

Dupont Circle Advisory Neighborhood Commission (ANC 2B)



Policy and Procedures Manual

Version 2.1

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INTRODUCTION

PREFACE & EXPLANATION OF MANUAL

The purpose of this Manual is to:

- Explain how the Commission works;
- Provide context for why the Commission may take certain actions;
- Provide guidance to Commissioners, community members, and stakeholders on the Commission's common practices and guidelines;
- Provide a reference resource for Commissioners – especially new Commissioners – on the Commission's operations and practices; and
- Capture institutional memory for the Commission and the community on important matters that the Commission tackles on a regular basis.

Importantly, this Manual is intended to be a living document that should be amended from time to time to reflect new realities, situations, or changes in the Commission and the neighborhood.

INCORPORATION INTO BYLAWS 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 Bylaws by reference. Article VIII, Section 5 of the Bylaws reads as follows:

Section 5 – 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.

PART I: POLICIES

I. Public Space Policies

A. Possible Dispositions

The Commission's final disposition on a public space application may be any of the following:

- No action;
- Support;
- Object; or
- Support, subject to conditions.

When objecting, supporting, or supporting with conditions, the disposition of public space for private use, the Commission will always submit the reasons for its position..

B. Sidewalk Cafes & Restaurant Use

In March 2011, the Commission adopted the following "Public Space Guidelines:"

1. General

The Dupont Circle Advisory Neighborhood Commission (ANC 2B) supports appropriate rental of public space by local businesses for outdoor sidewalk café and restaurant use. ANC 2B believes that sidewalk cafes/outdoor restaurants are an important element in the urban ambiance and charm of the Dupont Circle community, while also promoting safety and economic development. ANC 2B recognizes that public space use is a privilege, not a right.

ANC 2B will apply prospectively the following set of guidelines in considering public space applications and applications for new or changed sidewalk cafes/outdoor restaurants (including applications before the ABRA and DDOT). These guidelines are designed to supplement the municipal public space regulations. While these guidelines serve as a guide, the ANC and its commissioners have a responsibility to consider the merits of each individual public space application.

2. Guidelines

I. Hours of Operation

- A. The ANC recognizes that sidewalk cafes/outdoor restaurants close to residences can cause issues related to peace, order and quiet.
- B. Closing hours for sidewalk cafes/outdoor restaurants across the street from or proximate to residentially zoned blocks should be 11 p.m. Sunday through Thursday, and 12 midnight on Friday and Saturday. This would apply to new applications, transfer applications (new operators of existing businesses), or revised applications (to cover proposed expansions).
- C. Applications may provide for earlier closing hours than provided in (B).

- D. ANC 2B may support exceptions to the above for special events or holidays.
 - E. Closing hours for sidewalk cafes/outdoor restaurants in commercial blocks will be based on proximity to residential buildings. Proximity to hotels should not serve to limit sidewalk café/outdoor restaurant closing hours.
 - F. Permit holders/applicants will be urged to close all exterior doors and windows immediately following the closing of sidewalk cafes/outdoor restaurants.
 - G. Permit holder/applicants should make all reasonable efforts to close outdoor restaurants and sidewalk cafes as quietly as possible, including the dispersal of customers and knockdown of facilities.
 - H. Closing hours for interior spaces are not intended to be limited by these guidelines.
- II. Noise
- A. Permit holders/applicants will comply with the noise limit standard as set forth in the D.C. Noise Control Act, as amended, for sidewalk cafes/outdoor restaurants in proximity to residential blocks.
- III. Sidewalk Access
- A. The ANC recognizes that pedestrian sidewalk access is a major concern of residents and in public space regulations.
 - B. Public space regulations require a minimum of 10 feet of sidewalk clearance from any obstacle (e.g., tree box, parking meter, curb cut, traffic and street light pole). The regulations do permit variances, based on the circumstances of the situation. The ANC may consider variance requests under special circumstances with the burden of proof for a variance on the applicant. Current public space use that has less than 10 feet of clearance is grandfathered, if legally obtained.
 - C. The ANC recognizes that public space use access is an issue that may equally apply to commercial and residential properties.
 - D. The ANC may support applications for wrap-a-round sidewalk cafes/outdoor restaurants under the following circumstances:
 1. Where there is adequate diagonal clearance on the corner;
 2. Where entrance(s) are not blocked;
 3. Where only the same establishment is connected.
 - E. Operation of sidewalk vending is discouraged in front of sidewalk cafes/outdoor restaurants unless adequate sidewalk clearance is proved per D.C. regulations. This same restriction applies to public telephones, maitre d' stations, etc.
- IV. Street Tree Protection

- A. Street tree protection is an important consideration in reviewing public space applications. Public space use can often place stress on adjacent street trees and tree boxes.
 - B. The ANC will take into account the applicant’s plan regarding tree protection and maintenance of overall cleanliness in considering public space applications.
 - C. Public space applicants are responsible for providing protection and upkeep of relevant street trees, tree boxes, tree guards, trash pick-up, tree watering, etc.
 - D. Public space applicants and permit holders are urged to replace dead or missing street trees in cooperation with the ANC, the Department of Transportation—Urban Forestry Administration, and neighborhood organizations and citizens.
- V. Enclosed Sidewalk Cafes/Outdoor Restaurants
- A. The public space regulations permit enclosed public use under certain conditions.
 - B. ANC 2B is generally opposed to enclosed structures that are permanent in nature or design.
 - C. Applications for temporary enclosed public space structures should incorporate as much as possible a substantial open air character, including design of doors, walls, roofs, and windows.
 - D. In considering applications for temporary enclosed public space structures, the ANC will consider such criteria as the location, the character and pedestrian traffic of the area, neighboring outdoor café/restaurant uses, residential and other businesses, and historic district and preservation issues, if appropriate.
- VI. Other Issues
- A. The ANC encourages food consumption along with the consumption of alcohol.
 - B. The ANC prefers applications for sidewalk cafes/outdoor restaurants by restaurant (CR) licensees, rather than tavern (CT) licensees. The ANC will consider support for future public space applications by CT or DT ABC-licensed institutions on a case-by-case basis. Proximity to residents of the neighboring area must be taken into consideration when the ANC considers a CT or DT public space application. For CR to CT license conversions or CT/DT licenses proximate to residences, food service must remain available in public space during approved service hours.
 - C. After obtaining a permit to rent the Public Space for a sidewalk café/outdoor restaurant, the establishment remains responsible for compliance with all applicable ABRA license and public space permit requirements.

C. Valet Parking

The Commission’s practice has been to support valet parking applications where:

- the valet staging area will relieve traffic congestion, or at least not cause additional traffic congestion;
- multiple establishments band together with one valet system;
- the valet staging times are appropriate for the establishment's actual operations;
- the route the valets will drive does not appear to generate excessive traffic problems; and/or
- the applicant has arranged for parking in a designated garage or lot.

The Commission's practice has been to object to valet parking applications where:

- The valet staging area creates traffic bottlenecks;
- The route the valets will have to drive appears likely to cause traffic safety or congestion concerns; and/or
- There is no designated parking garage or lot.

D. Other Public Space Uses

The Commission's practice has been to support applications for other public space uses such as farmers markets, street fairs, and festivals.

