

STANDING RULES OF ADVISORY NEIGHBORHOOD COMMISSION 6B

These standing rules are designed to implement the requirements set forth in the ANC 6B Bylaws and to enhance the efficiency and operation of the Commission. The rules can be adopted or amended by majority vote at any regular meeting of the Commission.

I. COMMISSION ADMINISTRATIVE PROCEDURES

A. NOTICES AND REQUESTS

1 Notices.

a. From other branches of government

(i) When a Commissioner receives an official written notice of proposed action, by any government body, within the ANC, the Commissioner, within a reasonable time, shall forward the notice to the Chair.

(ii) When a Commissioner receives an official written notice of proposed action, by any government body, within the Single Member District of a different ANC 6B Commissioner, the receiving Commissioner, within a reasonable time, shall forward the notice to the Commissioner representing that Single Member District.

(iii) The Chair shall make any official written notice of proposed action, by any government body, in ANC 6B, available to any ANC 6B resident, which the Chair may do by posting it on the ANC website and directing the resident to the website.

(iv) When a committee or taskforce chair receives a notice about a matter within that committee or taskforce's jurisdiction, the committee or taskforce chair shall, within a reasonable time, distribute the notice to all of the committee or taskforce's members.

(v) Under this paragraph, a "reasonable time" means up to seven calendar days, unless the commissioner distributing the notice includes, with the forwarded notice, an explanation for the delay; except that notices forwarded to committee or taskforce members must be forwarded before that committee or taskforce's next meeting.

b. To other branches of government

(i) The Commission shall submit its written positions with respect to proposed actions by the District government, or a statement that it has no position, to the appropriate officials, board, agency or commission in a timely manner. The views of residents shall be taken into account in developing the Commission's position on a case.

(ii) The Chair or Commission staff will be responsible for sending written positions to the appropriate officials, board, agency or commission. The written position must include the officially recorded vote and date of the meeting at which the position was taken, and must indicate that a quorum was present. The Chair or Commission staff shall maintain copies of all resolutions and written communications, and post them on the website.

c. To the public of ANC meetings

(i) The Secretary, working with the Chair and Vice-Chair, shall ensure the public gets timely notice of ANC meetings by at least three of the following methods:

- (a) Posting on the ANC 6B website.
- (b) Sending e-mail notice to an ANC 6B e-mail distribution list.
- (c) Forwarding notice to neighborhood blogs, listservs, and other general-circulation publications.
- (d) Posting hard-copy notice outside the ANC office.
- (e) Any other method the ANC approves at a public ANC 6B meeting; this method may include announcement at a public ANC 6B meeting.

(ii) Meeting notices posted to the ANC website or forwarded to neighborhood blogs, listservs, or other publications shall include details of the meeting's proposed agenda, the location of any in-person meeting, and access information for any meeting in-person or with a virtual component.

2. Requests for ANC action.

a. Each meeting of the Executive Committee shall set the proposed agenda for the next meeting of the full ANC and of its committees and taskforces. Regularly scheduled meetings of the Executive Committee shall take place at least seven calendar days before the next regularly scheduled meeting of the full ANC. A Commissioner, as a "late-breaking item," additions to a full-ANC meeting agenda that the Executive Committee did not previously place on the agenda.

b. If a request for ANC 6B action comes from an ANC 6B:

(i) Commissioner: a meeting of the full ANC, shall decide whether to refer the matter to a committee or taskforce or to act without committee or taskforce input.

(ii) Resident other than an ANC 6B Commissioner: Commissioners shall encourage residents initially to submit their agenda requests directly to their own ANC Commissioners. If the request does not appear on the agenda of the ANC's next full meeting, the ANC will permit the resident to submit the request directly to the Chair or to the other Commissioners, as late as during that next meeting itself.

B. MONITORING OF CITIZEN COMPLAINTS

The Commission will assist commission area residents in communicating complaints with respect to the delivery of District of Columbia government services to the government and may file comments on such services with the appropriate agency or body as well as with the Council of the District of Columbia. Comments may be submitted by a Single Member District Commissioner or by a vote of the full Commission.

