



Government of the District of Columbia
ADVISORY NEIGHBORHOOD COMMISSION 5E
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BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 5E
(As Amended March 15, 2016)

ARTICLE 1. NAME

Section 1. The name of this Commission is Advisory Neighborhood Commission 5E. It is established by DCL 14-133, 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 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 Recording Secretary, a Corresponding Secretary and a Treasurer.

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.

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 officers. If there is not a simple majority after the first ballot, there shall be an election between the candidates receiving the most votes.

Section 7. If there is a vacancy among the officers, the Commission shall hold an election 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 convener of the Commission and shall chair the Commission meetings. The Chairperson shall also be responsible for 1) preparing the first draft of the agenda of each public (including both regular and special) meeting of the commission, 2) presenting that draft to the members of the commission at meetings of the commission's Committee of the Whole in advance of each public meeting for review, modification and finalization by the members of the commission and 3) submitting the public meeting agenda, as approved by the commission, to the Recording Secretary.

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.

Section 11. The Vice-Chairperson shall review and approve all ANC5E website proposed postings prior to actual posting.

Section 12. The Recording Secretary shall be responsible for 1) ensuring (either personally or through a surrogate) that minutes are taken of all public meetings of the commission, 2) verifying that the minutes are complete and accurate and/or editing said minutes as necessary to ensure their completeness and accuracy, 3) distributing the minutes to all members of the commission and 4) maintaining copies of said minutes in hard copy and/or electronic form. The Recording Secretary shall also be responsible for 1) printing copies of the agenda of all public meetings of the commission upon receipt of the final agenda from the Chairperson, 2) distributing copies of the agenda to the members of the commission, including the Vice Chairperson for review and posting on the ANC5E website as per Section 11 above, and 3) ensuring that notice of all public meetings of the commission is given as required by District of Columbia law.

Section 13. The Corresponding Secretary shall be responsible for corresponding with public and private entities and individuals external to the commission. This responsibility shall include, but not be limited to, the writing and transmission of letters of support, opposition or inquiry, and the transmission of resolutions and announcements to District of Columbia government officials, media entities, developers and other private entities and individual members of the general public. The Corresponding Secretary shall also be responsible for coordinating closely with the Recording Secretary to ensure that letters of support, opposition or inquiry, resolutions and announcements, approved by the commission at its public meetings, are accurate and complete before they are transmitted to their intended recipients.

Section 14. 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 15. All checks must be signed by two officers one of whom must be either the Treasurer or the Chairperson.

Section 16. The officers shall have the assistance of the Commission staff in carrying out their duties as may be required.

ARTICLE V. EXPENDITURES

Section 1. The Commission shall develop an annual fiscal year spending plan budget for the upcoming fiscal year within 60 days of notification of the amount of the Commission's annual allotment. Prior to adoption of the budget at a public meeting, the Commission shall present the budget at a public meeting of the Commission to elicit comments from the residents of the Commission area.

Section 2. The treasurer shall prepare and the Commission shall approve a quarterly financial report within 30 days of the close of each fiscal quarter. These reports shall be public documents and shall be available for public inspection. 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 seven days of approval by the Commission with the District of Columbia Auditor.

Section 3. Expenditure of all funds shall be approved by Commission 5E majority vote, authorized in writing by the Treasurer, and recorded in the Commission's books of accounts and meeting minutes.

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.

Section 5. The treasurer shall comply with the regulations issued by the District of Columbia auditor concerning ANC treasurers.

ARTICLE VI. DISBURSEMENT OF FUNDS

Section 1. Distribution of funds may only be made by check or through a petty cash fund disbursement.

Section 2. Disbursement of ANC funds by check must be recorded by the Treasurer of the Commission in the Commission's books of accounts and signed by two Commissioners, one of whom shall be the Treasurer or Chairperson or through a petty cash fund.

Section 3. A Petty Cash Fund may be established by each ANC not to exceed \$200 at any one time and maintained in accordance with procedures established by the DC Controller. The treasurer may disburse to another Commission member or employee of the Commission amounts not in excess of \$50.00 out of petty cash funds. Records of expenditures of such funds shall be transmitted to the treasurer prior to any disbursement of the funds for petty cash.

Section 4. Commission 5E may provide reimbursement for an authorized purchase that is documented with a receipt and a copy submitted to the Commission.

Section 5. The signature of two officers shall be required on every draft or order drawn on the Commission's depository, one of whom must be either the Treasurer or the Chairperson.

ARTICLE VII. MEETINGS

Section 1. Each January the Commission shall decide on a schedule of meeting times and places for the next 12 months. 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 in favor of the action.

Section 3. A quorum is a majority of the current Commission members (half +1). However, there is not a quorum unless a majority of the SMDs have Commissioners.

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 purpose of the 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. Commissioners are recommended to notify Chair in advance of an absence. Commissioners who miss three consecutive public Commission meetings may be subjected, by the Executive Committee of the Commission, to the following action:

1. Issued a warning in writing by registered mail giving the Commissioner an opportunity to respond within fifteen (15) days to justify his/her absence.
2. If the Commissioner does not respond or if in the judgment of the Executive Committee of the Commission, the explanation is not adequate (for example illness, job related, etc.), he/she may be:
 - o Recommended to voters of his/her Single Member District for non-re-election.

Section 8. Commissioners shall seek the input of their respective civic association(s) prior to any ANC 5E vote on a licensing, zoning and/or real estate development matter.

ARTICLE VIII. EXECUTIVE COMMITTEE

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

ARTICLE IX. COMMITTEES

Section 1. There shall be two categories of committees, standing committees and special committees. Standing committees are those created permanently by

majority vote of the Commission. Special committees are those created temporarily by the Commission or the Executive Committee.

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

Section 3. The Chairperson shall ensure that items requiring committee action are referred to the appropriate committee(s) upon receipt.

Section 4. Seven (7) day notice shall be given for all committee meetings.

ARTICLE X. 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 a public Commission meeting.

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.

ARTICLE XI. PARLIAMENTARY AUTHORITY

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

ARTICLE XII. AMENDMENT OF BYLAWS

Section 1. Revision of these Bylaws require a two-thirds vote of those present and "voting yea or nay." Each Commission member shall have at least two 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 Congressional and District legislation and other applicable laws regarding ANCs. Any inconsistencies are null and void.