

Bylaws of Advisory Neighborhood Commission 2B

ARTICLE I — NAME:

Section 1 — Advisory Neighborhood Commission 2B shall be known as the Dupont Circle Advisory Neighborhood Commission, Dupont Circle ANC, Advisory Neighborhood Commission 2B, or ANC 2B. It is established by D.C. Public Law 24-148, as amended. The geographic boundaries of the Commission are those described in that law.

ARTICLE II — PURPOSE:

Section 1 — The Commission has the duties and powers described in D.C. Public Law 1-21, as amended; D.C. Code § 1-309 et seq.; and as otherwise authorized by law.

Section 2 — The Commission's authority is exercised by the ANC as a body, not by any single Commissioner. No Commissioner shall have exclusive control over activities that take place within that Commissioner's Single Member District (SMD), except as stated by D.C. law.

ARTICLE II — MEMBERS:

Section 1 — The Commission shall be comprised of those persons duly elected to represent the Single Member Districts (SMDs) within the Commission area. The "entire fixed membership of the Commission" shall consist of all Commissioners including vacant seats. The "entire membership of the Commission" shall consist of all Commissioners except vacant seats.

Section 2 — All members shall have equal voting rights following the principle of one person, one vote. There shall be no voting by proxy.

Section 3 — Each Commissioner shall be charged with receiving, reviewing, and, where required, acting upon constituent matters within their single-member district, including regulatory and non-regulatory matters. In cases where action or vote by the full Commission is warranted, the respective Commissioner shall present the matter orally, or by written resolution, expressing the Commissioner's recommended action to the full Commission. In the event of absence, vacancy, request, or dereliction by the Commissioner, the Chair may solicit and assign an alternate Commissioner to a matter.

Section 4 — In keeping with government ethics requirements in District law, commissioners shall take due diligence to avoid actual or perceived conflicts of interest on matters before the Commission. A Commissioner shall notify the Commission of any instance where they have a financial or personal interest in an action before the Commission. A Commissioner shall not participate in the deliberations of or vote on any motions related to a matter where they have a direct financial interest. If a Commissioner is involved in civic, business, political, or neighborhood organizations with business before the Commission, they shall notify the Commission of this and of their role in the matter. When appropriate, a Commissioner may be excused from participating in a matter to avoid an actual or perceived conflict of interest.

ARTICLE III — OFFICERS AND COMMITTEES:

Section 1 — A quorum is a majority of the entire membership of the Commission (not counting vacancies). However, there is not a quorum unless a majority of the SMDs have Commissioners.

Section 2 — In January of each year, the Commission shall elect from among its members a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as may be determined by the Commission. Additional elections may be held at any regular meeting upon approval of a motion supported by a majority of Commissioners.

Section 3 — At the December meeting of the Commission, if both the current Chairperson and Vice Chairperson will not be in office the subsequent year, the Commission shall select a temporary "Election Chairperson" to manage the election of officers at the January meeting. The "Election Chairperson" shall be selected from among the Commissioners or Commissioners-elect who will be in office at the January meeting. If the Chairperson will be in office, they will chair the election of officers. If the Chairperson will not be in office, but the Vice Chairperson will be, the Vice Chairperson will chair the election of officers.

Section 4 — In the event of a tie vote, the election of a Commission officer will be decided by a coin toss.

Section 5 — The Chairperson shall serve as convener of the Commission and shall preside over the meetings. During meetings, the Chairperson shall rule on motions and procedural issues; such rulings may be reconsidered consistent with the parliamentary authority following the appeal for a decision from the Chairperson (Part 2 § 24 Robert's Rules of Order). The Chairperson shall supervise employees and shall, to the extent consistent with District law and these bylaws, manage the business operations of the Commission.

Section 6 — The Vice Chairperson shall fulfill the obligations of the Chairperson in their absence. The Vice Chairperson shall provide such assistance to the Chairperson as is requested and shall perform such duties as may be delegated by the Chairperson that the chair is unavailable to perform.

Section 7 — The Secretary shall be responsible for maintaining the official records of the Commission and for ensuring proper notice of meetings is given, that minutes of public meetings are kept, and that meeting agendas, minutes, and written recommendations for other government entities are appropriately transmitted to the Office of Advisory Neighborhood Commissions (OANC). Employees may be assigned by the Commission to assist with these tasks.

Section 8 — 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 and regulations. Employees may be assigned by the Commission to assist with these tasks.

Section 9 — In the case of a vacancy in any Office, the Commission shall elect a new Officer no later than its next public meeting.

Section 10 — 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. Committees shall be informational and advisory only. No official action shall be taken at a Committee meeting.

ARTICLE IV — MEETINGS:

Section 1 — The Commission shall meet no less than nine times annually, at a location, physically, virtually, or both, to be determined by the Commission and publicly noticed.

Section 2 — Each Committee shall meet on a schedule and at a location, physically, virtually, or both, to be determined by the Committee chair and publicly noticed.

Section 3 — The Commission may call special public meetings (including “town halls”) to address issues that must be considered between regularly scheduled public meetings. These meetings may be called by the Chairperson at the request of a majority of Commissioners submitted in writing. The purpose of the special public meeting shall be stated in the request.

Section 4 — Notice of meetings shall be provided at least seven days in advance of the meeting by at least two of:

- Posting written notices in at least four (4) conspicuous places in each SMD within the Commission area; or
- Transmission to a newsletter or electronic mail list of residents and other stakeholders in the community; or
- Announcement at a Commission meeting; or
- Any other method approved by the Commission, including posting on the Commission website.

