
Advisory Neighborhood Commission 1E

Bylaws

Revision History

Name	Date	Reason For Changes
ANC 1E	1/12/2023	Original

ARTICLE 1. NAME

Section 1. The name of this Commission is **Advisory Neighborhood Commission 1E**. It is established by DCL 24-148, as amended. The boundaries of the Commission are those described in that law.

ARTICLE II. OBJECT

Section 1. The Commission has the duties and powers described in PL 93-198 and DCL 1-21, as amended.

ARTICLE III. MEMBERS

Section 1. The Commission shall be comprised of those persons duly elected to represent the Single Member Districts (SMDs) within the Commission area.

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

ARTICLE IV. OFFICERS

Section 1. The Commission shall elect a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer in that order.

Section 2. The election shall take place in January of each year.

Section 3. Each candidate for office shall be nominated by a member of the commission, including self-nomination. Nominations do not require seconds.

Section 4. When nominations are closed, the voting shall take place as determined by the Commission at that time. However, no secret ballots are allowed.

Section 5. The elected officers shall be elected to serve for one year or until their successors are elected. Their terms of office shall commence immediately upon completion of the election of officers at the meeting at which they are elected. In the event of a vacancy, the officer filling the vacant position shall only serve out the term of the officer he or she replaced.

Section 6. A simple majority shall be required for election of officers. If there is not a simple majority after the first ballot, there shall be an election between the two candidates receiving the most votes. In the event of a tie, the winner will be decided by drawing lots.

Section 7. If there is a vacancy among the officers, the Commission shall hold an election at the next meeting of the Commission. If there is a vacancy in the office of Treasurer, the Commission may hold a special meeting to elect a new Treasurer.

Section 8. The Chairperson shall serve as a convenor of the Commission and shall chair the Commission meetings.

Section 9. The Chairperson shall have the power to call special meetings of the Commission and of the Executive Committee.

Section 10. In the Chairperson's absence, or when the Chairperson wishes to give up the chair, the Vice Chairperson shall act as the chair. The Vice Chairperson shall lead the Commission in publishing an annual report that includes, but is not limited to, performance towards goals, key successes, and opportunities in each community within the ANC, along with cross-border issues, and participation in district-wide policies.

Section 11. The Secretary shall ensure that minutes are kept for all meetings of the commission and that copies are distributed to all members of the Commission. The Secretary shall also ensure that notice is given for all Commission meetings as required by District law.

Section 12. The Secretary shall serve as the central repository of copies of minutes of all standing, special, and administrative committees.

Section 13. The Treasurer shall be responsible for developing an annual fiscal year budget, preparing quarterly financial reports, keeping the Commission's financial records and accounts, and for executing its expenditures in accordance with District law.

Section 14. All checks must be signed by two officers, one of whom must be either the Treasurer or the Chairperson.

Section 15. The officers shall have the assistance of the Commission staff in carrying out their duties as may be required.

Section 16. In the event the Commission does not have a Chairperson, the Chairperson is absent, or when the Chairperson wishes to give up the chair, a Chairperson Pro-Tempore shall preside. Any currently serving Commissioners may be eligible to serve in this role. The order that officers are listed in the bylaws shall serve as the order in which each officer may assume the role. If there are no officers, or none willing to serve, the Commission shall randomly select a Commissioner to call a meeting to order and preside over the immediate election of a Chairperson if there is no active Chairperson or a Chairperson Pro-Tempore.

Section 17. Any officer may be removed from office by a majority vote of the elected Commissioners without cause. A vote to remove an officer must occur at a public meeting with 7 calendar days advance notice of the intent to vote on removal.

ARTICLE V. MEETINGS

Section 1. Each January, the Commission shall decide on a schedule of meeting times and places of at least 9 meetings during the calendar year. The Commission, however, may modify the schedule if necessary. In case of an emergency, the Chairperson may reschedule the meeting time or location.