C. VIRTUAL AND HYBRID MEETING PLATFORM

1. The Chair or their designee shall make available a virtual meeting platform to the chairs of each Committee and Task Force for use during Committee and Task Force Meetings upon request

2. If a virtual meeting is scheduled, the Executive Committee shall decide on the options and rules for each Commission, Committee, or Task Force meeting (chat, Q&A, open meeting or webinar, etc.). All platforms shall comply with the DC Open Meetings Act and ANC 6B Bylaws.
3. Each Commission meeting on the virtual platform shall be recorded and made available on the ANC 6B website within a week of each meeting and must be maintained in accordance with Section 742(b) of the Home Rule Act.
4. The chair or their designee may provide a hybrid meeting platform for use by the Commission, Committee, or Task Forces. A hybrid meeting platform is one in which participation can be either virtual or in-person.

II. ANC 6B MEETINGS

A. ATTENDANCE

1. The secretary shall record Commissioner attendance at each meeting of the full Commission.
2. Commissioners who expect to miss a meeting of the full ANC shall inform the Chair and the Vice Chair, in advance, of their expected absence.
3. If the Secretary, Treasurer, or Parliamentarian is absent from a meeting of the full ANC, the ANC shall have power to appoint an interim Secretary, Treasurer, or Parliamentarian for that meeting.

B. PLACE

Regular meetings of the Commission shall be held in compliance with DC Code 1-309.11. If a regular meeting of the Commission is held in-person or via a hybrid platform, the in-person location shall be within the boundaries of the Commission, unless authorized by the Executive Committee.

C. SCHEDULING & AGENDA

1. If any regular meeting of the Commission must be changed due to a holiday, emergency situation or other reason, the day and time of the rescheduled meeting shall be set by the Executive Committee. The Chair or Commission staff shall notify Commissioners if the meeting is rescheduled and post appropriate notice to the public.
2. The agenda for regular meetings of the Commission shall be initiated by the Executive Committee not fewer than seven days preceding the next scheduled meeting, except where shorter time for good cause is necessary or in the case of an emergency.
3. The Chair, with the concurrence of a majority of the Executive Committee, shall finalize the agenda prior to its publication. A written agenda shall be provided to Commissioners, and notice of the agenda shall be provided to residents in the manner specified by the ANC 6B Bylaws and these standing rules.

4. The Commission may use a consent agenda to consider noncontroversial items during regular meetings of the Commission. All consent agenda items, with the exception of meeting minutes, must have been considered by a committee or task force.
5. After Executive Committee meetings, the monthly agenda will be posted to the ANC 6B website and will include a note that an updated agenda with items divided between the consent and regular agenda will be posted on the ANC 6B website by the Friday prior to the full meeting.
6. Committee or task force chairs should notify the Chair or Commission staff of any items that should be moved to the consent agenda.
7. The Commission will consider the consent agenda at regular meetings of the Commission. The consent agenda must be approved unanimously. Any Commissioner can remove an item from the consent agenda prior to approval.
8. Additional matters, upon which Commission action is proposed, may be added after publication of the written agenda upon the request of any Commissioner, provided that a majority of Commissioners agree to add the item. Normally only those matters requiring action prior to the date of the next regularly scheduled Commission meeting should be added to the agenda pursuant to this procedure.

D. CONDUCT OF MEETINGS

1. The Chair of the Commission shall preside over all regular meetings of the Commission and special call meetings. Chairs of respective committees, special committees and task forces shall preside over those meetings.
2. In the absence of the Chair, the Vice-Chair will preside over regular meetings and special call meetings. In the absence of the Chair and Vice-Chair, the Commission shall elect a Chair Pro Tempore to preside over the meeting.
3. The Commission will set aside time at every regular meeting for comments from the community. Residents have up to 2 minutes to speak, and can speak to any topic. The Chair shall encourage residents who wish to speak on an agenda item to hold their comments until the item is considered by the Commission. If the Commission is using a virtual or hybrid meeting platform, the Chair shall ensure virtual participants have this same opportunity.
4. When proceeding through the agenda, the Chair will recognize the appropriate Commissioner to introduce an item. In introducing an item, the Chair or appropriate Commissioner may ask an applicant, resident or official to provide information to the Commission.
5. After the Commission has deliberated, the Chair will ask the audience for comments. An audience member may speak for up to two minutes on an item.
6. Once audience comments are complete, the Commission will complete any action on the item through consideration of a motion.

