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# Advisory Neighborhood Commission 3C

## Operating Rules

### Revision History

Name	Date	Reason for Changes

This Operating Rules document includes procedures, general guidelines, and other information to assist ANC 3C's efforts to conduct organized, efficient, and effective meetings, and to support the community.

## **I. Declaration of Purpose**

### ***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.

The mission of the Commission is to represent all residents of 3C for the purpose of advising 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 proposed matters of District government policy including, but not limited to, decisions regarding planning, streets, recreation, social services programs, education, health, safety, budget, and sanitation which affect the ANC 3C area.

ANC 3C values and promotes inclusiveness, diversity, and an environment that values respect, fairness, and integrity. ANC 3C acts in accordance with these values by treating fellow commissioners, committee chair and members, and the public with dignity, civility, and respect.

### ***ANC Oath***

Prior to assuming their official duties, each Commissioner must take the following oath:

*"I (name), having been duly elected as a Commissioner of the Advisory Neighborhood Commissioners of the District of Columbia do solemnly swear or affirm that: I (name) will support and defend the Constitution of the United States; that I will perform such duties as may be assigned to me as a member of said Commissions to the best of my ability without fear or favor; that I will exercise my best judgment and will consider each matter before me from the viewpoint of the best interest of the District of Columbia, as a whole; and that I will faithfully discharge said duties."*

## **II. Meetings – Accessibility & Scheduling**

- A. All Commission meetings shall be held at a location, or locations, that are designed to reasonably accommodate the residents of the Commission area.
- B. Each participant is entitled to equal rights and treatment, no participant will be denied these rights because of race, color, creed, class, national origin, immigration status, sex, age, religion, ethnic identity, ethnicity, language, culture, housing status, sexual orientation, gender, gender identity, economic

status or disability, as defined by the Americans with Disabilities Act of 1990 (ADA).

- C. The Commission will make online participation available for all ANC Commission and Committee meetings and will adhere to all accessibility requests.
- D. The Commission will strive to make online participation available for all ANC meetings.
- E. In scheduling meetings, the Commission shall consider the occurrence of holidays that may affect levels of participation by both Commissioners and the community.

### **III. Committees**

- A. Committees consider matters on behalf of the Commission in order to make recommendations for action by the Commission.
- B. 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.
- C. At Committee meetings, the Chair will outline, to the extent possible, clarify, and share the amount of time per agenda item at each meeting, including times specifically reserved for community member feedback.
- D. Prospective Committee members who are community members, are typically recommended for membership by their SMD Commissioner after consultation with the Committee Chair. The Commission will take into consideration the diversity of representation in the residents, including in views and perspectives, that it may appoint to Committees.
- E. Committee Chairs, and/or the Commissioner for the specific SMD, may jointly recommend the removal of any committee member who has a majority of unexcused absences without good cause within a 12-month period or about whom the ANC has received one or more complaints of significant concern that may be considered inconsistent with the ANC 3C Code of Conduct or other reasonable standard.
- F. 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 ANC 3C may be granted by a majority vote and must be accompanied by a Commission resolution or a letter of authorization.

- G. ANC 3C's Standing Committees are those listed in the by-laws (§ 1-309.11.d.1.D). Committees currently organized by the Commission through resolution include:
- Grants & Community Outreach ([authorizing resolution, 2021-014](#))
  - Safe, Sustainable, and Equitable Transportation ([authorizing resolution, 2021-011](#))
  - ,Transparency and Public Processes Committee ([authorizing resolution, 2021-001](#))
- H. Chairs and Community Members of each Standing Committee shall be appointed by the Commission at the start of the Commission's two-year term. Per the Commission bylaws, all Commissioners are ex officio members of all Standing Committees.

#### **IV. Meeting & Public Procedures**

- A. The Commission Chair will set a proposed agenda pursuant to D.C. Law (§ 1-309.11.c-1) and will follow Robert's Rules of Order Newly Revised, Section 41 in adopting or amending the agenda. Commissioners may raise or propose agenda items for inclusion in Commission meetings up to eight (8) days in advance of the meeting. In order to allow for extended discussion or review, it is preferred that such items be raised and reviewed by the relevant Committee before they are advanced to the full Commission.
- B. The Commission will receive community input at its meetings per D.C. Law (§ 1-309.11.b.3. Any member of the community wishing to make a formal presentation before the Commission that may require audio/visual material is encouraged to make a request through their SMD Commissioner or the Chair at least ten (10) days in advance of the meeting.
- C. The appropriate Committee Chair or SMD Commissioner is responsible for preparing resolutions, motions, reports and/or letters for matters or issues falling under the Committee or SMD Commissioner.
- D. Materials for Commission meetings will be included in the draft agenda and meeting package which will be posted to the ANC 3C website 7 days in advance of the meeting and can be updated up to 24 hours before the start of the meeting.
- E. Materials for Committee meetings are posted to the ANC 3C website 24 hours in advance of the respective meeting and updated as necessary.
- F. Unless the Commission 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.

