

**ADVISORY NEIGHBORHOOD COMMISSION 2F (ANC 2F) AMENDED AND RESTATED  
BYLAWS (As amended through July 9, 2014)**

**ARTICLE I. NAME**

The name of this unincorporated elected body shall be Advisory Neighborhood Commission 2F (ANC 2F) and from this point forward in the Bylaws shall be called the Commission.

**ARTICLE II. OBJECTIVES AND RESPONSIBILITIES**

Section 1. (a) The objectives and responsibilities of this Commission are to represent the general population of geographical Section F of Ward 2 in the District of Columbia in all matters pertaining to City Government as community spokesperson, delivering community desires in long and short range planning and recommendations and grievances in the delivery of services, recommendations on the raising of revenue (such as the levying of taxes), to act as liaison between community and other organized bodies or agencies of Government (Executive, Legislative and Judicial) and private entities seeking community input, and to perform any other function not specifically forbidden by law.

(b) 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 planning, streets, alcoholic beverage licenses, recreation, social services, education, health, public safety, budget, sanitation, and any other related matters as they affect the Commission area and the quality of life in the District as a whole.

(c) The Commission shall have the opportunity to comment upon any proposed District Government action including, but not limited to, actions of the Council of the District of Columbia, the executive branch, or independent agencies, boards and commissions. The Commission may advise each agency, board and commission regarding the award of any grant 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, city goals and priorities, proposed changes in District Government service, and any proposed development.

Section 2. The Commission may hold public hearings on requested or proposed government actions. The Commission may invite public witnesses from any executive or independent entity to testify before the Commission. Within 45 days of the close of the public hearing, the Commission may submit to the Council a report detailing the Commission's findings and recommendations to be included in any public record of the proposed government action.

Section 3. The Commission may present its views to any Federal or District Government entity.

Section 4. The Commission may initiate its own proposals for District Government action.

Section 5. The Commission shall monitor complaints of Commission area residents with respect to the delivery of District Government services and file comments and suggestions on the same with the appropriate District Government entity as well as the District of Columbia Council.

Section 6. The Commission, other than for neighborhood improvement campaigns, may operate programs only in conjunction with existing governmental agencies.

Section 7. The Commission may, when appropriate, constitute the citizen advisory mechanism required by any federal statute.

### **ARTICLE III. GEOGRAPHIC BOUNDARIES**

The geographic boundaries of the Commission are the south side of S Street NW between 15th Street NW and 11th Street NW; the west side of 11th Street NW between S Street NW and P Streets NW; the south side of P Street between 11th Street NW and 9th Street NW; the west side of 9th Street NW between P Street NW and N Street NW; the south side of N Street NW between 9th Street NW and 8th Court NW; the west side of 8th Court NW between N Street NW and M Street NW; the south side of M Street NW between 8th Court NW and 7th Street NW; the west side of 7th Street NW between M Street NW and Mount Vernon Place NW; the north side of Mount Vernon Place NW between 7th Street NW and 9th Street NW; the north side of Massachusetts Avenue NW between 9th Street NW and 11th Street NW; the west side of 11th Street NW between Massachusetts Avenue NW and I (“Eye”) Street NW; the north side of I (“Eye”) Street NW between 11th Street NW and 15th Street NW; and the east side of 15th Street NW between I (“Eye”) Street NW and S Street NW.

### **ARTICLE IV. MEMBERS**

Section 1. The structure of the Commission shall be the collective body of individuals so certified by the Board of Elections and Ethics to have been duly elected by qualified voters in an election held to elect Single Member District representatives for the SMDs of Commission F, Ward 2.

Section 2. Each member of the Commission shall serve for a term of two years, which shall begin at noon on the second day of January following the date that the Board of Elections and Ethics certifies the election of each member. Vacancies shall be filled in accordance with Section 8(d) of the Advisory Neighborhood Council Act of 1975, as amended.

Section 3. The members shall serve without compensation. However, the Commission shall be empowered to defray approved expenses for Commission members and community aides.

Section 4. All members shall have equal voting rights following the principle of one person, one vote. There shall be no voting by proxy.

