

GOVERNMENT OF THE DISTRICT OF COLUMBIA
ADVISORY NEIGHBORHOOD COMMISSION 3B
GLOVER PARK AND CATHEDRAL HEIGHTS

BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 3B

ARTICLE I. NAME AND GEOGRAPHIC BOUNDARY

Section 1. The name of the Commission shall be the Glover Park - Cathedral Heights Advisory Neighborhood Commission 3B. The Commission is established pursuant to Section 738 of the D.C. Self-government and Governmental Reorganization Act, Pub.L. 93-198, 87 Stat. 824, and D.C. Law 1-58, 22 D.C. Reg. 5453 (April 9, 1976).

Section 2. The boundaries of the Commission area are those established by DC public law 14-133. As of January 1, 2013, the approximate boundaries are as follows: located in NW DC, in Ward Three Starting at the intersection of Massachusetts Avenue and Macomb St., east on the south side of Massachusetts Avenue to 39th Street, south on the west side of 39th Street to Garfield Street, east along the south side of Garfield Street to Wisconsin Avenue, south on the west side of Wisconsin Avenue to Calvert Street, east on the south side of Calvert Street to Observatory Circle, southeast on the west side of Observatory Circle to Whitehaven Parkway, west on the north side of Whitehaven Parkway to Wisconsin Avenue, northwest on the east side of Wisconsin Avenue to 35th Street, south on the west side of 35th Street to Whitehaven Parkway, west on the north side of Whitehaven Parkway, continuing past 37th Street along the southern boundary of the eastern leg of Glover Archbold Park to the Glover Archbold Trail in the western boundary of Glover Archbold Park, north in Glover Archbold Park (encompassing the area including the Glover Park Community Garden) to the intersection of Massachusetts Avenue and Macomb St.

ARTICLE II. OBJECT

Section 1. The Commission may advise the Council of the District of Columbia, the Mayor and each Executive Agency and all independent agencies, boards, and commissions of the government of the District of Columbia with respect to all proposed matters of District governmental policy including but not limited to decisions regarding planning, streets, recreation, social service programs, education, health, safety, and sanitation that affect the Commission area.

- Section 2. Proposed District government actions upon which the Commission may comment shall include but shall not be limited to actions of the Council of the District of Columbia, the Executive Branch or any independent agency. The Commission may advise each agency, board, and commission regarding the award of any grant or funds to a citizen organization or group, the formulation of any final policy decision or guideline with respect to grant applications, comprehensive plans, requested or proposed zoning changes, variances, public improvements, licenses, or permits affecting said Commission area, the District budget and city government service delivery and the opening of any proposed facility.
- Section 3. The Commission may present its views to entities including but not limited to any federal, regional, or District agency it deems appropriate.
- Section 4. The Commission may initiate its own proposals for District, federal, regional or neighborhood government action.
- Section 5. The Commission shall monitor complaints of Commission area residents with respect to the delivery of District government services and forward comments of same to the appropriate District government entity.
- Section 6. The commission shall, upon receipt from the Department of Consumer and Regulatory Affairs review promptly, the list of applications for construction and demolition permits within the boundaries of the commission, reporting to constituents as appropriate.
- Section 7. The Commission shall review in a timely manner applications for new and renewed liquor licenses and for substantial changes to existing licenses for establishments located in the Commission area. The Commission will provide an opportunity for public comment and may consider a vote to support or oppose any application, in accordance with the regulations of the Alcoholic Beverage Regulation Administration (ABRA). The Commission will solicit public comment on the status of the Glover Park Liquor License Moratorium and present timely recommendations to ABRA when it is due to be renewed. The Commission has the power to negotiate Voluntary Agreements with licensed establishments in the Commission area, in accordance with ABRA regulations.
- Section 8. The Commission may award grants to entities that benefit individuals who reside or work in ANC 3B, consistent with grant guidelines to be established by the Commission, and with District of Columbia law and regulation. Grant guidelines

shall be public documents, and shall be available for public inspection on the ANC 3B website.

Section 9. The Commission may, where appropriate, constitute the citizen advisory mechanism required by any federal statute.

Section 10. The Commission shall develop an annual fiscal year spending plan for the upcoming fiscal year at the Commission meeting immediately prior to the beginning of such fiscal year within 60 days of notification of the amount of the Commission's annual allotment. The plan will be discussed and approved at a public meeting.

