in a public meeting.

Section 2 — The Commission may present its views to public and private entities including, but not limited to, District, regional, or federal government agencies.

Section 3 — The Commission may initiate its own proposals for neighborhood, District, regional, or federal government action.

Section 4 — The Commission shall receive, investigate, and consider constituent concerns and complaints. When appropriate, the Commission shall attempt to resolve the concern or complaint. The Commission may transmit such issues to the appropriate public or private entity for resolution.

Section 5 — Each year, the Commission shall file an annual [financial](#) report with the [Office of the Advisory Neighborhood Commissions Council and the Mayor](#) for the preceding fiscal year. ~~Such report shall provide a summary of the Commission’s activities for the prior fiscal year and provide pertinent recommendations for the improvement of services, policy, or programs.~~

Section 6 — The Commission shall when appropriate, constitute the citizen advisory mechanism required by law or regulation.

Section 7 — The Commission shall carry out any other function as shall be provided by law or regulation.

ARTICLE III — MEMBERS:

Section 1 — The Commission shall be comprised of the Commissioners duly elected and certified by the Board of Elections and Ethics to Single Member Districts within the Commission's boundaries. The boundaries of the Commission and Single Member Districts shall be developed after the decennial census in a process determined by the Council.

Section 2 — Commissioners shall normally serve for a term of two years beginning noon on the second day of January following the election. In the case of a vacancy, such vacancy will be filled for the balance of the term of office in accordance with law and the regulations of the Board of Elections and Ethics.

Section 3 — Each Commissioner shall have one vote in Commission matters.

Section 4 — Commissioners shall take due diligence to avoid actual or perceived conflicts of interest on matters before the Commission. A Commissioner shall notify the Commission of any instance where she/he has a financial or personal interest in an action before the Commission. A Commissioner shall not participate in the deliberations of or vote on any motions related to a matter where she/he has a direct financial interest. If a Commissioner is involved in civic, business, political, or neighborhood organizations with business before the Commission, she/he shall notify the Commission of this and of her/his role in the matter. When appropriate, a Commissioner may be excused from participating in a matter to avoid an actual or perceived conflict of interest.

ARTICLE IV — OFFICERS AND COMMITTEES:

Section 1 — In January of each year, the Commission shall elect from among its members a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as may be determined by the Commission. Additional elections may be held at any regular meeting upon approval of a motion supported by a majority of Commissioners.

Section 2 — A quorum for the election of officers shall be a majority of the Commissioners.

Section 3 — In the event of a tie vote, the election of a Commission officer will be decided by a coin-flip.

Section 4 — The Chairperson shall serve as convener of the Commission and shall chair the meetings. During meetings, the Chairperson shall rule on motions and procedural issues; such rulings may be reconsidered consistent with the parliamentary authority. The Chairperson shall supervise employees and manage the business operations of the Commission.

Section 5 — The Vice Chairperson shall fulfill the obligations of the Chairperson in her/his absence. The Vice Chairperson shall provide such assistance to the Chairperson as is requested and shall perform such duties as may be delegated by the Chairperson.

Section 6 — The Secretary shall be responsible for the preparation of minutes of public meetings and for maintaining the official records of the Commission. Employees may be assigned by the Commission to assist with these tasks.

Section 7 — The Treasurer shall be responsible for the fiscal management of the Commission and for maintaining the financial records of the Commission. Financial management shall be conducted in accordance with applicable laws, regulations, and Commission's guidelines.

Section 8 — In the case of a vacancy in any office, the Commission shall elect a new officer at its next public meeting.

Section 9 — 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 [or a resident of ANC 2B appointed by the Commission](#).

Section 10 — At the December meeting of the Commission, [if the current Chairperson will not be in office the subsequent year](#), the Commission shall select a temporary “Election Chairperson” to manage the election of officers at the January meeting, as described in Section 1 of this Article. The “Election Chairperson” shall be selected from among the Commissioners or Commissioners-elect who will be in office at the January meeting. [If the Chairperson will be in office, she/he will chair the election of officers](#).