7. The Commission should try to keep introduction and consideration of agenda items to the estimated times listed on the agenda. However, the Commission can take additional time for consideration if necessary.

III. FINANCIAL AFFAIRS/PROCEDURES

A. BUDGET

1. The proposed budget, as tentatively approved by the Executive Committee, shall be posted on the Commission's website.
2. Prior to the beginning of the fiscal year, the Commission must approve a budget.
3. The approved budget shall be submitted to the Council of the District of Columbia and to the Mayor within 60 days of approval.
4. No monies shall be obligated without prior authorization by the Commission at a public meeting.

B. REPORTS

1. 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 shall be signed by the Treasurer and Chair, or the Vice-Chair in the Chair's absence, and attested to by the Secretary as having been approved by the Commission, and shall be filed with the District of Columbia Auditor within the prescribed timeline.
2. The Treasurer may prepare for the Commission's approval an annual financial report after the close of each fiscal year. The report shall be a public document and shall be available for public inspection.

C. DEPOSITORIES, AUTHORIZATION AND EXPENDITURE

1. The Commission shall designate one or more financial institutions within the District of Columbia as depositories of Commission funds by resolution
2. No expenditure whatsoever shall be made by the Commission during a vacancy in the office of the Treasurer or at any time a current and accurate Treasurer's statement and either a bond or consent to membership in the ANC Security Fund are not on file with the District of Columbia Auditor.
3. The signature of either the Treasurer or the Chair, plus that of one other elected officer of the Commission, shall be required on every check drawn on the Commission bank account.
4. Commissioners seeking reimbursement for Commission-approved expenses must submit the reimbursement request in writing to the Treasurer along with a receipt.

IV. TESTIFYING/REPRESENTATIONS BEFORE DC GOVERNMENT

A. TESTIFYING AS AN INDIVIDUAL COMMISSIONER

1. An individual Commissioner may freely represent themselves and their Single Member District in written or oral testimony before any entity of the legislative or executive branch of government or any independent boards and commissions. The Commissioner shall share any written testimony or a summary of their oral testimony with the full Commission within ten days of delivering/submitting the testimony. Individual Commissioners are encouraged to submit written testimony prior to delivering the testimony.
2. When testifying as an individual citizen or a constituent representative of their Single Member District, the Commissioner must state for the record that
 - a. they are not representing the Commission, and
 - b. whether their views are contrary any official ANC position, or that the ANC does not currently record a position, whichever is the case.

B. TESTIFYING ON BEHALF OF THE COMMISSION

1. The Commission may by vote authorize and appoint a Commissioner, Commission staff, a Resident Member, or an agent to represent the Commission before any DC or federal government entity (“Authorized Representative”).
2. In seeking a contracted entity to represent the commission, the Chair or designee shall negotiate the terms of the contract. The contract must then be approved by the Commission. No money may be committed without the affirmative vote of the Commission.
3. An Authorized Representative:
 - a. must state for the record that they are representing ANC 6B,
 - b. may only represent the Commission on the official position(s) of the Commission, and
 - c. must provide the date and tally of the officially recorded quorum vote authorizing the position.
4. If possible, the Authorized Representative shall prepare and share a copy of their written testimony or filings and a summary of their planned oral testimony with the full Commission in advance. When advance notice is not possible, or when actual remarks differ significantly from prepared remarks, the Authorized Representative must provide the Commissioners with a summary of their actual remarks within 10 days after the public statement.
5. In instances where filings of motions, briefs, or additional complaints are necessary, the Chair may designate a Commissioner as a point of contact or representative of the Commission to copy on all filings.
6. When urgent events make it impractical to wait for the next regular Commission meeting, the Executive Committee and/or the relevant substantive committee may appoint an Authorized Representative with temporary authority to represent a position voted upon by that committee. However, at the next regular meeting, the Commission must vote to ratify, amend, or rescind the

temporary authority. If the Commission amends or rescinds the temporary authority, it shall send a letter to the appropriate entity indicating that the representative's testimony is not the position of the Commission.