Section 5.<sup>1</sup> (a) If a vacancy occurs on the Commission, by reason of death, incapacity, move out of the SMD or resignation of a commissioner and either (i) the vacancy occurs within six months of a general election during which the District of Columbia statute (D.C. Code 1-309.06) provides for the election of an interim commissioner to complete the term of such vacancy, or (ii) the vacancy occurs before such six months but no interim commissioner candidate is qualified to be elected in accordance with D.C. Code 1-309.06 or no candidate is elected thereunder; then, the Commission may, but is not required to, provide for a non-voting representative (“Delegate” from the SMD in which the vacancy has occurred, so as to better assure that the interests of residents in that SMD are represented. For the purposes of this Section, the Commission may declare a temporary vacancy when it reasonably appears to the Commission that a commissioner is incapacitated or will be absent and temporarily unable to perform his or her duties.

(b) Where a vacancy exists, the Commission may hold an election for Delegate as follows. The Commission shall announce, in the manner provided by law for the announcements of ANC meetings, the call of the election to be held at a monthly meeting on a date no sooner than 2 weeks from the date of such announcement. Persons wishing to stand for election shall present petitions to the Commission signed by at least 15 registered voters in the relevant SMD at least 2 weeks from the election date. The Commission shall conduct the election at a duly called public meeting. Only persons qualified to vote in the District of Columbia shall be entitled to vote in the election. Write-in votes shall not be allowed. If only one candidate qualifies, the Commission shall appoint such person to be the Delegate. If no candidate qualifies, the Commission may, but is not required to, appoint a candidate who resides in the SMD at issue.

(c) Where the Commission has declared a temporary vacancy, the Commission may appoint a temporary Delegate for the duration of the incapacity or absence or hold an election in accordance with subsection (b), above.

(d) Only persons having the same qualifications as commissioners under D.C. law and these Bylaws shall be entitled to be Delegates. They shall serve until duly elected or appointed commissioners fill the vacancies.

(e) Any references in these Bylaws to “members of the Commission” or “elected representative of the Commission” shall not include Delegates, except that Delegates shall have full rights to the floor, including making and seconding motions, at all Commission meetings, but they may not vote on motions, nor shall their presence be counted for purposes of determining a quorum.

## **ARTICLE V. OFFICERS**

Section 1. (a) The elected officers of the Commission shall be Chairperson, Vice Chairperson, Secretary and Treasurer. The Officers shall be elected from the voting membership of the Commission.

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<sup>1</sup> Adopted Jun 7, 2006

(b) Appointed Officers -The Chairperson may appoint a Parliamentarian and may assign appropriate duties.

Section 2. The Parliamentarian shall be a resident within the ANC 2F boundaries who is familiar with Roberts Rules of Order, and who shall serve at the pleasure of the Chairperson.

Section 3. The election process for officers shall take place at the first meeting in January.

Section 4. A quorum for the election shall be one-half of the commission membership plus one.

Section 5. Each candidate for office shall be nominated from the floor. A candidate may nominate himself or herself. A nomination speech of two minutes may be made. After nominations are closed, each candidate may make a two-minute speech.

Section 6. When nominations are closed, a non-member of the Commission, or such other person appointed by the outgoing Chairperson of the Commission who has not been nominated, shall conduct the election. This person shall certify the returns.

Section 7. Voting on each office shall occur before the floor is open for nominations for another office.

Section 8. The officers shall be elected to serve for one year and their terms of office shall commence at the conclusion of the election of each officer at the January election meeting.

Section 9. A simple majority shall be required for election of officers. In the event there is not a simple majority after the first ballot, there shall be an election between the two candidates receiving the most votes. An officer must give up his/her office upon the election of the newly elected officer.

Section 10. (a) In case of vacancies among officers, the next person in line in the order in which the positions are listed in Article V, Section 1(a) shall temporarily fill the vacancy. In case of a vacancy of the office of Treasurer, the Vice Chairperson shall temporarily fill the vacancy. At the next regular meeting of the Commission, nominations and elections shall be conducted in accordance with the election procedures set forth in these Bylaws to fill the vacant position(s). The officer elected to fill the vacant position shall only serve out the term of the officer he or she replaced.

(b) An officer not performing his or her duties satisfactorily may be removed at a special Commission meeting. A special Commission meeting shall be called if at least one-half of the elected commissioners request in writing that the Chairperson take such action. After the request is made, the Chairperson shall schedule the meeting to take place within 30 days of receipt of the request. The Chairperson shall preside over the meeting unless the vote will affect the Chairperson's own position. In that case, the Vice Chairperson shall preside over the meeting. Provided a quorum is present at the special Commission meeting, the vote of a majority of the commissioners shall remove the officer from his or

her office.