ARTICLE V — MEETINGS:

Section 1 — Residents from within the Commission’s boundaries, [committee representatives](#), and invited guests may present testimony during the Commission’s deliberations on matters. The view of residents [and recommendations from ANC 2B committees](#) shall be considered during the Commission’s deliberations.

Section 2 — No official actions may be taken by the Commission unless a quorum is present. A quorum is a simple majority of the Commissioners.

Section 3 — Official actions, except for the amendment of these Bylaws, shall be approved by a simple majority of those Commissioners present and voting, in accordance with *Robert’s Rules of Order*.

Section 4 — The Commission shall meet no less than nine times annually and shall normally meet the second Wednesday of each month at 7:00 p.m. at a place to be determined and publicly posted.

Section 5 — The Commission may periodically host “town hall” or community meetings to address particular issues or concerns.

Section 6 — Special public meetings of the Commission may be called by the Chairperson to address issues that must be considered between regularly scheduled public meetings. Special public meetings may also be called at the ~~written~~-request of two Commissioners [submitting such request in writing to the Chairperson](#). The purpose of the special public meeting shall be stated in the request. Commissioners shall receive at least two days’ notice for duly called special public meetings. Reasonable public notice shall also be provided for special public meetings.

ARTICLE VI — FINANCIAL MANAGEMENT:

Section 1 — The Commission shall develop and adhere to financial management guidelines consistent with applicable laws and regulations.

Section 2 — The Commission shall consider and adopt a budget outlining revenues and expenditures planned for each fiscal year. The budget may include unbudgeted reserves. The budget shall be approved in final by a simple majority vote at a public meeting within a month from the date that the Commission is informed of its annual appropriation. The Commission may amend the budget by simple majority vote at any time during the fiscal year.

Section 3 — The Treasurer shall prepare financial reports outlining expenses and revenues for approval by the Commission in a public meeting on a quarterly basis. [Preparation may be delegated to a Commission staff member.](#) The report shall be prepared in accordance with the requirements of the Auditor of the District of Columbia.

Section 4 — The signature of two officers shall be required on all drafts, money orders, and expenditures of the Commission. An officer may not sign a draft, money order, or expenditure intended for the reimbursement of expenses which she/he incurred.

Section 5 — The Treasurer shall serve as the Commission's contact with the Auditor of the District of Columbia or other District officials on financial matters. Should the Treasurer be the subject of an audit or other investigation, the Chairperson will assign another Commissioner to assume these duties until such audit or investigation is closed.

ARTICLE VII — PARLIAMENTARY AUTHORITY:

The most recently revised edition of *Roberts' Rules of Order* shall govern the deliberations of the Commission except when the rules are inconsistent with these Bylaws and any special rules of order the Commission may adopt.

ARTICLE VIII — OTHER PROVISIONS:

Section 1 — All staff members 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 staff members. The staff members of the Commission may be hired on a full-time or part-time basis and for an indefinite or for a definite term. Persons hired by the Commission shall meet the qualifications established by the position description.

[Section 2 – the Commission shall maintain an office for the purposes of receiving official mail. Where feasible, committee meetings and special meetings may also be held in the office space. As availability warrants, the office space may be made available to other registered groups supporting the Dupont Circle community for the purposes of receiving official mail and holding meetings. Any tangible Commission supplies will be kept in a designated and secure area and will be used solely for official purposes of the Commission.](#)

Section [23](#) — Copies of these Bylaws shall be made available to the public.

Section [34](#) – 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.

ARTICLE IX — AMENDMENT OF THE BYLAWS:

At least two weeks' notice, to each Commissioner and the public, shall be given prior to consideration of any modifications, deletions, or additions to these Bylaws. A two-thirds majority of the Commissioners is required for such amendments to be passed.

Adopted as revised — [April 9, 2014](#) [NEW DATE PENDING](#)

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