Section 11. The Commission may carry out any other function as shall be provided or allowed by law or regulation consistent with duties and powers described in PL 93-198 and D.C. Law 1-21, as amended.

ARTICLE III. MEMBERS

Section 1. The Commission shall be composed of those persons duly elected and certified by the D.C. Board of Elections and Ethics to Single Member Districts within the Commission's boundaries.

Section 2. Each duly elected and certified Commissioner shall have one vote. There shall be no voting by proxy.

Section 3. Vacancies shall be filled in accordance with the laws of the District of Columbia.

Section 4. The Commissioners shall serve without compensation; however, appropriate expenses may be reimbursed in accordance with the laws of the District of Columbia and these bylaws.

Section 5. Any individual Commissioner may communicate his or her views on any issue within the scope of his or her jurisdiction to any government entity; provided, however, that unless such communication has been approved by the Commission as a whole or reflects the views of the Commission as reflected in a formal vote of the Commission, such Commissioner shall indicate in such communication that he/she is speaking as an individual Commissioner, and not for the Commission as a whole.

Section 6. Each Commissioner shall have at all times equal access to the resources of the Commission, including, but not limited to, documents (as defined in the Federal Rules of Civil Procedure) of the Commission, the Commission office, and supplies.

ARTICLE IV. OFFICERS

Section 1. In January of each year, at a public meeting, the Commission shall elect from among its members a chairperson, a vice-chairperson, a secretary, a treasurer, and such other officers, as may be determined necessary by the Commission.

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

Section 3. The chairperson shall serve as convener of the Commission and shall chair the meetings. The Chairperson shall be responsible for the execution of the decisions of the Commission, and may delegate such duties to other Commission members.

Section 4. The chairperson may rule on procedural questions from the chair and such rulings may be overturned by a majority vote of the Commission.

Section 5. The vice-chairperson shall fulfill the obligations of the chairperson in his/her absence.

Section 6. The secretary shall be responsible for the preparation of the minutes for all meetings of the Commission, for the keeping of all important papers, for the maintenance of the Commission website, and for providing the community with notice and results of Commission meetings.

Section 7. All official documents, including minutes and financial records, shall be prepared and maintained by the appropriate officer.

Section 8. The treasurer shall be responsible for maintaining the financial records of the Commission in accordance with D.C. laws and regulations, and reporting such records to relevant officials as required by D.C. laws and regulations.

Section 9. In the case of a vacancy in any office, the Commission shall select a new officer in accordance with these Bylaws at their next meeting.

Section 10. Officers shall be elected by a simple majority of Commission members present and voting. In the event that there is not a simple majority on the first ballot, there shall be an election between the two candidates receiving the most votes. In the event of a tie in such a run-off vote, the winner shall be decided by a coin-toss.

Section 11. Any officer may be removed from office by a two-thirds vote of the Commissioners present and voting at a special meeting requested by half the Commission, in

writing, to seek the removal of the officer. Notice and requirements consistent with D.C. law apply to the special meeting.

ARTICLE V. MEETINGS

- Section 1. Discussion at meetings shall be open to all ANC residents and invited guests, in accordance with these Bylaws.
- Section 2. The Commission may take no official action unless a quorum of the members of the Commission is present and notice is properly given and the meeting is open to the public..
- Section 3. A quorum consists of the majority of elected Commission members. However, there is not a quorum unless the majority of the SMDs have Commissioners.
- Section 4. The Commission shall generally meet at regular intervals, not less than nine times a year, to consider matters before the Commission that may include but not be limited to consideration of actions or proposed actions of the Council of the District of Columbia, the Executive Branch or any independent agency, board, or commission and recommendations thereof.
- Section 5. No less than seven days notice of its meetings shall be given by the Commission, except in case of an emergency or other good cause. Methods of notification shall include a) notification of the Georgetown Current and the Glover Park Gazette, b) posting on the ANC 3B web site; and c) e-mail notification to the ANC 3B mailing list.
- Section 6. The Commission may host "town meetings" in accordance with D.C. law and regulations.
- Section 7. Residents' views should be considered in positions taken by the Commission.
- Section 8. The agenda, and any modifications to the posted agenda, shall be subject to approval by a majority vote at the beginning of each meeting.
- Section 9. Any commissioner can request that an item be put on the agenda.
- Section 10. No vote may be taken on any issue that has not appeared on a posted agenda, except with the 2/3 consent of the commissioners present and voting at the meeting when the issue arises.