Section 11. The Commission is responsible for ANC personnel employment activities (hiring, firing, personnel guidelines and other personnel policy matters).

Section 12. The Chairperson shall serve as the convener of the Commission and shall chair the Commission meetings. The Chairperson shall manage and supervise office activities and personnel.

Section 13. The Chairperson may rule on procedural questions from the Chair and such rulings may only be overturned by a majority vote of the Commission. The Parliamentarian may advise the Chairperson and Commission on procedural questions should it become necessary.

Section 14. The Chairperson shall keep the Commission informed as well as possible of all government activities affecting the area within the Commission's boundaries.

Section 15. The Vice Chairperson shall provide such assistance to the Chairperson as is requested and shall perform such duties as may be delegated by the Chairperson, and shall serve as Chairperson in the absence of the Chairperson. He/she shall serve as the official spokesperson to the media as deemed necessary by the Chairperson.

Section 16. The Secretary shall be responsible for the Commission's correspondence with governmental bodies to convey the Commission's decisions and viewpoints, as voted upon and adopted at its monthly meetings. The Secretary shall also oversee the written recording of the minutes for all meetings of the Commission by the Commission staff and the distribution of copies of minutes to all members of the Commission. The Secretary shall also ensure that the staff provides notice of Commission meetings in accordance with Article VI, Section 4. He/she shall be responsible for maintaining updated archives and records of all Commission correspondence and reports with the assistance of the staff.

Section 17. The Commission's books and records shall be maintained at the Commission office. The files located in the ANC office shall serve as a central repository of copies of Commission and Committee minutes.

Section 18. The Treasurer shall keep a record of all receipts and expenditures of funds. The record shall be consistent with the requirements of the District of Columbia Auditors Office.

Section 19. The depository of all ANC 2F funds shall be a recognized financial institution in the District of Columbia insured by the Federal Deposit Insurance Corporation (FDIC). The financial records of the Commission shall be available for examination and review by the Commission and any other government officials upon request. The Treasurer shall report at each monthly meeting.

Section 20. The Treasurer shall develop an annual fiscal year budget for approval by majority vote of the Commission at its regular March meeting, provided that the Commission's annual allotment is known.

Section 21. The Treasurer shall prepare, and the Commission shall 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. The quarterly report, signed by the Treasurer, Chairperson, and Secretary, and a record of the vote adopting the report, shall be filed with the District of Columbia Auditor within 15 days of approval by the Commission.

Section 22. The Treasurer and the Chairperson shall file with the District of Columbia Auditor and maintain in force during their occupancy of their respective offices, a cash or surety bond in an amount and on a form satisfactory to the Auditor. Participation by the Commission in the Advisory Neighborhood Commission Security Fund shall satisfy the requirement of a cash or surety bond. Within 30 days of assuming the office of Treasurer or within 30 days of any change in the requested information, the Treasurer shall file with the Auditor, on a form provided by the Auditor, a statement giving:

(i) The Treasurer's name (ii) The Treasurer's home and business addresses (iii) The Treasurer's telephone numbers (iv) The location of the books and records of the Commission (v) The name and location of any depository, including account numbers.

Section 23. Every expenditure by the Commission shall be approved by the Commission at its regular monthly meeting and recorded in the Commission's books of accounts by the Treasurer. The Commission shall authorize in advance any expenditure over \$150.00, other than budgeted expenditures. A renewable petty cash fund of \$150.00 shall be maintained at the Commission's office for the purpose of purchasing postage and office supplies. The Commission shall make no expenditure with the office of Treasurer vacant, or at any time when a current and accurate statement and bond or its equivalent are not on file with the District of Columbia Auditor.

Section 24. The Commission shall, by a resolution approved by a majority of its members, designate one or more financial institutions within the District of Columbia as depositories of Commission funds, but the Commission shall establish no more than one checking or negotiable order of withdrawal account. The Treasurer, Chairperson, and Vice-Chairperson shall be authorized signors on the account(s). Any two signatures will be required on checks, drafts, or orders of withdrawal.

Section 25. The Treasurer shall maintain the Commission accounts on a fiscal year basis, beginning October 1 and ending September 30.

Section 26. The Chairperson, upon receipt of any notification of proposed action by the District of Columbia Government and/or a citizen and shall promptly forward such notification to the appropriate Single Member District Commissioner.

