

Advisory Neighborhood Commission (ANC) 7D Bylaws

*As adopted by a majority of 7D Commissioners with a Quorum present
in the June 13, 2023 Monthly Virtual Public Meeting)*

Article 1. Name

The name of this Commission is Advisory Neighborhood Commission 7D. It is established by DCL 14-133, as amended. The boundaries of the Commission are those described in that law. Hereinafter the word “Commission” shall be used to refer to ANC 7D

Article 2. Object

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

Article 3. Members

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

Section 3. All members shall demonstrate the utmost courtesy and respect in their dealings with other Commissioners, for the Chair, Vice-Chair and other Commission Officers. When dealing with matters within another Commissioner's SMD, any Commissioner wishing to be better informed or to communicate individual differences, he or she will first notify the Commissioner in whose SMD the concern lies.

Article 4 Officers

Section 1. The Commission shall elect a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer (“Commission Officers”).

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

Section 3. Each candidate for Commission Officers shall be nominated by a member of the commission. Commissioners may nominate themselves. Seconds are not required.

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 at the close of 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 Commission Officers. If there is not a simple majority after the first ballot, there shall be an election between the candidates receiving the most votes. In the event of a tie vote, the term shall be divided equally between the tied candidates. A coin toss or drawing of straws shall be used to determine the order in which the candidates serve.

Section 7. If there is a vacancy among the officers, the Commission shall hold an election during 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 Chair shall serve as a convenor of the Commission and shall chair the Commission meetings.

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

Section 10. In the Chair's absence, or when the Chair wishes to give up the chair, the Vice-Chair shall act as the Chair.

Section 11. The Secretary, or Designee, shall ensure that minutes are kept for all meetings of the Commission and that copies are distributed to all members of the Commission. The minutes or a record should be posted in a public space, such as a website. The Secretary, or Designee, shall also ensure that notice is given for all Commission meetings as required by District law.

Section 12. The ANC 7D website shall serve as the central repository for all public Commission records.

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 DC law.

Section 14. All checks must be signed by two officers authorized by the bank signature card, one of whom must be either the Treasurer or the Chair.

Section 15 The Commission Officers shall have the assistance of the Commission staff (if any) in carrying out their duties as may be required.

Section 16 Additional positions for Members may be created and elected by to the Commission, as deemed necessary, once the aforementioned statutory Commission Officers are elected. Such positions shall be recognized as Other Officers. The term of such Other Officers shall conclude at the end of the calendar year the Other Officers position/s is/are created.

Article 5: Meetings

Section 1. Each January, the Commission shall decide on a schedule of meeting times and places for the next twelve (12) months. The Commission must meet at least times in the calendar year. The Commission, however, may modify the schedule if necessary. In case of an emergency, the Chair 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 in favor of the action.

Section 3. A quorum is a majority of the current Commission members. However, a quorum cannot be formed unless a majority of the SMDs have Commissioners.

Section 4. Special meetings of the Commission can be called by the Chair, the Executive Committee, or by written request of three Commission members. The purpose of a special meeting shall be stated in the notice and no other topic may be discussed at that meeting.

Reasonable notice shall be given in writing.

Section 5. All meetings of the Commission shall be accessible to the public. The Commission should work to ensure any translation services or other reasonable accommodations are available if requested.

Section 6. The Commission is committed to non-discrimination on the basis of race, color, creed, class, national origin, sex, age, religion, ethnic identity, ethnicity, immigration status, language, culture, housing status, sexual orientation, gender, gender identity, economic status or disability as defined by the Americans with Disabilities Act of 1990 and shall conduct itself, and its meetings, in accordance with this commitment.

Section 7. As outlined in the DC Code, the Commission shall set aside a portion of each public meeting to hear the views of residents within the Commission area and other affected persons regarding problems or issues of concern within the Commission area and proposed District

government actions that affect the Commission area. This will include previously considered comments that were not handled or addressed at the respective committee -level meeting.

Section 8. Any Commissioner may add an item to the agenda of a regular meeting provided that the Commissioner submits the item to the Chair at least eight (8) days in advance of the meeting.

Section 9. At least seven (7) days in advance of the Commission meeting, the Secretary, or Designee, will post the draft agenda to the ANC 7D website and update as needed as additional materials become available.

Section 10. Financial Conflicts of Interest

- A) Commissioners shall not use their official position or title for any purpose other than their official duties as a Commissioner, nor in any manner that the Commissioner knows or should know is likely to have a direct and predictable effect on their financial interests or the financial interests of a person closely affiliated with the Commissioner. No Commissioner shall substantially participate in a Commission matter that the Commissioner knows or should know is likely to have a direct and predictable effect on their financial interests or the financial interests of a person closely affiliated with the Commissioner.
- B) When a Commissioner becomes aware of a potential conflict of interest, the Commissioner is required to notify the Chair of the matter and nature of conflict at the start of the discussion of that item. The Commissioner will then be recused from the votes on that matter. If the Commissioner is the Chair, the Vice Chair will assume responsibility during the issue in question, as the Chair will be recused from the votes on that matter.