II. Alcoholic Beverage Establishment Policies

A. Possible Dispositions

The Commission's final disposition on an alcoholic beverage application may be any of the following:

- *Take no action* – The Commission's practice has been to take no action on applications that do not appear to be problematic. This requires no vote.
- *Protest* – The Commission's practice has been to vote to protest applications that appear problematic, in accordance with D.C. law. A protest must be based on criteria required by Alcohol Beverage Regulatory Administration (ABRA). This requires a vote.
- *Support* – The Commission's practice has been to vote to support an application only where a specific beneficial factor is worthy of note, such as serving food late in a night-life area, bringing grocery service to an underserved area, or if the applicant has already incorporated reasonable exterior hours. This requires a vote.
- *Support with conditions* – The Commission's practice has been to vote to support with conditions on occasion. An example would be to support subject to the applicant amending the exterior "summer garden" hours in its application to close earlier. This requires a vote.

B. Responsibility for Applications & Protests

Individual SMD Commissioners are responsible for taking the lead in considering alcohol-related applications in their respective SMDs. This includes the responsibility to negotiate Settlement Agreements when appropriate. The Commission's resolution should explicitly designate the responsible Commissioner(s).

A Commissioner participating as a member of a protesting group other than the ANC shall not be a designated ANC representative in the protest process.

C. Stipulated Licenses

Owners/operators seeking a new, transfer of, or substantial change in an alcoholic beverage license may apply for a stipulated license. If approved by the Alcohol Beverage Control (ABC) Board, a stipulated license allows the establishment to serve alcohol on a temporary basis while the full application is being reviewed. The ABC Board will not consider an applicant's request for a stipulated license without support from the relevant ANC.

If requested by the establishment, ANC 2B tends to support stipulated licenses in cases where the Commission is not protesting the application.

D. East Dupont Moratorium Policies

The East Dupont Moratorium involves the area around 17th Street NW between P Street and R Street. The Moratorium was up for renewal in 2009, 2013, and 2017. In June 2017, the Commission did not support continuation of the moratorium. The ABC Board subsequently did not renew the moratorium and it expired on August 22, 2017.

E. West Dupont Moratorium Policies

The West Dupont Moratorium involves the area around P Street NW between Rock Creek Park and Dupont Circle. The Moratorium was most recently up for renewal in 2016. The Commission adopted a final report on the Moratorium, later confirmed in DC Municipal Regulations, to limit it to nightclub licenses recommending that CN/DN licenses be prohibited within the zone. The current Moratorium parameters are in place through September 28, 2019.

F. "Club Central" Area

In 2010, the Commission attempted to address public safety concerns in the area south of Dupont Circle related to concentrated nightlife, also referred to frequently as "Club Central." The Commission's goal was not to create another moratorium or soft moratorium, but to manage the expectations of applicants and seek creative ways to prevent peace, order, and quiet issues from being exacerbated. The Commission's May 2010 resolution is as follows:

The "Area" is bordered by L Street on the South (1700 through 1900 blocks), 20th Street on the West (1100 through 1300 blocks), 17th Street on the East (1100

through 1300 blocks), and (listed from Northwest to Northeast) New Hampshire Avenue (1300 block), Dupont Circle, and Massachusetts Avenue (1700 and 1800 blocks)

ANC 2B reviews all ABC applications on a case-by-case basis, and ANC 2B reserves to change its guidelines to reflect changes in circumstances in the future. However, the current presumption for applicants in the “Area” should be that ANC 2B will protest any of the following, subject to the successful negotiation of a voluntary agreement or other accommodation(s) to mitigate peace, order, and quiet issues:

- *new CN, CT, CR, and DR licenses that allow patrons to enter after midnight;*
- *new entertainment endorsements for any additional entertainment hours after midnight;*
- *additional seating capacity or occupancy at any existing CT, CN, CR, or DR licenses that operate after midnight;*

It should be noted that the baseline for this resolution was the occupancy and capacity levels in place in May 2010. New license applications for then-existing license space do not constitute “new” licenses for the purposes of this resolution.

In 2016 the ANC supported a pilot program for coordinated city-wide effort focusing on the nightlife economy including this area. In 2017 the ANC supported the Office and Commission of Nightlife Establishment Act and the establishment of a “night mayor” which was passed by the DC Council in October 2018.

G. Single Sales Policies

In 2008, the Commission voted to support including ANC 2B in the Single Sales ban. Beginning in 2009, when applications were first allowed to be filed, the Commission subsequently voted to support an “exception” to the ban for any establishment that requested an exception. The Commission’s support was originally contingent on the exception being granted for only one year (renewable) and with certain listed items still excluded from sale. The Commission in 2012 voted to abolish the list of single items to be excluded from sale. In 2013, the Commission voted to support applications for “growler” sales for any establishment which already had an exception to the Singles Sales ban.

Therefore, the current practice of the Commission is to:

- support applications for exception to the Single Sales ban, with no conditions; and
- support growler sales for any establishment already having an exception to the Single Sales ban.

H. Settlement Agreements

The Commission maintains a template for use as a starting point for Commissioners to use in developing Settlement Agreements. Except in extraordinary instances, the Commission does not require negotiated Settlement Agreements to come back to the Commission for vote and approval. Instead, the Commission delegates negotiation to the relevant Commissioner or Commissioners in good faith.

The final Settlement Agreement must be signed by the Chair. For establishments within the Single Member District of the Chair, the final settlement agreement must be signed by the Vice Chair. Settlement Agreements must be submitted to ABRA for review by the ABC Board, which may request changes. The Commission's signatories to a given Settlement Agreement will determine if these changes are acceptable.

I. Summer Gardens & Sidewalk Cafes

For the Commission's policies related to outdoor space, please see the Public Space Guidelines in Section I.B. above ("Sidewalk Cafes and Restaurant Use").

J. Promoters

The Commission has voted to support regulation of promoters. In addition, the Commission has encouraged applicants to not utilize promoters.

III. Historic Preservation Policies

A. Possible Dispositions

The Commission's final disposition on an historic preservation application may be any of the following:

- Support (or do not object) as presented;
- Support (or do not object) with conditions;
- Object; or
- Take no action.

B. Responsibility for Applications

Individual SMD Commissioners are responsible for taking the lead in considering historic preservation applications in their respective SMDs, along with the Zoning, Preservation, and Development Committee. (Committees are described in Part II, Section IX of this document).

C. Committee Review

The Commission's practice is to hear applications first at a Zoning, Preservation, and Development Committee public meeting. The purpose of that meeting is to more fully discuss the project so that the Committee can home in on the key issues and present a proposed resolution to begin the discussion at the regular public Commission meeting. The SMD Commissioner and the ZPD Committee Chair will work together to schedule applications as appropriate. The Committee will make a recommendation to the Commission about a course of action for each application.

D. Dupont Circle Conservancy

The Commission's policy is to work closely with the Dupont Circle Conservancy on historic preservation applications. Commissioners with relevant projects may attend the DCC meetings when those projects are discussed. In addition, the Commission considers DCC resolutions on a given matter.

E. Historic Landmark Designations

The Commission's practice has been to support landmark applications when the owner is the applicant. When the applicant is not the owner, the Commission has objected to landmark applications unless the owner has no objection, or if some other very compelling reason exists to support the applications, such as pending demolition or other emergent situation.

Zoning Policies

A. Possible Dispositions

The Commission's final disposition on a zoning application may be any of the following:

- Support (or do not object) as presented;
- Support (or do not object) with conditions; or
- Object.