Section 27. Any Single Member District Commissioner may at any time submit a request for proposed action to the Chairperson. The Chairperson shall refer it to the Commission at its next regular meeting or to a Committee for a report of recommendations to the full Commission, as appropriate.

## **ARTICLE VI. MEETINGS**

Section 1. The Commission shall meet at regular intervals, not less than nine times a year. The regular meetings of the Commission are scheduled for the first Wednesday of the month. If the first Wednesday falls on a holiday date or date otherwise unsuitable for meeting, the Chairperson, with the concurrence of the Commission, may set another date for the meeting that falls within the first two weeks of the month.

Section 2. Pursuant to the provisions of section 742(a) of the District of Columbia Home Rule Act, all meetings of the Commission shall be open to the public, except those parts of meetings where personnel or legal matters are discussed.

Section 3. The Commission shall give no less than seven days' notice of its meetings (except where shorter notice for good cause is necessary or in the case of an emergency). Notice must include at least two of the following: (a) posting written notices in public places within the Commission area; (b) publication in a city or community newspaper; (c) transmitting notice via email to a list of residents and other stakeholders in the community; and (d) in any other manner approved by the Commission. The manner approved under this subsection shall include the ANC's official email subscription list, Facebook page ([www.facebook.com/ANC2F](http://www.facebook.com/ANC2F)) and/or Twitter feed ([twitter.com/anc2f](https://twitter.com/anc2f)).<sup>2</sup>

Section 4. The Commission shall take no official action without the presence of a quorum at a public meeting. A quorum shall consist of a majority of the elected representatives of the Commission, not including vacant seats on the Commission.

Section 5. Voting at Commission meetings shall be limited to the Commission members. Commission actions, except for amending these Bylaws, shall be approved by a simple majority of those Commission members present and voting. In the case of a tie vote, the motion for Commission action shall fail.

Section 6. Special meetings of the Commission can be called by the Chairperson or by written request of two-thirds of the Commission membership. The purpose of the meeting shall be stated in the notice and no other topic may be discussed at that meeting. Reasonable notice to the community shall be given as provided in Section 4.

Section 7. Within 30 days of receiving a timely notification from the District Government of proposed actions or proposed final policy decisions or guidelines, the Commission may forward its written recommendations with respect to the proposed actions to the Council of the District of Columbia, the Mayor and the appropriate agency, board or Commission.

Section 8. 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 of problems or issues of concern within the Commission area and on proposed District government actions that affect the Commission area. Community views shall be adequately considered in positions taken by the Commission.

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<sup>2</sup> Subsection 3(d) amended January 9, 2013.

Section 9. Requests for proposed action and complaints regarding delivery of District government services from Commission area residents shall be addressed promptly and, as appropriate, shall be referred to the proper Committee or the commissioner representing the single-member district affected by said proposed action or complaint for a report of recommendations to the full Commission. The Commission shall address the matter at its following regular meeting and report its intended action to the resident.

Section 10. The Commission shall establish such mechanisms as will ensure the broadest dissemination of information with respect to meetings, positions and actions. The Commission shall make a good faith effort to involve all segments of the Commission population in its deliberations regardless of race, sex, age, voting status, religion, economic status, or sexual orientation.

## **ARTICLE VII. JOINT MEETINGS**

Section 1. The Commission may hold joint meetings with other ANCs to deal more effectively with or respond to concerns and issues that transcend and affect the areas of the Commissions.

(a) Joint Commission meetings may be held only after authorization by each involved Commission to participate in such joint meetings and to discuss such matters as have been given to each participant Commission in a meeting held prior to such joint meetings.

(b) The Commission shall specify in a resolution the scope of any individual commissioner's participation and the Commission member attending the associated Commission shall follow the general direction of the Commission.

(c) All associated meetings of Joint Commissions shall be open and at least 14 days notice shall be given by posting written notices in at least two conspicuous places in each Single Member District of the Commission.

## **ARTICLE VIII. COMMITTEES<sup>3</sup>**

Section 1. The Commission may from time to time establish committees, which shall be either Standing Committees or Special Committees, designated as such at the time they are established. Standing Committees shall be permanent committees, the creation, rescission, abolition, or change in duties or provisions of which shall require the same percentage of vote by the Commission as an amendment to these bylaws. Special Committees shall be established for a stated period (or until the occurrence of a stated event). The rescission, abolition, or change in duties or provisions of Special Committees shall require a majority vote of the Commission.