**V. Commission & Committee Meetings**

- A. Commission and Committee meetings are official sessions to be conducted with the greatest of decorum and respect. As such, Commissioners should be addressed by their official title and last name. Pursuant to DC Law (§ 1–309.11.g) , both types of meetings are open to the public except when discussing personnel or legal issues.
- B. The Commission Chair or Vice Chair will ensure that any items referred to the appropriate Committee are placed on the agenda for the next monthly meeting. The Chair reserves the right to defer to Commissioners on matters that may be deemed time-sensitive or emergency in nature.
- C. For both Commission and Committee meetings, the floor may be open to the public for its input on issues at the discretion of the Chair who may place limits on discussion time and number of respondents.
- D. Open chats are not official business nor part of the official record, therefore are not retained nor published by the Commission. The chat function can be closed or opened at the discretion of the Chair.
- E. As outlined in Section V.A. of 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.

**VI. Consent Agenda**

- A. The Commission shall allow a consent agenda for items that have unanimous support of the Commission and which do not need meeting time allotted for their consideration. As provided for in Robert’s Rules of Order Newly Revised Section 41, items on the the consent agenda are considered approved by unanimous consent when the agenda is approved. Commissioners should inform the Chair if an item of business they are moving should be placed on the consent calendar, ideally before the draft agenda is published, but no later than the approval of the agenda at the Commission meeting.

**VII. Support Staff**

- A. The Commission may appoint by resolution staff to support the workings of the Commission. These positions may include an administrator, assistant treasurer or bookkeeper, assistant secretary, parliamentarian, and others.
- B. The resolution making such appointment will outline a clear job description of the role and to which Officer of the Commission the position shall report.

- C. For staff formally employed by the Commission, there shall be an Employment Committee consisting of the four officers, Chair, Vice-Chair, Treasurer, and Secretary, responsible for conducting reviews and for making hiring and pay recommendations to the Commission.
- D. Employment contracts will be approved by resolution by the Commission, which will specify terms of employment and authorize the Employment Committee to act on behalf of the Commission to evaluate performance and, if required, termination.

**VIII. Reports & Minutes**

- A. Committee Reports. Committee Chairs will distribute reports to all Commissioners at least five calendar days in advance of the next regularly scheduled meeting in order to provide sufficient time for review. Commissioners should contact Committee Chairs with their comments as soon as possible to enable incorporation into the report prior to the next meeting.
- B. Commission Meeting Minutes. The Commission staff will prepare and share draft minutes from the previous month's meeting with the Secretary, or Designee, for review at least five (5) days before the next meeting. Following review, the Secretary, or Designee, will distribute to all Commissioners at least three (3) days before the next meeting to give Commissioners sufficient time to review and provide input.
- C. Financial Reports. The financial report will be emailed as a pdf file for inclusion in the agenda package at least three (3) days in advance of the next regularly scheduled meeting in order to give Commissioners sufficient time for review. Commissioners should contact the Treasurer with any comments as soon as possible to enable incorporation into the report prior to the next meeting.
- D. Posting Recording of Meetings. If a Commission or Committee meeting is recorded, the video and or audio will be posted for public view within a week of the meeting.
- E. The Secretary, or a designee approved by the Commission, will maintain the Commissions archives, website, social media accounts and mailing lists.

**IX. Use of Confidential Information**

Commissioners may not:

- A. Willfully or knowingly disclose or use confidential or privileged information acquired by through their position as an Advisory Neighborhood Commissioner, unless authorized or required by law to do so; or
- B. Divulge information in advance of the time prescribed for its authorized

issuance or otherwise make use of or permit others to make use of information not available to the general public.

**X. Governing Authority**

- A. The ANC 3C Bylaws are the governing document for the Commission.
- B. Robert's Rules of Order Newly Revised is the official document governing parliamentary proceedings of the Commission, unless otherwise noted in these Operating Rules, the Commission Bylaws, or D.C. Law.
- C. Applicable federal and District of Columbia law supersedes any rule, regulation or parliamentary procedure.

**XI. Updating Operating Rules**

- A. Approval of these rules supersedes any previous Commission rules.
- B. The Secretary is authorized to make updates to these rules based on approved resolutions of the Commission, logging revision history on the front page.

## **APPENDIX A: ANC 3C COMMITTEES**

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. ANC 3C Committee membership and chair positions are open to all ANC 3C residents. Committee Chairs and members are selected by vote of the Commission and serve for one year. The number of times that a Chair may be reelected is not limited.