Article 6. Executive Committee

Section 1. The Executive Committee shall consist of the Commissioners of ANC 7D

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 propose a meeting agenda and make recommendations for the operation of the Commission, which include setting a consent agenda prior to Commission meetings.

Section 4. A majority of the members of ANC7D shall constitute a quorum of the Executive Committee.

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

Article 7. Committees

Section 1. there shall be two other categories of committees: standing committees and special committees:

- A) Standing Committees are those created permanently by majority vote of the Commission. Such committees can also be dissolved by majority vote of the Commission.
- B) Special Committees are those created temporarily by the Executive Committee. These Committees dissolve if members do not provide updates to the Commission for more than three (3) months, do not meet for more than six (6) months, or if a majority of the Commission determines that their objective has been achieved.

Section 2. Each Committee will have a chair appointed by the Commission. In accordance with District law, any resident of the Commission area, appointed by the Commission can serve as Chair.

Section 3. The Chair of the Commission shall ensure that items requiring Committee action are to be referred to the appropriate Committee chair(s) on receipt.

Section 4. Committee recommendations for Commission action shall be placed on the agenda for the first Commission meeting after they are adopted, unless the Commission objects.

Section 5. The Committee Chair shall serve for up to two years or until their successors are elected. In the event of a vacancy, the Committee Chair filling the vacant position shall only serve out the remaining term of the Chair who was replaced.

Section 6. Committee membership are approved by the Commission. Committee members can be appointed at any time throughout a year. The Commission will, when feasible, ensure that every SMD is represented on each Committee.

Section 7. All Committee meetings shall be announced on the Commission website at least 24 hours in advance of the meeting except in case of an emergency or for other good cause.

Article 8. 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.

Section 2. 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, Committee, or government agency for action.

Article 9. Parliamentary Authority

Section 1. Robert's Rules of Order shall govern the conduct of the Commission except where they are not consistent with District law.

Article 10. Amendments of Bylaws

Section 1. Revision of these Bylaws requires a two-thirds vote of Commissioners present at a meeting of the Commission and "voting yea or nay." Each Commissioner shall have at least two (2) weeks 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 applicable federal and District of Columbia law. Any provision of these Bylaws inconsistent with federal or District of Columbia law shall be ineffective to the extent necessary to maintain consistency with law, and shall not invalidate any other provisions of these Bylaws.

Section 3. The Commission shall file an up-to-date copy of the Bylaws and all amendments thereto with the DC Council and the Office of Advisory Neighborhood Commissions within thirty (30) days of their adoption.

Standard Operating Procedures

This Standard Operating Procedures and Code of Conduct document includes procedures, general guidelines, and other information to assist ANC 7D's efforts to conduct organized,

efficient, and effective meetings, to support the community, provide guidance and standards for ethical and respectful conduct between Commissioners, Committee members, local residents, and others who may participate in Commission meetings and activities.

Article 1. Declaration of Mission

As elected officials, Commissioners are responsible for representing the interests of their community, including those who are historically underrepresented and underserved by government decision-makers.

ANC 7D values and promotes inclusiveness, diversity, and an environment that values respect, fairness, and integrity. ANC 7D acts in accordance with these values by treating fellow commissioners, committee chair and members, and the public with dignity, civility, and respect.

Article 2. Meetings – Accessibility & Scheduling

Section 1. All Commission meetings shall be held at locations or virtually that are designed to reasonably accommodate the residents of the Commission area.

Section 2. Whenever feasible and financially viable, the Commission will strive to make online participation available for all ANC meetings.

Section 3. In scheduling meetings, the Commission shall consider the occurrence of religious holidays that may affect levels of participation by both Commissioners and the community.

Article 3. Committees

Section 1. Committees consider matters on behalf of the Commission in order to make recommendations for action by the Commission.

Section 2. Committee meetings are designed to allow for extended dialogue about proposed projects and issues. Commissioners and community members are encouraged to participate in these meetings. Commissioners are entitled to vote on committee business when in attendance at committee meetings. Commissioners in attendance are counted as members of a quorum, but do not increase the number of members required for a quorum to be present.

Section 4. Committees or Committee members may not represent the Commission before any agency or forum unless authorized by the Commission to do so. Authorization to present a report or finding by citizens who are not members of the Commission may be granted by a majority vote, and must be accompanied by a letter of authorization.

Section 6. The Committees described below serve as forums to address issues that need more discussion and cannot be accommodated at a full Commission meeting due to time constraints.