C. REPRESENTING THE COMMISSION ON AN EXTERNAL BODY

1. The Chair may select an individual Commissioner to serve as a representative for the Commission on an external body.
2. Any representative of the Commission on an external body must faithfully represent official positions of the Commission with the external body.

V. COMMITTEES, SPECIAL COMMITTEES, TASK FORCES

A. MEMBERSHIP IN STANDING COMMITTEES, SPECIAL COMMITTEES AND TASK FORCES

1. Membership in standing committees, special committees and task forces shall be composed of Commissioners and Resident Members. All Commissioners are members of all committees and task forces.
2. As stated in the Commission's Bylaws, there is a limit of one Resident Member per Single Member District (SMD) on standing committees.
3. Chairs of special committees and task forces can decide whether to allow more than one Resident Member per SMD.
4. Alternates may be appointed to standing committees, special committees, and task forces using the same procedures used for Resident Members. Alternates have voting rights only when the Resident Member from their Single Member District is absent.
5. Committee Chairs and Vice Chairs must be approved by vote of the Commission.
6. If any committee officer is absent at a committee meeting, the committee Vice Chair shall assume that officer's duties, unless the Commission votes to appoint a different designee. In the absence of both the committee Chair and Vice Chair, the committee must immediately vote either to appoint a designee or else to adjourn the meeting.

B. MEETING PROCEDURES

1. Except where expressly stated, committee meetings should follow the same procedures as regular meetings, follow notice procedures, and be open to the public.
2. The Commission Chair may call a special meeting of a committee on urgent matters. However, items approved at special meetings are ineligible for the consent agenda at regular meetings.

3. Committee meetings are not bound by the place requirements in DC Code 1-309.11, but nevertheless must be open to the public, except to the extent that they are discussing purely internal, procedural matters.

C. ACTION/REPORTS

1. Committees should prepare written reports following each committee meeting. Reports should include brief summaries of cases considered and clearly state committee recommendations.

2. The report should be circulated to the full Commission and any resident members serving on the committee for review. Committee/task force chairs should strive to send final reports to Commission staff 48 hours prior to a regular meeting, unless the committee/task force meeting takes place the night prior to the regular meeting.

3. The final written committee report should be posted on the Commission's website no later than 24 hours prior to the regular meeting of the Commission where the committee's recommendations will be considered.

VI. ANC MEETING NONATTENDANCE, OTHER BYLAW OR STANDING-RULE VIOLATIONS.

A. SUBMISSION TO CHAIR

If any Commissioner alleges that another Commissioner has failed to fulfill the attendance requirement under article II.A., or has violated DC law, the ANC bylaws, or these standing rules, the alleging Commissioner shall refer the matter in writing to the Chair.

B. REFERRAL

1. The Chair shall forward the matter to the Executive Committee, which shall determine the matter at its next meeting. The Executive Committee shall provide time for rebuttal by the accused Commissioner.

2. If the Executive Committee finds a violation, the full ANC shall determine the matter at its next meeting. If the Executive Committee does not find a violation, that shall end the matter.

C. DECISION BY FULL ANC

1. At a meeting by the full ANC, ANC 6B shall consider the Executive Committee's finding and provide ample time for rebuttal by the accused Commissioner.

2. A finding of a violation requires an affirmative vote by two-thirds of all sitting ANC 6B Commissioners.

D. SUBSEQUENT ACTION BY ANC

1. If less than two-thirds of the sitting ANC 6B Commissioners finds a violation, the Chair shall draft a letter, detailing the charges, and reporting that an insufficient number of ANC Commissioners found those charges substantiated. The Chair shall circulate that letter in at least three of the five ways these standing rules provide for giving public notice of ANC action.