Section 2. Unless provided otherwise under these bylaws or by the Commission at the time it establishes any given committee:

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<sup>3</sup> Replaced with substantially revised provisions December 6, 2006.

(a) Members of all committees shall be appointed by majority vote of the Commission. Committees may include resident and local business representation, as well as representatives of other neighborhood groups.

(b) The Chairperson of each committee shall be a resident within the boundaries of the Commission and shall be appointed by majority vote of the Commission.

(c) The appointment of a committee chairperson shall precede the appointment of the committee members.

Section 3. (a) If one or more vacancies occur on any committee, the Commission may, but is not required, to fill such vacancies. The manner of appointment and the qualifications of a member appointed to fill a vacancy shall be the same as provided in this Article for the initial appointment of the member whose vacancy is being filled.

(b) Except for committee members as to whom these bylaws provide are appointed by a single commissioner, all committee members' terms shall be coextensive with the two-year term of the Commission that appointed them. The terms of committee members shall expire upon the resignation, incapacity, or disqualification such commissioner, except as to committee members appointed by a single commissioner the terms will expire at the expiration such commissioner's current term or, if earlier, the resignation, removal, or disqualification of such commissioner. Committee members shall serve until their successors have been appointed, except that removed committee members shall serve only until their removal.

(c) Committee members appointed by the Commission may be removed with or without cause by majority vote of the Commission. Committee members appointed by a single commissioner may be removed with or without cause by such commissioner. Vacancies created by removal may be filled at any time in accordance with this Article.

Section 4. Committees shall elect officers other than those appointed by the Commission as the committees deem appropriate.

Section 5. The Commission shall determine the composition and duties of all Committees.

Section 6. The scheduling of committee meetings shall be established by the respective committees themselves, unless otherwise provided in these bylaws or specified by the Commission.

Section 7. Community Development Committee (CDC).<sup>4</sup> The CDC shall be a standing committee and consist of one regular member from each Single Member District (SMD) within the Commission area, plus five at-large members who are individual residents of any SMD within the Commission area. Each commissioner shall appoint one regular member to the CDC from among the residents of his/her SMD, who may be his-/herself.

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<sup>4</sup> Amended September 5, 2012, and again on January 9, 2013, to reflect larger commission size after 2010 reapportionment.

The at-large members shall be appointed by the Chairperson of the Commission, with the approval of a majority of the commissioners. Where a vacancy exists on the Commission, the Commission may appoint by majority vote one member of CDC who shall be a resident of the SMD as to which the vacancy exists.<sup>5</sup>

The CDC shall be responsible for matters related to development and maintenance of the housing stock, historic preservation, neighborhood improvement and stabilization, commercial development, zoning, public space, traffic management and parking. In particular, the Committee shall review proposed real estate developments and renovations and make recommendations for action to the full Commission after hearing the views of residents and business owners within the boundaries of ANC 2F.

Section 8. Crime and Public Safety Committee (CPSC). The CPSC shall be a standing committee. Each commissioner shall appoint one member of the CPSC; other members shall be appointed by the Commission.

The CPSC shall advise the Commission with respect to matters of crime and public safety which may affect the community, with a view of abating crime and increasing public safety. The CPSC may hold both public and private meetings, except that at least one public meeting shall be held every two months. The CPSC may establish such subcommittees as it deems proper. The CPSC is authorized and directed to consider as broad a scope of inquiry and activity as it deems appropriate to achieve its stated purpose. It may, without limitation, consider problems of street prostitution, drug trafficking, property crimes, public loitering, graffiti, and all other crimes defined as such under the laws of the District of Columbia. It shall suggest such coordination as it deems appropriate with law enforcement agencies, including the Metropolitan Police Department, the U.S. Attorney's Office, the Mayor's Office, the DC Council, and the Courts, and other agencies and instrumentalities of government whose cooperation would assist in reducing crime and increasing public safety. It shall also cooperate with other community organizations, such as the Logan Circle Community Association and other civic or community groups, and churches. It shall undertake such programs and other activities, as it deems appropriate after consultation with and approval by the Commission.

Section 9. Education Committee.<sup>6</sup> The Education Committee shall be a standing committee.