B. Responsibility for Applications

Individual SMD Commissioners are responsible for taking the lead in considering zoning applications in their respective SMDs, along with the Zoning, Preservation, and Development Committee. (Committees are described in Part II, Section IX of this document.)

C. Committee Review

The Commission's practice is to hear applications first at a Zoning, Preservation, and Development Committee public meeting. The purpose of that meeting is to more fully discuss the project so that the Committee can home in on the key issues and present a proposed resolution to begin the discussion at the regular public Commission meeting. The SMD

Commissioner and the ZPD Committee Chair will work together to schedule applications as appropriate.

D. Parking Minimums

The Commission's practice has been to support applications for variance from parking minimums, especially if car-,bike-, or scooter-sharing infrastructure is set aside.

E. Theatre Uses

The Commission's practice has been to support theatre uses, so long as the operating procedures of the theatre (timing and location of exits, ticket lines, etc.) do not pose a hardship on neighboring residents.

F. Parking Lots

The Commission's practice has been to support renewal of "special exceptions" for existing parking lots, provided that the lot is not creating a nuisance for nearby residents and property owners. The Commission has not supported the creation or addition of new parking lots.

G. Arts Overlay

The Arts Overlay district is the area along 14th Street, north of P Street, and including U Street. The overlay is intended to support arts uses in the area. The Commission in June 2010 voted to request that bar and restaurant uses be eliminated from the definition of arts uses, in order to promote actual arts use.

PART II: PROCEDURES

I. Officer Elections

Per Article IV of ANC2Bs bylaws, the Commission elects four officer positions. Should the Commission conduct officer elections by ballot rather than voice vote, the commission shall first nominate and confirm a non-Commissioner to count ballots.

II. Office

The Commission's office is the Dupont Circle Resource Center at 9 Dupont Circle NW. The Commission leases this space from the National Park Service with no rental fee. The Commission is responsible for upkeep and maintenance. There are no designated "office hours" for the Commission. The office is used chiefly for the Commission's mail, filing, storage, and meeting space.

The Commission subleases portions of the Resource Center to other community organizations for meetings, work space, storage, and use. The Commission charges no rent, but the Commission works together with these groups to cover the costs of maintenance and upkeep for the Resource Center.

In addition to the standing sub-tenants, the Commission frequently allows other groups to utilize the Resource Center as needed on a limited basis for staging events, such as the EU Embassy Open House. These single-use occasions must be approved by the Chair.

III. Meetings

A. Regular Meetings

The Commission meets 12 months of the year. The Commission's regular meeting is the second Wednesday of every month from 7:00 p.m. to 10:00 p.m. The Commission's regular meeting takes place within the boundaries of ANC 2B. The meeting location is published on the Commission's website.

Occasionally, a conflict arises with a religious holiday or with the host building's facilities. In those instances, the regular meeting may be moved to a different location or different day. The Commission will provide notice of any such change in accordance with the rules for public notice by ANCs.

B. Special Meetings

From time to time, the Commission holds a special meeting. The rules for calling a special meeting are set forth in Article V, Section 7 of the Bylaws:

Section 7 — 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. Notice of at least seven calendar days shall be provided to Commissioners and the public. For emergency for time-sensitive matters, a

minimum of two days' notice will be provided and the reasons for such action shall be articulated in the notice.

Special meetings are called, for example, if there is an issue that requires special or time-sensitive attention, or as an overflow meeting if there are too many items to handle during the Commission's regular meeting.

There is no default time or location for special meetings. Frequently, the special meetings are held at the Commission's office space at the Dupont Circle Resource Center, 9 Dupont Circle NW if space permits.

C. Committee Meetings

Committee meetings are held at the discretion of the respective Committee chair(s), but standing committees should have a default monthly meeting time and day. Generally, committee meetings are held at the Dupont Circle Resource Center, 9 Dupont Circle NW, unless the topics of discussion may require a larger space. Please see Section IX below for further details on Committees.

D. Meeting Protocol & Etiquette

It is important for community members, applicants, and attendees to understand the protocol and etiquette of the Commission's public meetings. At Commission meetings, the Commission distributes, along with the meeting agenda, an informational sheet about meeting protocol. The following protocol/etiquette guidelines are appropriate for public meetings of the Commission:

- Please introduce yourself before speaking.
- Please do not speak from the floor unless recognized by the Chair, or by the Commissioner leading the discussion.
- If you have an announcement to make, such as an upcoming event or a notable piece of news, please raise your hand during the "Public Announcements" portion of the agenda to be recognized.
- We ask that any "Public Announcements" be limited to 2 minutes or less (preferably less).
- Unless otherwise noted, we generally do not allow Q&A during the "Public Announcements" portion of the agenda.
- Commissioner announcements come before announcements from the public.
- Our practice is to allow for public comments and questions before any final vote on a resolution.
- Commissioner comments and questions come first, before comments and questions from the public.
- Unless otherwise noted, we ask that any comments or questions be limited to 2 minutes or less, which includes any follow-up or colloquy with the presenter/responder.

- In some instances, in order to keep the formal agenda moving, we may ask that additional conversation be moved outside of the meeting room.
- If you are a presenter, we ask that you keep your initial presentation to 5 minutes or less, in order to allow time for important questions and discussion from Commissioners and the public.
- Our meetings are recorded in order to generate minutes, so we ask that you use the microphone when possible.
- The public, including the press, is welcome to take notes, record, or tweet regular, special, or committee meetings.

E. Community Meetings or Town Halls

The Commission may organize community meetings or town halls on specific issues of concern to the public or the Commission. Unless designated formally as a “special meeting” in accordance with the Bylaws, these are not Commission meetings, and no voting takes place. The Bylaws specifically authorize community town hall meetings in Article V, Section 6:

Section 6 – The Commission may periodically host “town hall” or community meetings to address particular issues or concerns.

The date, time, and location for such meetings will vary by topic and facility availability and will be included with the announcement of the meeting.

IV. Agenda Procedures & Model Agenda

A. Agenda Procedures

The Commission is responsible for publishing an agenda for the Commission’s regular and special meetings. The Executive Director has been delegated responsibility to publish the official agenda on behalf of the Commission. The agenda must include at least the date, time, and location of the meeting. The agenda should also include any regulatory items or other matters that are planned for discussion. The Commission should not bring up matters at a meeting that are not on the published agenda, unless in exceptional circumstances. The agenda provides the public, community stakeholders, applicants, and neighbors with information on what the Commission will be considering and the expected times for presentation and discussion.

The following procedures should be used to draft and publish the agenda:

- Responsibility for Adding Agenda Items. Each individual Commissioner is responsible for adding his or her own items to the agenda draft in the Backpack work site (see Section XVIII). Commissioners should add items to the draft agenda no later than two Saturdays before the scheduled meeting.
- Responsibility for Finalizing Agenda. The Chair is responsible for finalizing a draft and final agenda for publication, along with the Executive Director at the Chair’s direction. The draft agenda is finalized two Sundays before the meeting. The final agenda is confirmed the day before the meeting.