For emergency or time-sensitive matters, a minimum of two days’ notice will be provided and the reasons for such action shall be articulated in the notice.

ARTICLE V — FINANCIAL MANAGEMENT:

Section 1 — The Commission shall consider and adopt a budget outlining revenues and expenditures planned for each fiscal year. The budget may include unbudgeted reserves. The budget shall be approved in final by a simple majority vote at a public meeting within a month from the date that the Commission is informed of its annual appropriation. The Commission may amend the budget by simple majority vote at any time during the fiscal year.

Section 2 — 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 compliance with D.C. Code § 1–309.13 (j)(1).

Section 3 — Expenditure of all funds shall be approved by majority vote, authorized in writing by the Treasurer, and recorded in the Commission’s books of account and meeting minutes.

Section 4 — Any budgetary reimbursement shall be approved in compliance with D.C. Code § 1-309.13 (f)(1).

Section 5 — The Commission shall not provide reimbursement or advance payment to pay for staff or individuals to perform work on behalf of the Commissioner. Commissioners shall not pay themselves for

any work. The Commission may pay for employees to perform work on behalf of the Commission if approved by majority vote.

Section 6 — The Treasurer shall pay any bills or previously agreed payments unless lawfully directed otherwise.

Section 7 — The signature of two officers shall be required on all drafts, money orders, and expenditures of the Commission, and one of those officers must be the Chair or Treasurer, consistent with D.C. Code § 1-309.13 (f)(2). An officer may not sign a draft, money order, or expenditure intended for the reimbursement of expenses which they incurred.

Section 8 — The Treasurer shall serve as the Commission's contact with the Auditor of the District of Columbia or other District officials on financial matters. Should the Treasurer be the subject of an audit or other investigation, the Chairperson will assign another Commissioner to assume these duties until such audit or investigation is closed.

Section 9 — Use of any Commission office and supplies shall be based on the following two principles: (1) all Commissioners shall have equal access to the office; and (2) the office and Commission supplies shall be used only for Commission operations.

Article VI — GRANT REQUESTS

Section 1 — Procedures for considering requests for assistance:

Section 1(a) — A grant request must be made on grant forms, which are approved by the Commission and which shall contain, at a minimum, the following information:

- A description of the proposed project of which the grant is requested; and
- A statement of expected public benefits; and
- The total cost of the proposed project, including other sources of funding, if any; and
- Timetable of the project; and
- Identification of the group or organization (its officers, a financial statement, documentation of 501(c)(3) or other tax-exempt status [if applicable], and description of its mission, as well as email, phone and website if any), and a description of the organization requesting the grant and its mission; and
- Identification of any previous funding of the applicant by the Commission; and
- Disclosure of any Commissioner(s) directly or indirectly involved in the project and/or the applicant.

Section 1(b) — All grants are subject to the following approval procedures:

- The applicant shall make a presentation to the Commission at a regularly scheduled meeting and shall explain how the grant shall serve a broad public purpose; and
- The Commission shall approve or disapprove any request by a majority vote; and
- The Commission may approve grants only to organizations that are public in nature and benefit persons who reside or work within the Commission area. The services provided by

- the grantee organization must not be duplicative of any that are already performed by the District Government; and
- Grants may not be awarded to individuals or governmental bodies, or for any purpose for which the Commission itself may not expend funds; and
 - Grant applications shall be submitted to the Commission no fewer than fourteen (14) days prior to the meeting at which such application is to be considered will be approved except under extraordinary circumstances that should be detailed at the Commission meeting
 - Section 1(c)— Grants are dependent upon the availability of funds.

Section 2 — Payments:

Section 2(a) — No payment shall be made without proper documentation, as required by the Commission.

Section 2(b) — Payments may be made in installments at the discretion of the Commission.

Section 3 — Within 60 days following the issuance of a grant, the grant recipient shall forward to the Commission a statement as to the use of the funds consistent with the grant application, complete with receipts which support the expenditures.

Section 4 — Any unexpended funds shall be returned to the Commission.

ARTICLE VII — STANDARD PROCEDURES AND PARLIAMENTARY AUTHORITY:

Section 1 — The most recently revised edition of Roberts' Rules of Order shall govern the deliberations of the Commission except when the rules are inconsistent with these Bylaws and any special rules of order the Commission may adopt.

Section 2 — The Commission may adopt standard procedures, thereby implementing the requirements of these Bylaws in order for the to conduct its business. The Dupont Circle Advisory Neighborhood Commission Policies and Procedures Manual (P&P) may serve as additional guidelines for this purpose.

ARTICLE VIII — OTHER PROVISIONS:

Section 1 — All staff members of the Commission shall be hired by the Commission and shall serve at the pleasure of the Commission. The Commission shall establish position descriptions for its staff members.

Section 2 — The Commission shall maintain an office for the purposes of receiving official mail. As availability warrants, the office space may be made available to other registered groups supporting the Dupont Circle community for the purposes of receiving official mail and holding meetings.

Section 3 — Notice of at least seven calendar days shall be provided to Commissioners and the public prior to consideration of any modifications, deletions, or additions to these Bylaws. A two-thirds majority of the Commissioners is required for such amendments to be passed.

Section 4 — Copies of these Bylaws shall be made publicly available.