The Education Committee shall provide recommendations and advice to the Commission on all matters relating to education within the District of Columbia. The committee is formed for the purpose of seeking to assure improvement of the facilities, personnel, policies, and progress of education for all persons within the District of Columbia, and, particularly, within the boundaries of the Commission.

Each Commissioner shall be entitled to appoint one member to the Education Committee. The Committee may have such other members as are approved by a majority of the Commissioners.

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<sup>5</sup> This sentence added February 2, 2011

<sup>6</sup> Added by amendment November 3, 2010.

Section 10. ABRA Policy Committee (APC).<sup>7</sup> The APC shall be a standing committee and consist of one regular member from each Single Member District (SMD) within the Commission area, plus three at-large members who are individual residents of any SMD within the Commission area. Each commissioner shall appoint one regular member to the APC from among the residents of his/her SMD, who may or may not be him/herself. The at-large members shall be appointed by the Chairperson of the Commission, with the approval of a majority of the commissioners. Where a vacancy exists on the Commission, the Commission may appoint by majority vote one member of the APC who shall be a resident of the SMD as to which the vacancy exists.

The APC shall be responsible for informing the Commission and the public about issues related to alcoholic beverage control and making the work of the Commission related to alcoholic beverage control both more transparent and more efficient.

To carry out these purposes, the Committee shall undertake the following activities:

Proposing standard guidelines related to liquor-licensed establishments; proposing changes or amendments to existing guidelines and policies for the Commission and the District; creating and maintaining up-to-date model Voluntary Agreements for the Commission's use in negotiating with neighborhood restaurants, bars, clubs, and liquor stores; keeping track of and reporting on matters related to liquor-licensed establishments, including legislation, regulations, court rulings, and other new developments; liaising with the Alcoholic Beverage Regulatory Agency (ABRA) and the relevant D.C. Council committees and staff, where appropriate; maintaining a committee web page that includes, but is not limited to, committee members' names and contact information, policy and procedure documents, and Voluntary Agreements with licensees within Commission boundaries; and carrying out other such tasks the Commission may delegate from time to time.

The APC may, upon referral by the Commission or its Chairperson, exercise concurrent jurisdiction over matters within its purview that may also be under review by other committees (such as a public space permit application by a liquor licensee or license applicant that is also under consideration by the CDC).

Section 11. Standing committees shall report on their activities and recommendations to the full Commission at each regular meeting. Special committees shall report on their activities and recommendations, as the Commission shall deem appropriate.

Section 12. Committees shall not, unless authorized in each instance by majority vote of the Commission, act or purport to act on behalf of the Commission.

Section 13. As to committees for which a Commissioner has the right under these bylaws to appoint one or more members, if there exists a vacancy on the Commission, the right of appointment for such committee members shall be in the Delegate for the Single Member District (SMD) of the vacancy; otherwise, the right of appointment for such committee

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<sup>7</sup> Added September 5, 2012.

members shall be in the Commission and such right shall be exercised by majority vote.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

A recognized manual of parliamentary procedure with “Roberts Rules of Order -Newly Revised Edition” shall govern the Commission in all cases in which it is not inconsistent with these Bylaws or any special rules of order the Commission may adopt.

## **ARTICLE X. GRANT REQUESTS<sup>8</sup>**

Section 1. Procedures for considering requests for assistance:

(a) A grant request must be made on grant forms, which are approved by the Commission and which shall contain the following information:

(i) Identification of the group or organization (including its approximate length of time in existence, its officers, a financial statement, and description of its mission, as well as email, phone and website, if any), and a description of the citizen organization or group requesting the grant and its mission;

(ii) A description of the proposed project for which the grant is requested;

(iii) A statement of expected public benefits;

(iv) A statement describing community support;

(v) The timetable of the project;

(vi) The total cost of the proposed project, a description of the financial need of the applicant, and other sources of funding, if any. The Commission shall not be the sole source of funding for any project unless deemed necessary under extraordinary circumstances as stated by the Commission in the official minutes of a formal, duly noticed public meeting;

(vii) Identification of any previous funding of the applicant by the Commission; and

(vii) Disclosure of any Commissioner(s) directly or indirectly involved in the project and/or the applicant organization.

(b) All grants are subject to the following approval procedures:

(i) The commissioner representing the single-member district in which the purposes of the grant are to be carried out shall endorse the request, if applicable;

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<sup>8</sup> Entire section amended at July 9, 2014 regular monthly public meeting.