- Publication. The Executive Director finalizes the draft agenda two Mondays before the meeting. The draft agenda is published to the public one week before the meeting. This ensures that the agenda can be noticed according to requirements per D.C. Code. The Chair works with the Executive Director to finalize the agenda, which is published no later than 9:00am the day of the meeting on the Commission’s website and via the Commission’s email list.
- Revising the Agenda. If items arise after publication of the draft agenda which should be heard at the upcoming meeting, Commissioners should add these to the draft agenda in Backpack no later than the Saturday before the meeting and notify the Chair and Executive Director.
- Amending the Agenda at the Meeting. New items should not be added to the agenda at the meeting except in extraordinary circumstances

Responsibility for Making Resolutions Available Prior to the Meeting. Each commissioner is responsible for drafting resolutions for items they place on the agenda. Committee chairs are responsible for drafting resolutions emerging from committee discussions. In all cases, draft resolutions should be posted in Backpack no later than midnight Sunday prior to a regular meeting so that other Commissioners may review and comment. (The only exceptions to this are where a Commissioner intends to propose a **simple** motion to support or protest an agenda item.) Except for applications to D.C. government agencies where the recipient is clear, draft resolutions must include suggested recipient(s) in the Comment field of the resolution.

B. Agenda Outline

The Commission generally uses the following agenda outline, to be edited or revised for each meeting at the discretion of the Chair:

Call to Order and Introduction of Commissioners

[The Commissioners introduce themselves briefly including their SMD and approximate boundaries]

Commissioner Reports

[Commissioners should report on issues in or affecting their respective SMDs, in addition to any reports from committees they chair that are not covered in a resolution or on specific, designated tasks or issues.]

Public Announcements

[Generally limited to no more than 2 minutes each]

General

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

Regulatory

[Includes actions on applications to D.C. regulatory agencies –split into categories of ABRA Applications, Public Space Applications, Zoning Applications, and Historic Preservation Applications]

Administrative/Financial Matters

[Includes discussion of any Treasurer’s reports, budgets, audits, policies & procedures, staff or hiring issues, review and approval of minutes, website matters, and other administrative issues, etc.]

V. Minutes Procedures

The minutes of the Commission are the sole official, historical record of the Commission’s actions. Therefore, timely, accurate, and comprehensive minutes are a necessity to reflect the Commission’s actions and work. The minutes are not a transcript of the meeting; however, they must reflect the Commission’s actions (including motions made, amendments, and votes) and should also include the important discussion points that provide context for the Commission’s ultimate action.

The following are the Commission’s procedures for drafting, reviewing, approving, and publishing the minutes.

- **Responsibility for Drafting.** The Executive Director drafts the Commission’s minutes. The Executive Director records the meetings with an audio-recording device and also takes notes in-person during the meetings.
- **Timing for Draft Minutes.** The full draft minutes should be posted by the Executive Director on Backpack for Commission review no later than one week prior to the subsequent regular meeting. This ensures that Commissioners have at least one full week to review the minutes and make suggested edits and comments before the minutes come up for vote.
- **Responsibility for Review.** Each Commissioner is responsible for reviewing the draft minutes.
- **Approval.** The Commission must approve the minutes by regular vote. At times, the Commission may vote to approve the minutes “subject to technical corrections.” This allows for the minutes to be subsequently edited to correct errors in spelling, or to correct grammatical or typographical mistakes. This does not allow for substantive edits to be made to the minutes.
- **Publication after Approval.** The minutes should be published on the Commission’s website no later than the subsequent regular meeting.

VI. Letter Procedures

The Commission informs D.C. government agencies, elected officials, businesses, residents, and others about the Commission’s opinion or position through formal letters based on resolutions passed at the Commission’s public meetings. The letters should include the full resolution text and are signed by the Chair or the Vice Chair if the Chair has recused themselves from a vote or otherwise designates the Vice Chair.

In order to provide for efficiency, transparency, and security in finalizing formal letters from the Commission, the following procedures should be followed to the greatest extent feasible:

- Responsibility for Drafting. During a regular meeting, the Secretary makes any changes to resolutions as voted on the Motions page on Backpack. These versions are then used by the Chair and Executive Director to draft letters on the Letters page of Backpack. The Chair determines the Commissioners to be designated as contacts on each matter (or the Vice Chair if they have been delegated to sign a given letter). (See *Finalization* below.).
- Timeline for Letters. Letters must be sent before any deadlines – for example, petition deadlines before the ABC Board, or hearing dates before the HPRB, BZA, or DDOT Public Space Committee. In general, the Commission sends out letters in two waves: the first wave no later than the Monday after the meeting for the earliest deadlines and the second wave the Monday after that for all remaining letters. Occasionally, deadlines for letters to an agency or board are the same week as the ANC meeting, and those letters are processed immediately.
- Standard Text. The Commission uses a template letter that states:
 - the date of the meeting;
 - the topic of the Commission’s resolution (*e.g.*, a liquor license application);
 - that there was a quorum present at a publicly noticed meeting;
 - the final vote tally for the resolution;
 - the resolution text itself;
 - the Commissioner(s) designated as the point person for this issue; and
 - a prominent notation by the signature stating that the letter is “ON BEHALF OF THE COMMISSION.”
- Designated Commissioners. In most cases, designated representatives will be the relevant SMD Commissioner or the proponent(s) of the resolution along with the Chair and/or the Vice Chair. The Chair – or officer signing the letter – makes the final determination of the designated contacts. This helps ensure that the Commission will be able to be represented at any subsequent hearings on the matter, even in cases of illness or travel. Commissioners’ official DC government emails are included for contact information.
- License/Application/Tracking Number. The subject line of the letter and the title of any PDF or other electronic file should include the license/application/tracking

number of any application, so that the letter will be received by the Government and considered in the appropriate filing or proceeding.

- Additional Language. The Chair (or Vice Chair if designated) has discretion in finalizing the letter to add additional, contextual language beyond the short template. If any Commissioner would like to include additional context in the letter, this should be shared with the Chair and Executive Director as soon as possible following the vote on the resolution through the comment function on the relevant whiteboard in Backpack.
- Finalization. The Chair (or the Executive Director, at the Chair's direction) is responsible for putting the letter on Commission letterhead with the Chair's signature. (If the Chair recused themselves from a matter, the Vice Chair's signature will be on the letter.) Only the Chair (or the Executive Director, at the Chair's direction) is permitted to add the Chair's or Vice Chair's electronic signature block to a letter – unless the Chair directs otherwise. This is meant to keep the electronic signature secure.

VII. Motion Procedures

Per Article VII of the Commission's bylaws, ANC2B conducts its meetings in accordance with *Roberts Rules of Order*. In general, the SMD Commissioner or proponent of a resolution is recognized to introduce the discussion and any applicant representatives. Once a motion is made on the application or issue, standard procedures are followed.

VIII. Procedures for Handling Regulatory Applications

When a Commissioner receives notice of a regulatory application for their SMD, the following procedures should be followed to the extent possible:

- Add to Draft Agenda. The Commissioner should add the item to the appropriate draft agenda, based on the timeline for agency action.
- Invite Applicant to Meeting. The Commissioner should invite the applicant, or a representative of the applicant, to the Commission's meeting (and to any relevant committee meeting).
- Notify Other Commissioners. The Commissioner should notify Commissioners in adjacent Single Member Districts, including those in adjacent ANCs.
- Notify the relevant Committee Chair. If the application is a zoning or historic preservation request, the Commissioner should notify the appropriate committee Chair and work with them to determine whether the application should be heard first at a public committee meeting, before coming to the full Commission meeting.
- Notify Affected Neighbors. Where applicable, the Commissioner should notify affected neighbors to solicit comment and feedback on the application.
- Publicize Application. Where possible, the Commissioner should publicize the application to their affected constituents.