Section 7. With the exception of the Executive Committee, ANC 7D Committee membership positions are open to all ANC 7D residents. ANC 7D should strive to ensure representation from across ANC 7D on the Committees. Committee Chairs are selected by vote of the Commission and serve for two years. The number of times that a Chair may be reelected is not limited.

Section 8. The following roles and responsibilities are common to each Committee:

- A) Draft correspondence, which could include resolutions and letters, for Commission action;
- B) Coordinate public meetings, as necessary, to gather input for the Commission's consideration;
- C) Coordinate with the appropriate SMD Commissioner(s) on SMD-specific issues; and
- D) Promote membership and maintain a list of its members.

Section 9. The roles and responsibilities that are unique to each committee are included below:

A) Housing Justice, Business and Economic Development

- a. Reviews, analyzes and publicly discusses proposed projects that are requesting relief from zoning regulations through the Board of Zoning Administration (BZA) or the Historical Review Board
- b. Encourage the inclusion of affordable housing and multi-family units wherever possible;
- c. Identifies appropriate issues related to job creation and business development [including housing development and policy as well as project development];
- d. Advises the Commission on issues related to the DC government's Alcoholic Beverage Regulation Administration (ABRA) including new licenses, license changes, and license renewals for ABRA- licensed establishments
- e. Works with appropriate SMD Commissioner(s) to negotiate and maintain settlement agreements on behalf of the ANC with ABRA-licensed establishments
- f. Encourage increased housing and support for our unhoused neighbors

B) Environment

- a. Reviews, analyzes and discusses proposed projects by the Department of Energy and Environment
- b. Identifies appropriate issues related to the environment and the Department of Parks and Recreation
- c. Advises the Commissions on issues related to the Anacostia River and the surrounding parklands.

C) Transportation

- a. Reviews, analyzes and publicly discusses public space permit applications, DDOT and other public transportation or public space related proposals. The Committee also identifies areas of concern and works with the Commission and residents to facilitate the process with DDOT and other city agencies to remedy transportation and public space issues when determined appropriate.
- b. Tracks Traffic Safety Inputs (TSIs) and DDOT 311 requests and works with residents and the Commission to ensure requests are adequately fulfilled by DDOT and other city agencies.
- c. Identifies potential transit issues for the Commission.

D) Community Outreach and Grants

- a. Serves as a conduit for broader community outreach within the Commission. The Committee provides a sounding board for the community and advances specific concerns to the ANC.
- b. Holds presentations and offers forums and workshops of interest to the ANC 7D community;
- Works with the ANC to manage applications and make recommendations for grant funding.

E) Public Safety

- a. Updates from MPD District Leaders including 1D, 5D, and 6D
- b. Host Office of Neighborhood Safety and Engagement, Office of Gun Violence Prevention and Attorney General's Office around Public Safety
- c. Develop proposals for the Commissioner on tackling public safety holistically

- d. Engage with other government agencies related to public safety for example DC Health on Harm Reduction and Department of Behavior Health on Mental Health Support

Article 4. Guidelines for ANC 7D Grant Applications

Section 1. ANCs may award grants to organizations for public purposes as described in Section 310.13 of the DC Code. The Commission reserves the right to fund or not fund any legal grant application at its sole discretion, without explanation.

Section 2. Monetary Amounts: When the Commission adopts an operating budget within sixty (60) days of receiving notice of its next fiscal year allotment from the District Government, it will include a line item amount for the Commission to support community grants during that fiscal year.

Section 3. Public Notice of Availability of Funding: At the beginning of the fiscal year, the Commission will provide the Community Outreach and Grants Committee (COG) with a bifurcated allocation for grantmaking, subject to the availability of funding. Prior to the third quarter of the fiscal year, the Commission will perform a second analysis and, if additional funds are available, will inform the COG. The COG Chair shall publish the grant application form and the timeline for consideration to the ANC 7D website with grant applications being accepted at least twice a year. The COG may issue additional notices of grant opportunities based on the availability of funding.

Section 4. Process

- A. Eligibility: Only 501(c)(3) organizations based within the geographic boundaries of ANC 7D or those organizations which directly serve the community of ANC 7D may apply for funding. The applicant must propose to provide services, public in nature, that will benefit persons who live, work, learn, play or gather within the Commission boundaries and that do not duplicate those services already performed by DC government.
- B. Applications: Applicants must include a written grant application; detailed description of the proposed project and public benefits; and detailed budget, statement of the total costs of the project, and other sources of funding.
- C. Applications must be received by the COG Chair at least seven (7) days prior to action for approval/denial of application. A representative of the potential grantee organization must appear at the COG meeting when the grant request is first made, and then must appear at the Commission meeting when the grant application is considered.
- D. Community Support: In an effort to support applications by 501(c)(3) organizations of all sizes and types, the COG is permitted to provide technical assistance regarding specific grant applications. On an annual basis, the COG shall consider ways to encourage non-traditional organizations, new organizations, and minority-led organizations to apply for grants.
- E. Required Documentation: Payment of grant awards will be supported by documentation, including vouchers, grant request letter or proposal, completed grant application form, receipts from the recipient organization detailing its expenditures, minutes of the meeting in which the Commission approved the grant and any other supporting information that may be required by the OANC or the DC Auditor.
- F. Timetable for Financial Reporting: All funds granted must be used in a manner consistent with the grant application approved by the Commission. Within sixty (60) days after a

grantee receives the grant award, the grantee must forward to the Commission a statement as to the use of the funds as described below:

- a. For grantees that have expended all funds -- provide receipts totaling the grant amount
- b. For grantees that have not expended all funds – provide a status report. Every month thereafter, the applicant should submit a status report until the funds are exhausted.

G. Failure of Grantee to Comply: Should a grantee fail to comply with Commission requirements or should it become known to the Commission that the grantee failed to comply with DC or federal requirements related to receipt and use of a grant the Commission may, at its sole discretion, refuse to provide future funding to the grantee.

Article 5. Meeting & Public Procedures

Section

1. Materials for Commission or Committee meetings are included in the agenda package which is posted to the ANC 7D website 24 hours in advance of the meeting.

Section 2. Unless the Chair authorizes other individuals to do so, the Chair is responsible for signing all official correspondence on behalf of the Commission, including motions, resolutions, reports, and related documents.

Section 3. For both Commission and Committee meetings, the Chair may open the floor to the public for its input on issues and place limits on discussion time and number of respondents.

Section 4. As outlined in this document, to the extent possible, issues should be routed through Committees to allow for appropriate discussion and public notice prior to being raised before the full Commission.

Article 6. Consent Agenda

Section 1. The purpose of the consent agenda is to group routine Commission business items and reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately.

Section 2. If a Commissioner makes a motion to support an item at a public Committee meeting and if that motion passes unanimously, the item is placed on the consent agenda for the full Commission meeting. If, at the Committee level, any Committee member or Commissioner in attendance votes “no” on the motion, the item cannot be placed on the consent agenda.

Section 3. Any Commissioner may request to have an item removed from the consent agenda prior to the full Commission meeting by sending a written request to the Chair.

Section 4. At the beginning of the Commission’s full monthly meeting, after adopting the minutes from the previous meeting and the agenda for the present meeting, the Chair will move to adopt the consent agenda as drafted. If the motion passes, there will be no more discussion of the items on the consent agenda during the full Commission meeting.

Article 7. Code of Conduct

Section 1: General Conduct Obligations

- A) Commissioners must not conduct themselves in a manner that is likely to bring the Commission into disrepute. Specifically, Commissioners must not act in a way that contravenes the Commission’s relevant administrative requirements and policies; is improper or unethical; is an abuse of power or otherwise amounts to misconduct; causes,

comprises or involves intimidation, harassment or verbal abuse; or, involves prejudice in the provision of a service to the community.

- B) Commissioners must act lawfully and honestly and must exercise a reasonable degree of judgment.
- C) Commissioners must consider issues consistently, promptly and fairly. Commissioners must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- D) Commissioners must take all relevant facts available into consideration and have regard to the particular merits of each matter.

Section 2: The Commission recognizes and remembers all those who have been historically underserved and/or marginalized, including the Indigenous People on whose lands DC currently sits—the Nacotchtank, Piscataway, Doeg-Tauxenant, and Pamunkey Nations and Tribes—who have stewarded these lands for millennia, as well as the enslaved Africans and Black Americans, separated from their families and native lands by force, and made to labor to build this city and much of our region and the latest impact these histories have today. The Commission also recognizes that, as a result of gentrification, DC has one of the highest rates of displacement of native residents. In addition, DC has one of the highest rates of incarceration in the nation.

Further, residents of ANC 7D have varying relationships with law enforcement and government.

Section 3: ANC 7D commits to create a community dedicated to the principles of equity and anti-discrimination and focused on supporting those who have been historically underrepresented and underserved by government decisionmakers. As community members serving on behalf of neighbors, Commissioners and Committee members (ANCs) must recognize that doing the right thing does not always mean acting on the wishes of the loudest voices. While ANCs must listen to all voices, ANC decisions and deliberations should always be made on behalf of all of the neighbors, including those that, for many reasons, are not contributing or unable to contribute during discussions.

Section 4: Commissioners will not harass, discriminate against, use any language that is disparaging or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to harassment and discrimination on the grounds of race, color, gender, sexuality, class, disability, religion, age, homelessness, national origin, or familial status.

Section 5: Commissioners and Committee members are expected to speak up if they witness any injustice, discrimination or exclusion of anyone else.