The following roles and responsibilities are common to each Committee:

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

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

### **COMMUNITY ENGAGEMENT & GRANTS COMMITTEE (CEGC)**

The CEGC serves as a conduit for broader community outreach within the Commission and for reviewing grant requests. The Committee provides a sounding board for the community and advances specific concerns to the ANC. As part of this effort, the Committee:

- Review Commission policies and procedures for grants and, when appropriate, proposing recommendations to the Commission;
- Facilitate regular channels of communications among the ANC, community groups and nonprofits in the Commission area;
- Oversee and/or execute external communications, including social media, to promote ANC actions and events and District notices;
- Maintains oversight of the ANC Website, and works with the Secretary or designee approved by the Commission on making any updates or adjustments;
- Review Grant applications and make recommendations to the Commission

### **SAFE, SUSTAINABLE, AND EQUITABLE TRANSPORTATION COMMITTEE (SSETC)**

The SSETC reviews, analyzes and publicly discusses DDOT and other public transportation 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. As part of this effort, the Committee:

- Develops transportation and public space related letters and resolutions for the Commission's consideration; and
- Tracks Traffic Safety Assessments (TSAs) and, in coordination with SMD Commissioners, DDOT 311 requests and works with residents and the Commission to ensure requests



are adequately fulfilled by DDOT and other city agencies.

### **TRANSPARENCY AND PUBLIC PROCESSES COMMITTEE (TPPC)**

The TPPC reviews and considers updates and changes to the Commission's governing documents, including its bylaws, operating rules and code of conduct. As part of this effort, the Committee:

- Evaluating Commission bylaws to ensure compliance with applicable D.C. law;
- Drafting recommendations to the Commission for amendments to the Commission's bylaws;
- Proposing Commission rules to ensure the Commission employs procedures that promote robust public engagement and transparency

## **APPENDIX B: GUIDELINES FOR ANC 3C GRANT APPLICATIONS**

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.

1. D.C. Advisory Neighborhood Commission 3C (hereinafter "Commission") receives annual funding from the D.C. Government. These funds are budgeted by the Commission, and a portion is allocated for community grants.
2. The general intent of the grants is to stimulate activities that improve the welfare of the residents and those who work in the ANC3C community and to provide funds for projects where other sources are insufficient.
3. The Commission may award a grant to any non-profit organization for a specific project that is public in nature and benefits persons who live or work within ANC3C.
4. Organizations seeking grants for projects should have or seek additional sources of funds. The Commission should not be the sole source of funding. Grants are usually given on a one-time only basis.
5. Grants may not be awarded for general operating expenses. Grants may not be given for any project that would be duplicative of any service provided by the DC government. Grants may not be made to a District agency or program funded by the DC Government.
6. The Commission may award all or part of a grant request, and payments may be made in installments at the discretion of the Commission.
7. Grants may not be given for any purpose for which the Commission itself could not expend funds, including: for food or entertaining, for political purposes, litigation, or deemed non-public in nature.
8. Upon receipt of a grant request, either the Chair or the Secretary shall refer the request to both the Commissioner in whose Single Member District the activity will take place and to the grants committee. The grants committee will determine compliance with the guidelines and advise the commission when the public presentation is made.
9. Applications shall be submitted at least two weeks, but with as much notice as possible, prior to the Commission meeting at which a representative for the organization shall make a public presentation.
10. A grant may be awarded only pursuant to a vote of the Commission at a regular public meeting subsequent to the meeting at which the public presentation was made.
11. Grant requests must be signed by an authorized representative or agent of the applicant

organization and submitted to the Administrator or the Secretary of the Commission, preferably by email. The written request must specify the following:

- Identification of the group (including its approximate length in existence, its officers, and a financial statement, as well as email, phone and website, if any.)
  - Goals and purposes of the specific project, including its rationale. The community needs and benefits — particularly to the ANC 3C constituency — should be identified, and a description of the project implementation should be provided. There should also be a brief statement identifying community support for the project.
  - A detailed total project budget, including itemization of expenditures (actual and projected) for the project.
  - An accounting of other funding sources (grants, dues, sales, etc.)
  - Timetable for the project.
  - Provisions for periodic monitoring and for an end-of-project report.
  - Disclosure of any Advisory Neighborhood Commissioners directly or indirectly involved in the project and the applicant organization.
  - Identification of previous ANC3C funding and dates thereof.
12. Any grant recipient shall sign a Memorandum of Agreement with the Commission upon receipt of the grant disbursement in which the organization agrees to adhere to DC Government laws and the Commission grant guidelines and reporting requirements.
  13. Recipients of ANC3C grants are to keep accurate records of income and expenses related to the project.
  14. Recipients of ANC3C grants shall provide the Commission with an end-of-project report sent to the Administrator or the Secretary of the Commission, preferably by email, which need not be lengthy but should adequately summarize the uses, results, and benefits consistent with the grant application as approved by the Commission. The report must include all records and supporting documentation and receipts of all expenditures.
  15. The report must be submitted within 60 days of the date on the check by which the grant was disbursed. If an approved project cannot be completed within 60 days, checks will be issued in installments upon submission of the required report at 60 day intervals for the length of the project as approved by the Commission. A final accounting must be submitted within 60 days of the issuance of the last installment.
  16. In the event that the full amount of the grant is not spent on an approved project, all unexpended funds must be returned to the Commission. If the grantee fails to comply with any ANC3C guidelines or DC laws, including misappropriation of the funds, the grant will revert to the Commission.
  17. All grants shall be in accordance with applicable D.C. law, including the laws, rules, and regulations pertaining to Advisory Neighborhood Commissions.