- Contact Regulatory Agency. The Commissioner should contact the relevant regulatory agency to get more information on the application and the applicant, if needed.
- Proposed resolution. The Commissioner should prepare a proposed resolution on the application based on community feedback and the Commission’s policies (see Section IV.A for responsibility on drafting resolutions).
- Discussion at Commission meeting. The Commissioner should be prepared to introduce the discussion and the applicants at the Commission meeting (and any committee meeting, if relevant).
- Questions for Public Space applications. For public space applications, the following questions are usually relevant:
 - What is the intended use of the public space? Is it for a one-time event or annual rental?
 - What hours are proposed for the space?
 - What public space use has already been approved for abutting or nearby properties?
 - If a sidewalk café or summer garden, how many seats are planned? Will furniture be able to be removed and taken inside after closing? How will the public space be demarcated (e.g., planters, fencing) and what will be the impact on pedestrian sidewalk access?
 - If relevant, what is the applicant’s plan for protecting and maintaining tree boxes?
 - If for valet or other parking, how will street parking be affected?
 - What is the opinion of abutting and nearby neighbors?
- Questions for ABRA applications. For ABRA applications, the following questions are usually relevant:
 - What hours are involved (interior and exterior)?
 - What are the hours of abutting and nearby establishments?
 - What exterior space is involved (if any, e.g., sidewalk café or summer garden)?
 - What is the enforcement history for this establishment (if any)?
[Commissioners may contact the ABRA Community Resource Officer to request an investigative history for the establishment.]
 - Who are the owners, and what is their enforcement history for their other establishments (if any)?
 - How far away are the closest residents?
 - What type of license is involved?
 - What type of entertainment is envisioned (if any)?

- What is the security plan (if any)?
- How late will food be served?
- What are plans for hauling trash and recycling? Has a trash compactor been considered to reduce need for pick-ups and help to deter rodents?
- What is the opinion of abutting and nearby neighbors?
- Questions for Zoning applications. For zoning applications, the following questions are usually relevant:
 - What is the intended use if zoning relief is granted?
 - What precedent (if any) does the application set for the area involved?
 - How has the applicant addressed the required regulatory factors?
 - What is the opinion of abutting and nearby neighbors?
- Questions for Historic Preservation applications. For historic preservation applications, the following questions are usually relevant:
 - If this is an application to designate a landmark, is the owner the applicant, or is the applicant a third party?
 - For construction projects, can the changes to the structure be seen from the street?
 - Has the applicant met with Historic Preservation Office (HPO) staff? If so, what is the current staff input or opinion?
 - Has the applicant met with the Dupont Circle Conservancy (DCC)? If so, what is the DCC's position?
 - What precedent (if any) does the application set for the area involved?
 - What is the opinion of abutting and nearby neighbors?

IX. ANC Action Questionnaire

In order to facilitate orderly Commission meetings and timely follow-up and response, the Commission should use the enclosed questionnaire (“How May We Help You?”) during all public meetings as well as during outreach events (e.g., staffing a table at a festival).

The questionnaire should be available to any individuals, organizations, businesses, D.C. agencies, or other entities that wish to request action by the Commission. The questionnaire form should also be posted and available for download from or submission on the Commission’s website.

**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? (Please describe): _____

Are you requesting 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): _____

Who else should be copied on the letter (names and emails)? _____

What is the deadline for action or letter? _____

X. Committees

The Commission creates committees to better manage the Commission’s work, to include more community stakeholders in the work of the Commission, to facilitate education of the Commission and the community on the issues that affect the neighborhood, and to make full Commission meetings more efficient.

A. Bylaw Provisions

The Commission’s Bylaws provide for the establishment of standing and ad hoc committees in Article IV, Section 9:

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.

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” or a “task force”) 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 procedures in this section do not distinguish between standing and ad hoc committees and are applicable to both.

C. Commissioner Participation in Committees

Commissioners are expected to participate in committee meetings when matters involving their SMD are included on the agenda and are encouraged to participate to the greatest extent possible.

D. Make-up of Committees

Committees may 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. All Commissioners are ex-officio members of each committee and may participate as members during meetings.

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 to involve more community members and stakeholders in advising the Commission in the decisions that shape our neighborhood; and to facilitate institutional memory in cases of Commissioner turnover.

E. Committee Chair

In accordance with the Commission's bylaws (Article IV, Section 9), committees may be chaired by a Commissioner or resident of ANC 2B.

The committee chair shall be selected by resolution of the Commission. Any Commissioner may nominate a committee chair.. The Commission will nominate and approve committee chairs in January of each year.

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 is responsible for reporting to the Commission on the work of the committee. The Commission may designate up to two co-chairs for any committee.

Should the committee chair be an ANC2B resident, the Commission shall appoint one Commissioner as a committee liaison responsible for coordinating with the committee chair to ensure adherence to commission policies, procedures, and practices, including that draft resolutions are shared with Commissioners in Backpack via the process described in Section III.A above. The Commission will nominate and approve committee liaisons, if required, in January of each year. In case of resignation or removal, the Commission will nominate and approve a new committee liaison at the next monthly meeting.

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.

F. 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. Committee members may be nominated and/or ratified as a group or individually.

The Commission may nominate and ratify specific individuals by name (e.g., Mike Feldstein, Annie Kaylor). Alternatively, the Commission may simply designate non-Commissioner committee membership spots for representatives of specific entities or groups. In such instance, the specific individuals representing such entities or groups will be recognized as committee members at the discretion of the committee chair.

All Committee members serve at the pleasure of the Commission and may be added, removed, or replaced by resolution of the Commission at any time. The Commission will approve or ratify the membership of every committee in January of each year, but may add, remove, or replace committee members at any other time, as well.

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.

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. Standing committees should have a default monthly meeting time and location.

The agenda, format, and procedures of committee meetings is at the discretion of the committee chair. An agenda for each meeting should be shared with Commissioners, committee members, and the community no later than two business days prior to a given meeting. Committees should not bring up matters at a meeting that are not on the published committee agenda, unless in exceptional circumstances.

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) [Currently Inactive]

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 Policy & Procedures Manual;
- To create and maintain up-to-date model Settlement 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 Settlement Agreements and Moratoria within the Commission's boundaries; and

- To carry out such other tasks as the Commission may delegate from time to time.

The Commission has historically invited representatives of organizations to participate as members of ABRA Policy Committee – such as representatives from Historic Dupont Circle Main Streets (HDCMS), the Dupont Circle Merchants and Professionals Association (DCMAP), and the Dupont Circle Citizens Association (DCCA) – in addition to at-large community representatives. The ABRA Policy Committee does not review individual liquor license applications, but may serve as a resource pool for any Commissioners or residents who need assistance with any individual application.

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

The purpose of the Zoning, Preservation, and Development (ZPD) Committee is 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 this purpose, 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.

The Commission in 2011 further tasked the ZPD Committee with initial review of individual applications to the Board of Zoning Adjustment (BZA), Zoning Commission (ZC), or Historic Preservation Review Board (HPRB) – for any application that the relevant SMD Commissioner and the Chair of the ZPD Committee believe may take substantial time to review (i.e., greater than 15-20 minutes). The Committee hears these presentations first at a separate, public committee meeting. At that meeting, the Committee then formulates a recommendation for action to the full Commission. At the full Commission meeting, the applicant makes an abbreviated presentation, followed by introduction of the Committee’s proposed action and questions and comments.

