



Advisory Neighborhood Commission 5E

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BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 5E

(As Amended March 18, 2025)

ARTICLE I. NAME

Section 1. The name of this Commission is Advisory Neighborhood Commission 5E. The boundaries of the Commission are those as described pursuant to DC Official Code section 24-148 (as amended).

ARTICLE II. OBJECT

Section 1. The Commission has the duties and powers described in DC Code 1-309.10, 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 Chair, a Vice-Chair, a Secretary, and a Treasurer.

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

Section 3. Each candidate for office shall be nominated by a member of the Commission, members may nominate themselves.

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. Elected officers shall serve for one year or until the time that their successors are elected. The 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 they have 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. If there is a tie for any of the offices, then a coin toss will be conducted by an election moderator, to be selected by the Commission by consensus, to break the tie.

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.



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Section 8. The Chair shall:

- a. serve as a convener of the Commission and chair the Commission meetings.
- b. Prepare the initial draft of the agenda of each public meeting (regular and special), disseminate draft among commissioners via email and/or at meetings of the Commission's Committee of the Whole no less than two weeks prior to the public meeting for review, modification and finalization by members of the commission.
- c. Finalize and submit the public meeting agenda, as approved by the Commission, to the secretary.
- d. Have the power to call special meetings of the Executive Committee

Section 9. The Vice Chair shall:

- a. Act as the chair in the Chair's absence, or when the Chair wishes to give up the chair
- b. Review and approve proposed postings on the ANC 5E website
- c. As directed by the Commission, correspond with public and private entities and individuals external to the commission, transmit letters of support, opposition or inquiry, resolutions and relevant announcements to District of Columbia government officials, agencies, media entities, developers and other private entities and individual members of the general public.'
- d. Coordinate with the 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 10. The Secretary shall:

- a. Ensure (either personally or through an alternate) that minutes are taken of all public meetings of the commission as required by District of Columbia law.
 - b. Verify that the minutes are complete and accurate and/or editing said minutes as necessary to ensure their completeness and accuracy.
 - c. Distribute draft and final meeting minutes to all members of the commission and send final minutes to the vice-chairperson for review and posting on the ANC 5E website.
 - d. Maintain copies of said minutes in hard copy and/or electronic form.
 - e. Transmit the public meeting agenda to the Office of the Advisory Neighborhood Commission (OANC).
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Section 11. The Treasurer shall:

- a. Develop an annual fiscal year budget
- b. Prepare and file quarterly financial reports (QFRs) or any other financial documents required by District law
- c. Keep the Commission's financial records and accounts
- d. Execute the Commission's expenditures in accordance with District law.

Section 12. All checks must be signed by two officers one of whom must be either the Treasurer or the Chair.

Section 13. The officers shall have the assistance of the Commission staff in carrying out their duties as may be required.

Section 14. The outgoing officers will coordinate with the newly elected officers to turn over relevant documentation and update incoming officer on any outstanding issues.

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 Chair 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 Office of Advisory Neighborhood Commissions.

Section 3. Expenditure of all funds shall be approved by a majority vote of the Commission, authorized in writing by the Treasurer, and recorded in the Commission's books of accounts and meeting minutes. Budgetary reimbursements or expenditures of more than \$300 must receive prior approval by the majority of ANC 5E commissioners.

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.



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ARTICLE VI. DISBURSEMENT OF FUNDS

Section 1. Distribution of funds may only be made by check, debit card, 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 petty cash funds.

Section 4. ANC 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 Chair.

ARTICLE VII. MEETINGS

Section 1. ANC 5E shall meet in public session at regular intervals at least 9 times per year.

Section 2. 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 3. Notice of regular meetings will be given no less than seven days prior to the meeting. Notice shall be given by at least two of the following methods:

- a. Posting on the Commission's website
- b. Distributing the notice to a mailing list of residents and stakeholders via email or mail
- c. Any other methods, including posting on the Commission's social media channels

Section 4. 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 5. A quorum is a majority of the current Commission members (half +1). However, there is not a



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quorum unless a majority of the SMDs have Commissioners.

Section 6. 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 7. 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:
 - Recommended to voters of his/her Single Member District for non-re-election.

Section 8. Commissioners shall seek feedback from the affected community by receiving input from the appropriate advisory committee, single member district and/or civic association prior to presenting any matter to ANC 5E for vote on any licensing, zoning or real estate development matter.

ARTICLE VIII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of a) the Chair; b) the Vice-Chair; 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 Chair 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 temporarily by the Commission or the Executive Committee.



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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 Chair shall ensure that items requiring committee action are referred to the appropriate committee(s) upon receipt. Each committee shall prepare written reports of their findings to ANC 5E that will be posted to the Commission's website. The Commission shall consider the recommendations of the committees. If ANC 5E decides not to follow the recommendations of the committees, ANC 5E will provide a written response explaining the reasons for not agreeing with the recommendations of the committee.

Section 4. The Commission shall give notice of all public committee meetings no less than two (2) days prior to the date of such meeting. Notice of all other committee meetings shall be reflected in the subsequent Commission meeting minutes.

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. Robert's 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.