- Section 11. Commissioners introducing resolutions are responsible for submitting written text of any resolutions that are passed, together with any amendments, to the ANC Chair within 48 hours of end of the meeting in which the motion passes.
- Section 12. Resolutions passed by the Commission shall be public documents, and shall be available for public inspection on the ANC 3B website.
- Section 13. Only resolutions, motions, and grants passed by vote in which a quorum of the commissioners is present at a public meeting can and will constitute ANC 3B's official positions. Any other opinion communicated by an ANC commissioner shall be declared as his or her own.
- Section 14. ANC letterhead may be used for the following purposes: letters that further the normal business of the ANC, such as invitations and agency queries and responses to administrative issues; statements conveying the official position, as adopted by formal resolution or motion, of the ANC; correspondence relating to ANC matters undertaken by any member of the Commission, so long as the commissioner clearly states when he/she is conveying an official position, when he/she is stating a minority opinion, and when he/she is conducting business for his SMD.
- Section 15. The chairperson shall not sign any letter regarding actions taken by the ANC or testify while identifying him/herself as Chair unless the action has been passed at a public meeting or unless the Chair clearly indicates in any such letter or testimony that the action or testimony has not been approved by the full ANC.
- Section 16. In order for the Commission to effectively address the needs of the ANC 3B community, the procedure for presentations at a public meeting shall be as follows: Presenter shall state their name, organization, purpose of presentation and what action is being requested; Presenter shall be allotted no more than 10 minutes for presentation; The chair shall recognize members of the Commission for questions; each member of the Commission may be limited to one question. If time permits, the Chair shall call for additional rounds of questions. The Chair shall recognize members of the audience for questions; Each member of the audience shall state their name and address; Each member shall be limited to one question to allow every member to ask a question; If time permits, the Chair shall call for additional round(s) of questions;
- Section 17. In case of inclement weather, ANC 3B meetings may be canceled by the Chair, or in his/her absence, the Vice Chair. In case of cancellations, the date of the rescheduled meeting, if any, will be made available as soon as possible from the Commission.

Section 18. Special meetings of the Commission can be called upon the written request of two Commissioners. The purpose of the meeting shall, be stated in the request and no other topic may be acted upon at that meeting. Notice in accordance with the laws of the District of Columbia shall be given in writing.

Section 19. Commission actions, except as otherwise provided herein, shall be approved by a simple majority of those Commission members present and voting.

Section 20. Except as otherwise provided herein, in the case of a tie vote, the motion for Commission action shall fail.

Section 21. The minutes of ANC meetings shall record, at minimum, the commissioners present; the agenda topics addressed at the meeting and a summary of discussion of these topics, text of any resolution adopted or action taken with a record of the vote distribution, and the time that the meeting was convened and adjourned. Meeting minutes shall be public documents, and shall be available for public inspection on the ANC 3B website.

Section 22. The Commission shall, at its first meeting of the calendar year, adopt a schedule of regular Commission meeting for the remainder of the calendar year.

ARTICLE VI. COMMITTEES

Section 1. The Commission may create standing and special committees in accordance with the laws of the District of Columbia. Each commissioner shall be an ex-officio member of each committee, with the right to participate and vote in its deliberations.

Section 2. In accordance with D.C. law, the chairmanship of each committee shall be open to any resident of the Commission area.

Section 3. Each committee may adopt rules of procedure and practice under which it shall operate.

Section 4. 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

ARTICLE VII. EXPENDITURES

Section 1. The treasurer shall prepare and the Commission approve a quarterly financial report within 45 days of the close of each fiscal quarter. These reports shall be public documents and shall be available for public inspection on the ANC 3B website. The quarterly report signed by the treasurer and the chairperson of the Commission and attested to by the secretary, as having been approved by the Commission shall be filed within 15 days of approval by the Commission with the District of Columbia Auditor.

Section 2. Every expenditure of funds by the Commission, except those approved in the annual budget, shall be authorized in writing by the treasurer upon the vote of the Commission, and recorded in the Commission's books of accounts. The Commission may establish a petty cash fund, with distributions from such fund to Commissioners to be conducted by the Treasurer based upon rules established by ANC 3B resolution.

Section 3. The signature of two officers, at least one of whom is Chair or Treasurer, shall be required on every draft or order drawn on the Commission's depository.