The default meeting time of the ZPD Committee is the first Wednesday of each month at 7:00 p.m., and the default location is the Dupont Circle Resource Center at 9 Dupont Circle NW.

(3) Transportation and Public Infrastructure Committee (by resolution of March 12, 2014)

The purposes of the Transportation and Public Infrastructure (TPI) Committee are to:

- Promote a safe and effective transportation system for the residents and visitors of Dupont Circle; and
- Improve the use of public space in our neighborhood.

To carry out these purposes, the Committee undertakes to:

- Serve as a forum for discussing matters related to parking (including valet applications, loading zones, and residential and visitor parking); pedestrian and bicycle infrastructure and safety; beautification, repair and streetscapes; public transit; matters before the DC Council related to transportation and public space; and public parks to make recommendations to the Commission.
- Serve as a resource for commissioners and as a point of contact for DDOT, the Washington Metropolitan Area Transit Administration (WMATA) and DC Water.
- Facilitate training for commissioners and others on transportation issues and host meetings to gather public input.
- Develop guidance for consideration of public space issues for review by the ANC.
- Carry out such other tasks as the Commission may delegate from time to time.

The default meeting time of the TPI Committee is the third Wednesday of each month at 7:00 p.m., and the default location is the Dupont Circle Resource Center at 9 Dupont Circle NW.

(4) Previous Committees:

Community Involvement Committee (formed by resolution of Oct. 14, 2009, dissolved by resolution February 12, 2014)

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.
- 17th Street Moratorium Working Group (2009) – to engage the community in renewal of the East Dupont Moratorium.

- 17th Street Working Group (2009-2011) – to engage the community in protecting and developing the 17th Street commercial corridor.
- Dupont West Moratorium Committee (2010-2012; 2015-2016) – to engage the community in renewal of the West Dupont Moratorium.

XI. Liaisons

The Commission may designate liaisons to assist the Commission in work on specific issues. The liaisons may be Commissioners or non-Commissioners. The liaisons report to the Commission as a whole on the issues delegated to them. The purpose of designating a liaison is to keep the Commission’s attention focused on areas of need or interest, and also to engage more community members in the work of the Commission.

The Commission has designated liaisons from time to time on various issues. These have included the following:

- ***Public Safety liaison*** – to focus the Commission’s attention on broader public safety issues in the neighborhood and build relationships with local law enforcement, fire, transportation, and other officials.
- ***SMD 2B06 liquor liaison*** – to assist the Commission in handling liquor license applications in 2B06 after Commissioner Mike Silverstein was appointed to the Alcoholic Beverage Control Board.
- ***Stead Park liaison*** – to assist the Commission in partnering with Friends of Stead Park for the betterment of the park. Given the location, the default liaison is the 2B05 Commissioner.

XII. Employees & Consultants

A. Definition of “Employee”

For the purpose of this section, the term “employee” means any paid or unpaid position, full-time or part-time, including (but not limited to) the Commission’s Executive Director and any Commission interns. The term “employee” does not apply to independent contractors who may be engaged from time to time by the Commission.

B. Hiring Employees

The Commission’s Bylaws at Article VIII, Section 2 allow for the hiring of Commission employees:

Section 2 – 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.

Under these rules, the Commission must vote to hire or fire any employee. (The Commission does not need to vote to accept the resignation of any employee.) The Commission must also vote to adopt employee position descriptions under these rules. If there is any vacancy or new position, the Commission should adopt the position description before soliciting applications for the position.

For any employee opening, the Commission should announce the opening during at least one public meeting of the Commission and post notice of the opening on the home page of the Commission's public web page. The Commission should also circulate notice to local listservs, blogs, Twitter, Facebook and newspapers. The Commission should not hire any employee to fill the opening until the opening has been posted on the home page for at least three weeks and announced during at least one public meeting of the Commission. This guideline is to ensure that the process for hiring any employee is open and transparent.

The Commission may designate a certain committee, or alternatively a group of two or more Commissioners, to review applications and interview candidates for any employment position. The designated committee or group will be responsible for providing recommendations to the Commission.

C. Employee Oversight

The Commission's Bylaws at Article IV, Section 4 provide for staff oversight by the Chairperson:

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.

The Chair, the Vice Chair, and the Intern Coordinator (if any) should work together as a team to provide a performance review and evaluation for each employee annually. For interns, this review and evaluation should be carried out as needed, depending on the length of time the intern has committed to work for the Commission. The evaluation should then be presented to the Commission for formal adoption. In recognition of the fact that personnel issues require privacy, any discussion about the performance of an employee should be carried out in a closed session of the Commission. This could be done at the end of a public meeting or a separate meeting.

D. Employee Compensation & Benefits

The Commission shall determine the salary, other compensation (e.g., stipend), and/or benefits for each employee – including any raises or changes in benefits.

E. Employee Expense Reimbursement

Employees may only be reimbursed for items approved by the Commission through the budget or by specific resolution. Employees must submit a receipt with the reimbursement request. The request for reimbursement should be made within the same fiscal quarter that the expense was incurred.

F. Current Employee Position Descriptions

1. Executive Director (by resolution of September 9, 2015)

Description of the Position: The Executive Director works at the pleasure of the Commission. The Executive Director serves as the logistical champion of the Commission, ensuring that all necessary tasks for the efficient operation of the Commission are complete, of a high quality, and on-time. The Executive Director understands the needs of the Commission, its Commissioners and its constituents and anticipates actions before they are requested. The Executive Director interacts frequently with members of the public, applicants before the Commission and government officials. The Executive Director maintains active and productive relationships with various DC government officials and stakeholders to ensure that the ANC's needs are met. The Executive Director occasionally represents the Commission at public meetings in Washington, DC.

Location and Anticipated Level of Effort: The regular office location is the Dupont Circle Resource Center, 9 Dupont Circle NW. Commission meetings and committee meetings occur several times per month around the Dupont Circle neighborhood. The Executive Director may be asked to represent the Commission at meetings throughout Washington, DC. The incumbent will work 25-30 hours per month, though potentially more, including attending most public ANC 2B meetings and other meetings as assigned. The majority of Commission meetings take place on weekday evenings (most importantly the regularly scheduled monthly meeting occurs on the second Wednesday of the month and it is essential for the Executive Director to attend). Reimbursement of necessary expenses will be provided, with Commission approval or in accordance with an approved budget.

Qualifications: The Commission seeks a dependable individual with extreme attention to detail, with excellent follow through, and with a genuine interest in improving Dupont Circle and Washington, DC. In general, the position requires a motivated self-starter who can take on menial and complex tasks without significant supervision. The Executive Director must have demonstrated first-hand knowledge of the functions, operations and purpose of ANCs. The Executive Director will rely on their existing contacts within the neighborhood, city, and government to assist with the fulfillment of their responsibilities. The Executive Director will have advanced oral and written communication skills and will have experience speaking in public, participating in government meetings, and professionally representing organizations. The Executive Director will have experience in website content development and website maintenance, including use of Wordpress, email exchange maintenance, web hosting services, and general information technology components.