Section 2. No official action may be taken by the Commission unless a quorum is present and a majority of those "voting yea or nay" vote on the action.

Section 3. A quorum is a majority of the current Commission members. However, the Commission may not obtain a quorum if the majority of SMDs are vacant.

Section 4. Special meetings of the Commission can be called by the Chairperson, the Executive Committee, or by written request of three

Commission members. The purposes of the meeting shall be stated in the notice and no other topics may be discussed at that meeting except those posted in the notice. Reasonable notice shall be given in writing.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of a) the Chairperson; b) the Vice Chairperson; c) the Secretary; and, d) the Treasurer.

Section 2. The Executive Committee of the Commission shall have the authority to establish special committees.

Section 3. The Executive Committee of the Commission shall have the power to act on behalf of the Commission in emergency situations.

Section 4. A majority of the members of the Executive Committee shall constitute a quorum.

Section 5. Meetings of the Executive Committee may be called by the Chairperson or by a majority of the Executive Committee.

ARTICLE VII. COMMITTEES

Section 1. There shall be three categories of committees:

- The Executive Committee cannot be dissolved, except through the amendment of the bylaws.
- Standing committees are those created permanently by majority vote of the Commission. Such committees can also be dissolved by majority vote of the Commission.
- Special committees are those created temporarily by the Commission or the Executive Committee. These committees dissolve if members of the committee do not provide updates to the Commission for more than three (3) months, they do not meet for more than six months, or if the objective is achieved.

Section 2. In accordance with District law, the chairperson of each Commission committee or task force shall be open to any resident of the Commission area. The chairperson or co-chairpersons of each such committee or task force shall be appointed by the Commission.

Section 3. The committee chair or co-chairs decide the makeup of the committee though the Commission reserves the right to add or remove members to committees without cause by majority vote of the Commission. No SMD shall represent greater than 35% of the makeup of a committee.

Section 4. The Chairperson shall ensure that items requiring committee action are referred to the appropriate committee(s) on receipt.

Section 5. Committee recommendations for Commission action shall be placed on the agenda for the first ANC meeting after they are adopted, if requested by the Committee.

Section 6. Elected Committee chairpersons shall serve for up to one year or until their successors are elected. In the event of a vacancy, the Committee Chairperson filling the vacant position shall only serve out the term of the Chairperson who was replaced.

Section 7. These committees are reviewed yearly at one of the first three (3) Commission meetings of the year. A complete listing of Committees can

be found in Appendix A of the Standard Operating Procedures.

Section 8. All Committee meetings shall be announced on the ANC website and/or local listservs at least 24 hours in advance except in case of emergency or for other good cause.

ARTICLE VIII. STANDING RULES

Section 1. The Commission may adopt rules to implement the requirements of these Bylaws and to enhance the efficiency and operation of the Commission. The rules may be adopted or amended by majority vote at any Commission meeting. These rules will be supported via the Standard Operating Procedures.

Section 2. The Commission shall adopt rules for the use of the ANC office and supplies based on the following two principles: (1) all Commissioners shall have equal access to the office; and, (2) the use of the office and Commission supplies shall meet "public purpose" test.

Section 3. The Commission shall adopt standing rules for handling constituent recommendations. The rules shall designate one person to ensure that constituent recommendations are referred to the proper Commissioner or government agency for action.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order will govern the Commission except where they are not consistent with District law, these bylaws, or any standing rules the Commission may adopt.

ARTICLE X. AMENDMENT OF BYLAWS

Section 1. Revision of these Bylaws requires a majority of sitting Commissioners and "voting yea or nay." Each Commission member shall have at least 10 calendar days prior notice that an amendment(s) is being proposed to the Bylaws. The notice shall include the suggested change(s).

Section 2. These Bylaws shall be consistent with all Congressional and District legislation and other applicable laws regarding ANCs. Any inconsistencies are null and void.

These By-Laws supersede all previously issued ANC 1E By-Laws.