2. If two-thirds of the ANC find a violation:

a. The Chair shall draft a letter detailing the violation, signed by all Commissioners who voted to find that violation, and circulate the letter in at least three of the five ways these standing rules provide for giving public notice of ANC action.

b. In the event that the violation relates to testimony or other ANC 6B representation before another government or nongovernmental institution, the Chair shall also submit that letter to that other institution, and clarify the ANC's official position to the extent it conflicts with the violating Commissioner's representation.

VII. OFFICE SUPPLIES/FUNCTIONS

A. OFFICE SUPPLIES/USE

1. The Commission maintains an office and storage space at The Yards office space at 700 Pennsylvania Ave, SE. All Commissioners have the right to access this office and Commission-owned materials.

2. The Commission office and all supplies must be used solely in performing the duties and functions of the Commission.

3. The official Commission mailing address is Advisory Neighborhood Commission 6B, 700 Pennsylvania Avenue SE, 2nd Floor, Washington, DC 20003.

B. USE OF OFFICIAL LETTERHEAD

An individual Commissioner may not utilize official ANC 6B letterhead stationery except as specifically authorized by an ANC 6B vote at a properly noticed, public meeting. Copies of any correspondence sent on official ANC 6B letterhead must be provided and placed in the ANC electronic or physical files within a reasonable period of time following dissemination. An individual Commissioner may use a version of the letterhead stationery clearly identifying that individual ANC 6B Commissioner's name and contact information but otherwise resembling the ANC 6B letterhead stationery, including the ANC 6B logo, as follows: (i) the correspondence must relate to ANC 6B activities and/or issues related to community and constituent issues affecting the SMD; and (ii) the document must explicitly state within the embedded permanent form of the letterhead that the correspondence has been prepared by and solely on behalf of its author, and does not necessarily represent the view of the entire ANC 6B.

C. USE OF LOGO

Commissioners may use the Commission logo only on materials directly related to ANC activities, including but not limited to informational materials, business cards, email signature

blocks, and correspondence. The logo may not be used by SMD commissioners on campaign materials or for any personal or private business purposes whatsoever.

VIII. FUNDS AND GRANTS

A. POLICY ON USE OF FUNDS

1. Funds made available to the Commission are to be used primarily for supporting the services (staff salaries, office space, equipment, supplies, reports, publications, etc.) required to discharge the advisory responsibilities mandated by law, and to undertake the operation of limited activities permitted by law.

2. Should ANC 6B vote to distribute funds/grants to community groups, the Commission shall follow rules for disbursement consistent with Office of the ANC guidelines and DC law.

IX. EMPLOYEES

A. POSITION AND QUALIFICATIONS

1. The Commission may hire staff to help perform its duties. The Commission shall establish and maintain position descriptions for its employees.

2. The employees of the Commission may be hired on a full-time or part-time basis, and for an indefinite or definite term.

3. All Commission employees who are paid shall be residents of the District of Columbia, and preference will be given to persons who are residents of the Commission area.

B. HIRING AND TENURE

1. All employees of the Commission shall be hired by the Commission and shall serve at the pleasure of the Commission.

2. All employees of the Commission will serve the Commission and report directly to the Chair.

3. The Chair may delegate appropriate duties to Commission employees, as long as such is consistent with the Commission Bylaws and these standing rules.

C. EVALUATION

All Commission employees will be evaluated on their performance annually. The Chair will meet with employees to conduct the evaluation, and Commissioners will be asked to submit to the Chair any feedback on employee performance prior to the evaluation session.

X. MISCELLANY

A. CONTRIBUTIONS

The Commission may not solicit or accept funds from a Federal or District Government agency or private sources unless the funds are specifically or previously authorized by approved legislation of the Council of the District of Columbia or are in amounts that are exempted from this requirement for Council authorization by DC law.

B. FILING OF BYLAWS

The Commission shall file an up-to-date copy of the Commission bylaws, and all amendments thereto, with the Council of the District of Columbia and the Office of the ANC within ten days of their adoption.