Supervisor: ANC 2B Chairperson (or Vice-Chairperson in the absence of the Chairperson)

Duties: The Executive Director serves as the sole employee of the Commission and is responsible for a wide range of duties, including:

- The Executive Director shall assist in the planning of meeting agendas (full Commission and committee meetings as assigned), including outreach to applicants, Commissioners and members of the public.
- The Executive Director shall assist the Treasurer with the preparation of the quarterly financial report as required by the District of Columbia, and in keeping track of expenses on an ongoing basis.
- The Executive Director shall be the sole person responsible for the day-of logistics of the public meetings of the Commission. This includes ensuring that the meeting location is prepared as needed with seating, A/V, name plates, and printed agendas for the public.
- The Executive Director shall record and distribute, pending approval, the official minutes of public meetings.
- The Executive Director shall be responsible for publishing and printing the Commission's meeting agendas, at the direction of the Chairperson and/or Secretary or the Chair of a committee as assigned.
- The Executive Director shall be responsible for drafting and distributing the Commission's official letters to the ABC Board, BZA, HPRB, Zoning Commission, Public Space, Council, Mayor, or other relevant recipient, at the direction of the Chairperson and/or the Secretary.
- The Executive Director shall track due dates for all regulatory actions before the Commission and ensure that appropriate letters are sent prior to those due dates.
- The Executive Director will manage an internal Commission calendar and track meetings, hearings and due dates for internal and external assignments for Commissioners.
- The Executive Director will communicate regularly with Commissioners to ensure that they are aware of meetings, hearings, and due dates as necessary.
- The Executive Director shall distribute any mail, e-mail, messages, or phone calls received to the appropriate Commissioner for action and assist with that action as necessary.
- The Executive Director shall serve as the Commission's webmaster, including:
 - o managing the background infrastructure of the website, such as servers and domains;
 - o ensuring that the website is updated with all documents such as motions, agendas, minutes, negotiated settlement agreements, etc. in a timely manner

- o maintaining and updating the functionality of the website; and
- o regularly updating the content of the website, as needed;
- The Executive Director shall manage the Commission’s internal worksite (currently Backpack)
- The Executive Director shall manage the Commission’s e-mail systems and server.
- The Executive Director shall assist with other information technology work, as needed, including regular communication with appropriate government officials at the Office of the Chief Technology Officer and the Office of ANCs.
- The Executive Director shall procure office supplies as needed for official business at the direction of the Chairperson or Treasurer.
- The Executive Director shall recommend to the Commission innovative ways to better serve Dupont Circle, including internal efficiencies.
- The Executive Director shall complete special projects and other duties as assigned by the Chairperson.

G. Previous Employee Positions

Public Policy Intern (by resolution on July 8, 2009)

Overview: The Dupont Circle Advisory Neighborhood Commission Public Policy Intern, or ANC Intern (ANCI) is an unpaid position dedicated to assisting the Dupont Circle Advisory Neighborhood Commission improve the overall quality of its decisions and recommendations by having better and more timely research on relevant public policy matters.

Reporting Relationships: The ANCI will work directly with the various Dupont Circle ANC Commissioners. One Commissioner will be named Intern Coordinator and will be responsible for the overall coordination of the ANCI's work. Commissioners wanting the assistance of the Intern should first contact the Intern Coordinator.

Responsibilities: Undertake research, related to issues and concerns of the Dupont Circle ANC on a wide range of public policy matters:

- Track District of Columbia laws, regulations, and policies relevant to the Dupont Circle ANC;
- Participate, as assigned, to assist various Dupont Circle Working Groups or ANC Committees (e.g., the 17th Street and the P Street Working Groups, ABRA Policy Committee);
- Investigate the various urban policy “think tanks,” universities, and associations in the DC area to determine if they are undertaking activities relevant to the work and priorities of the Dupont Circle ANC;
- As time permits, attend relevant meetings or hearings of the DC City Council, neighboring ANCs, citizens associations, etc., and provide written reports.

Community Involvement Intern (by resolution of April 13, 2010)

Overview: The Dupont Circle Advisory Neighborhood Commission Community Involvement Intern (Intern), is an unpaid position dedicated to assisting the Dupont Circle Advisory Neighborhood Commission in enriching the neighborhood by working with other community organizations, non-profits, businesses, residents, and other stakeholders to conceive, plan, organize, and implement neighborhood events and activities.

Reporting Relationships: The Intern will work directly with the Community Involvement Committee (Committee). One Commissioner will be named Intern Coordinator and will be responsible for the overall coordination of the Intern's work. Commissioners wanting the assistance of the Intern should first contact the Intern Coordinator.

Responsibilities: Assist in conceiving, planning, organizing, and implementing neighborhood events, activities, and service opportunities, including the following tasks:

- Creating, developing, and maintaining ANC 2B's relationships with other key community organizations, non-profits, businesses, residents, and stakeholders;
- Actively participating in meetings, as assigned, including Committee meetings;
- Keeping accurate records of event planning, organization, and implementation -- including contact lists, tasks implemented, action timelines, permitting requirements and other approvals, etc.;
- Creating post-event reports to assist ANC 2B in the future in planning and implementing similar events and activities;
- Helping to maintain and keep up-to-date ANC 2B's Community Involvement Committee website(s).

H. Consultants

As with Employees, the Commission must vote to engage any independent consultants. The amount of payment and the scope of work of any contract with an independent consultant must be approved by the Commission at a public meeting or be consistent with the Commission's approved budget. The provisions above regarding Employee oversight and expense reimbursements apply to consultants.

The Commission has engaged consultants from time to time, for the following work:

- Reviewing and providing recommendations for the security plan of a nightclub.
- Assisting the Commission in reviewing and commenting on a proposed Planned Unit Development project.
- Web development and IT trouble-shooting.

XIII. Cross-Border Collaboration

The Commission should regularly keep track of issues that transcend the Commission's formal boundaries or may require collaboration with neighboring ANCs.

A. Ward-Wide ANC Leadership Meetings

The Chair (or a designee) is encouraged to 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) may report any items of interest, note, or concern from those jurisdictions. These reports are included in the agenda section entitled “Commissioner Reports.”

XIV. Financial Management

The Commission’s Bylaws on Financial Management are set forth in Article VI. Some portions of the Bylaws are quoted below, but Article VI should also be reviewed in full to understand the financial management of the Commission.

A. Responsibility

The Commission’s Bylaws vest the Treasurer with primary responsibility for financial management. Article IV, Section 7 of the Bylaws reads as follows:

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.

However, all Commissioners have a duty to the public and to the District of Columbia to ensure that the Commission’s finances are in good order and the Commission’s funds are used only for appropriate purposes.

B. Bank Account & Signatures

The Commission must maintain a bank account with at least three officers as signatories – the Treasurer, the Chair, and the Secretary. In practice, the Commission has also included the Vice Chair as a signatory. As of January 2013, the Commission maintains its account at PNC Bank, Dupont Circle branch. By request of the D.C. Auditor, the account must say both “Government of the District of Columbia” and “ANC 2B” in the account name.

D.C. law requires two signatures on any checks that the Commission writes. Normally, this would be the Chair and the Treasurer. In accordance with the Commission’s Bylaws, if a check is reimbursing one of the officers, that officer may not sign the check. The Secretary or Vice Chair may act as the second check signatory if either the Chair or Treasurer is unavailable or ineligible. Article VI, Section 4 of the Bylaws provides:

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 of the reimbursement of expenses which she/he incurred.