Section 4. The Commission shall by resolution approved by a majority of its members designate one or more financial institutions within the District of Columbia as depositories of Commission funds.

ARTICLE VIII. USE OF COMMISSION OFFICE AND SUPPLIES

Section 1. All commissioners shall be granted open access to the office, files, supplies, and equipment. ANC resources, supplies, and equipment, may be used only for official Commission business.

Section 2. The commission shall, as necessary, by resolution, designate the custodian and place where certain equipment that is the property of the District of Columbia shall be stored.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Newly Revised shall govern the Commission in all cases in which they are not inconsistent with these Bylaws and any special rules of order the Commission may adopt.

ARTICLE X. OFFICE PROCEDURES

- Section 1. No later than five days prior to a public meeting date, each commissioner shall receive from the Secretary: the draft agenda; copies of all correspondence signed by the chair; draft minutes from the previous public meeting; draft monthly or quarterly Treasurer's reports; material submitted by the presenters of agenda items.
- Section 2. Anyone making a presentation before the ANC is required to provide the office with appropriate information at least five days before the meeting. In the absence of information necessary to make a decision, the Commission may defer the subject.
- Section 3. All mail received by the ANC office relating to matters that may come or have come before the Commission should be circulated by the Secretary or by the recipient of such mail to all commissioners in an appropriate time period. All correspondence delivered to the home address of the Chair or the home address of any member of the Commission that is applicable to the Commission as a whole shall be distributed to all other members of the Commission.
- Section 4. A copy of the agenda should be delivered by the Commission to properties under discussion, and properties adjacent to properties under discussion, with the property highlighted, and the owner of that property being discussed should be sent a copy of any letter regarding an ANC position on that property.
- Section 6. For each public meeting, each commissioner shall be provided by the Secretary with a packet containing relevant documents for each item on the agenda, as well as an agenda, minutes of the previous meeting, and a current Treasurer's report. Such information may be provided electronically. The Secretary shall provide copies of the agenda and other relevant items for members of the public.
- Section 7. All documents produced or copied in the ANC office, by ANC equipment, by ANC personnel (temporary or permanent), or where any portion of the production or distribution of the public documents was paid for or reimbursed by ANC funds or accounts shall be deemed public documents, unless exempt under DC FOIA, and a copy of such must be: retained by the ANC office or posted on the ANC website at all times, and upon request, a copy shall be provided to a member of the public. The cost of copying all requested documents shall be borne by the requester.
- Section 8: The Commission shall maintain a public website, which shall include information on meeting schedules, draft agendas for upcoming meetings, a list of commissioners with contact information for each commissioner, ANC 3B bylaws and grant guidelines, and copies of approved minutes, resolutions, quarterly financial reports, and any other public documents.

ARTICLE XI. REVISION OF BYLAWS

Section 1. The commission will provide an up to date copy of the bylaws and all amendments, to the Council and the Office of Advisory Neighborhood Commissions, within 30 Days of any amendment to the bylaws.

Section 2. Revision of these Bylaws shall be made only on at least two weeks' prior notice of the proposed modifications, deletions, or additions of the bylaws to each Commission member. At least two-thirds of the duly elected commissioners present and voting must approve bylaw amendments.

Section 3. These bylaws shall be a public document.

ARTICLE XII. MISCELLANY

Section 1. All employees 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 employees. The employees of the Commission may be hired on a fulltime or a part-time basis. Persons hired by the Commission shall meet the qualifications established in the job description.

ARTICLE XIII. LEGAL AUTHORITY

Section 1. These Bylaws shall be consistent with all Federal or local legislation and other applicable laws regarding ANCs. Any inconsistencies are null and void.

ANC 3B BYLAWS WERE REVISED AND APPROVED AT THE OCTOBER 18TH, 2012
ANC 3B MEETING AT STODDERT ELEMENTARY AND GLOVER PARK COMMUNITY
CENTER, 4000 CALVERT STREET, N.W.,
WASHINGTON, D.C. 20007.

COMMISSIONERS:

BRIAN A. COHEN, CHAIR, ANC 3B05
JACKIE BLUMENTHAL, VICE-CHAIR, ANC 3B02
CHARLES FULWOOD, TREASURER, ANC 3B03
BEN THEILEN, SECRETARY, ANC 3B01
VACANT, ANC 3B04