(ii) The applicant shall make a presentation to the Commission at a formal, duly noticed public meeting and shall explain how the grant will serve a broad public purpose;

(iii) The Commission may approve grants only to citizen organizations or groups that are public in nature and which benefit persons who reside or work within the Commission area. Preference shall be given to organizations or groups that are located within Commission boundaries.

(iv) Grants shall not be approved for services or functions that are already performed by the District of Columbia government, or for an applicant's general operating expenses or salaries.

(v) Grants may not be awarded to individuals or governmental bodies, or for any purpose for which the Commission itself may not expend funds, including food or entertainment; festivals; political or partisan activities; religious activities; litigation; or if otherwise deemed non-public in nature.

(vi) No grant application submitted to the Commission fewer than 14 (fourteen) days prior to the meeting at which such application is to be considered will be approved.

(vii) Grant awards are subject to all applicable laws and regulations of the District of Columbia.

(c) No single applicant shall receive a grant or grants totaling in excess of one-sixth (1/6th) of the Commission's total budgetary allotment during the two-year term of the Commission in which the grant or grants are awarded.

(d) Total grants awarded to all applicants by the Commission shall not exceed one-third (1/3rd) of the Commission's total budgetary allotment during the two-year term of the Commission in which the grants are awarded.

(e) Grants shall not be awarded for purposes of reimbursing an applicant for projects or services already completed.

Section 2. Grant-award priorities of the Commission include, but are not limited to:

(a) Arts and Culture;

(b) Extracurricular educational activities for pre-K-12 students;

(c) Historic preservation;

(d) Neighborhood beautification;

(e) Parks and recreation;

- (f) Crime prevention and public safety; and
- (g) Senior citizens and youth programs.

Section 3. Payments:

- (a) No payment shall be made without proper documentation, as required by the Commission.
- (b) Payments may be made in installments at the discretion of the Commission.

Section 4. Within 60 days following the issuance of a project's final grant payment, the grant recipient shall forward to the Commission a statement describing the use of the funds consistent with the grant application, with receipts documenting the expenditures, along with results and benefits attained.

Section 5. Any unexpended funds shall be returned to the Commission.

Section 6. An applicant's eligibility for subsequent grants shall be subject to its compliance with the provisions of this Article.

Section 7. The Commission shall provide a copy of the Commission's current grants policy and grant form to each applicant.

Section 8. No provision under this Article shall be waived, unless by a two-thirds vote of the Commission.

**ARTICLE XI. MISCELLANY**

Section 1. The Commission may not solicit or accept funds from Federal or District Government 11 agencies or private sources except as may be specifically or previously authorized by resolution of the District of Columbia City Council. However, contributions of \$400 or less from a single contributor are permitted.

Section 2. No commissioner shall use his/her position to obtain financial gain for him/herself, or for any household or business with which he/she is associated. Any effort to realize financial gain is a violation of public trust; therefore, commissioners shall recuse themselves from influence over any matter in which a current or potential conflict of interest exists.

Section 3. Any commissioner may institute a legal action in the courts of the District of Columbia or in the Federal Courts but the Commission itself shall not have such power.

Section 4. The Commission shall have no authority to incorporate; however, no commissioner may be liable for action taken as an elected representative from a Single Member District.

Section 5. All employees of the Commission shall be hired by the Commission and shall

serve at the pleasure of the Commission.

Section 6. The Commission shall establish job descriptions for its employees. The employees of the Commission may be hired on a full-time or a part-time basis. Persons hired by the Commission shall meet the qualifications established in the job description.

Section 7. All commissioners within the Commission shall have equal access to the Commission office and its records in order to carry out Commission duties and responsibilities. The office supplies are to be used only for Commission activities.

## **ARTICLE XII. AMENDMENT OF BYLAWS**

Section 1. The Commission shall file an up-to-date copy of these Bylaws and any amendments thereto with the Council of the District of Columbia and the Office of the Advisory Neighborhood Commissions within 30 days of any amendment to the Bylaws.

Section 2. Revision of these Bylaws requires a two-thirds vote of the Commission with at least two week's prior notice to each commissioner that these rules will be recommended for change. Such notification shall include the suggested changes.

Section 3. These Bylaws shall be consistent with all Federal and District law. Any inconsistencies in these Bylaws with such laws are to be held null and void.

Section 4. These Bylaws shall be available to the public.