As a means of protecting public funds from potential malfeasance, D.C. law prohibits ANCs from using direct electronic payments or ATM cards.

C. Financial Reports

The Treasurer is responsible for preparing and filing the quarterly financial reports that are required to be submitted to the DC Auditor. Article VI, Section 3 of the Bylaws reads as follows:

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.

Where possible, the Commission should vote to approve the quarterly report at the first public meeting after the end of the quarter and no later than the second public meeting.

D. Budgeting

The Commission must pass a budget each fiscal year. The budget should attempt to address all the expected expenditures and income for the year. The Chair and the Treasurer are responsible for preparing the budget, which must be approved by the Commission at a public meeting. The budget should be approved at the beginning of the fiscal year, at the Commission's October public meeting. The budget may be amended at any time by vote of the Commission.

E. Petty Cash

The Commission does not use petty cash.

F. Cell Phones

The Commission does not pay for cell phones or reimburse for cell phone charges.

G. Receipts Required

No reimbursement check will be provided until a proper receipt is shared with the Treasurer.

XV. Grants Program

The Commission does not maintain a grants program.

XVI. Ethics & Accountability

The Commission has the ability to censure a Commissioner in accordance with Roberts Rules of Order.

Commissioners who engage in demonstrable action in violation of Commission procedures, policies, or bylaws; who misappropriate Commission funds; who embezzle Commission funds; who are found guilty of a felony; who are found guilty of a misdemeanor committed during the execution of his or her duties as a Commissioner; or who purposely misrepresent Commission action during the execution of his or her duties as a Commissioner may be censured.

Any Commissioner on whom censure is imposed shall be immediately removed from all Commission committees and from any officer position(s) which the censured Commissioner holds at the time of the censure. The censured Commissioner shall be ineligible to be nominated for any officer position or to serve on any Commission committee for the remainder of the calendar year during which censure is imposed. Replacement committee assignments and/or officer positions shall be filled at the next regular or special meeting of the Commission, in accordance with the law referenced above.

XVII. Annual Report

D.C. law and the Commission's Bylaws require the Commission to file an annual report each fiscal year with the D.C. Council and Mayor. Article II, Section 5 of the Bylaws reads as follows:

Section 5 – Each year, the Commission shall file an annual report with the Council and the Mayor for the preceding fiscal year.

The Chair is responsible for preparing the draft annual report and is supported in this effort by the Executive Director. The report must be published by December 1 for the prior fiscal year.

Beginning with Fiscal Year 2010, the Commission adopted a form of annual report that is intended not only to report finances and actions to the Council, but also to provide an easy-to-read public document – intended for residents, business, and other stakeholders, as well – that describes the range of activities and projects in which the Commission engages. The Commission should use these reports as a model or starting point for future-year drafts.

XVIII. Website

The Commission's website is the most visible public record of all the Commission does. It is a resource for the community, an historical record, a research tool, and a public forum. Therefore, it is important that the website remain current, accurate, and engaging. The Executive Director has responsibility for updating the website as needed. The Commission's website should include at least the following information:

A. Commissioner Information

The website should provide the names and contact information (including the Commissioners' DC.gov e-mail address and telephone number) for each Commissioner and staff-person. In case of a vacancy, the departing Commissioner's information should be removed as soon as practicable, to avoid any confusion by constituents or applicants.

B. Meeting Agendas and Minutes

All public meeting agendas and minutes should be available for viewing on the Commission's website per the schedule outlined in Section IV above. Audio recordings of meetings will be made available to any member of the public upon request.

C. Resolution Letters

The Commission's actions frequently result in formal Commission letters to agency officials, regulatory boards, the Council, the Mayor, or others as noted in Section VI above. These letters incorporate the Commission's resolutions, along with explanation. All resolution letters should be posted as soon as possible after they are sent to the addressee(s), and not later than the next regular meeting.

D. Settlement Agreements and Moratoria

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

Each Commissioner should be responsible for ensuring that the Settlement Agreements or Moratoria within his or her Single Member District are up-to-date on the Commission's website through communication with the Executive Director.

E. Financial Information and Reports

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

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

F. Annual Reports and Other Reports

The Commission's required Annual Reports to the Council should be posted to the website as soon as possible after approval of the report by the Commission, and not later than the next regular meeting. The same is true for any other reports that the Commission may write or approve, such as staff reports.

XIX. 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. Each Commissioner will receive an overview of and login information for Backpack as part of an orientation with the Executive Director. This section is intended to be a user-friendly guide on how to use Backpack for our Commission work, in question-and-answer format.

Are there any important DON'Ts for Backpack?

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

I need help figuring out how to use Backpack. Where do I go?

- Go to the "Welcome" tab on the top menu of Backpack, where you will find several instructive videos on how to use Backpack.
- Read this section of the Manual regarding Backpack.
- Click the "Help/Support" link that is always at the bottom of the screen in Backpack.
- If your question is still not answered, contact the Executive Director and CC the Chair 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 DC.gov 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 them 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.

How do I share a draft letter that incorporates my motion?[Note: the Executive Director generally creates draft letters for review and distribution.]

- 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 Chair 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.

Can I access Backpack on a mobile device?

- You can always access Backpack through a web browser, even on a mobile device.

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.

XX. Communicating with the Community

A. Individual Commissioner Responsibility

Individual Commissioners should maintain communications with neighbors, elected officials, businesses, residents, and other stakeholders . However, a Commissioner should never represent to anyone that their opinion or position reflects the opinion or position of the Commission as a whole, except in accordance with a resolution already adopted by the Commission.

B. Press Releases, Statements & Media

The Commission does not typically issue press releases or statements; however, the Chair may determine from time to time that disseminating a press release or statement on a particular matter or issue advances the mission, vision, goals, or objectives of the Commission. This is at the Chair’s discretion, though they are encouraged to consult with other officers on the decision as well as the content.

From time to time, Commissioners may be contacted by members of the media regarding a matter before the Commission. If this occurs, Commissioners are welcome to provide comments but should never represent to anyone that their opinion or position reflects the opinion or position of the Commission as a whole, except in accordance with a resolution previously adopted by the Commission. A Commissioner may also direct members of the media to the Chair for comment.

C. Twitter

The Commission maintains a Twitter account (@ANC2B) as a means of communicating with the Dupont Circle community, sharing meeting agenda and other relevant Commission matters. The Chair, Secretary, and Executive Director are authorized to access this account.

Commissioners are also encouraged to use their own Twitter accounts (if relevant) to share news of interest to the community. Commissioners are responsible for maintaining their own account and should indicate that views tweeted do not necessarily reflect that of the Commission as a whole.

The Commission strongly encourages the use of specific hashtags to help identify and track issues of importance. This should include, but is not limited to, the use of #ANC2B to discuss Commission-wide issues. Commissioners may also tag @ANC2B in relevant tweets.

D. Facebook

The Commission maintains a Facebook page located at:
<https://www.facebook.com/pages/Dupont-Circle-Advisory-Neighborhood-Commission-2B/352799254430?ref=hl>

The Commission uses its Facebook page to help spread word of meetings and important issues impacting the Dupont Circle community. The Chair, Secretary, and Executive Director are authorized to access this account. Individual Commissioners may maintain their own page independent of the Commission's Facebook page, if they so desire.