BYLAWS OF ADVISORY NEIGHBORHOOD COMMISSION 4D
As amended on December 21, 2022

ARTICLE I – NAME, BOUNDARIES, LOCATION

SECTION 1.01 Name.
The name of this unincorporated elected body shall be Advisory Neighborhood Commission 4D or ANC 4D as established by the Council of the District of Columbia, and hereafter referred to as "Commission 4D" or "Commission".

SECTION 1.02. Boundaries.
Commission 4D geographical boundaries were revised in 2022 and include the following streets located in the Northwest quadrant, effective from January 2, 2023 to January 2, 2033.

Description of ANC 4D Boundaries.
Beginning at the intersection of Georgia Avenue, N.W., and Missouri Avenue, N.W.; then southeast along Missouri Avenue, N.W.; then south along North Capitol Street; then southwest along Rock Creek Church Road, N.W.; then west along Webster Street, N.W., to the point where it diverges from the boundary of Rock Creek Cemetery, Parcel 111, Lot 37; then northwest along the boundary of Rock Creek Cemetery, Parcel 111, Lot 37; then west along Buchanan Street, N.W.; then southwest along Kansas Avenue, N.W.; then west along Allison Street, N.W.; then north along Georgia Avenue, N.W., to the point of beginning.

Specifically, the boundaries of Commission 4D are defined by the DC Board of Elections as the following Single Member Districts (SMDs): 4D01, 4D02, 4D03, 4D04, 4D05, 4D06, 4D07, and 4D08.

Description of SMD 4D01 Boundaries.
Beginning at the intersection of Georgia Avenue, N.W., and Missouri Avenue, N.W.; then southeast along Missouri Avenue, N.W.; then south along 5th Street, N.W.; then west along Longfellow Street, N.W.; then south along 8th Street, N.W.; then west along Kennedy Street, N.W.; then northwest along Illinois Avenue, N.W.; then north along Georgia Avenue, N.W., to the point of beginning.

Description of SMD 4D02 Boundaries.
Beginning at the intersection of 5th Street, N.W., and Missouri Avenue, N.W.; then southeast along Missouri Avenue, N.W.; then south along 3rd Street, N.W.; then southwest along

Kansas Avenue, N.W.; then west along Ingraham Street, N.W.; then north along 7th Street, N.W.; then east along Longfellow Street, N.W.; then north along 5th Street, N.W., to the point of beginning.

Description of SMD 4D03 Boundaries.
Beginning at the intersection of Longfellow Street, N.W., and 7th Street, N.W.; then south along 7th Street, N.W.; then west along Hamilton Street, N.W.; then north along Georgia Avenue, N.W.; then southeast along Illinois Avenue, N.W.; then east along Kennedy Street, N.W.; then north along 8th Street, N.W.; then east along Longfellow Street, N.W., to the point of beginning.

Description of SMD 4D04 Boundaries.
Beginning at the intersection of Hamilton Street, N.W., and 7th Street, N.W.; then south along 7th Street, N.W.; then west along Decatur Street, N.W.; then north along Georgia Avenue, N.W.; then east along Hamilton Street, N.W., to the point of beginning.

Description of SMD 4D05 Boundaries.
Beginning at the intersection of Gallatin Street, N.W., and North Capitol Street; then south along North Capitol Street; then southwest along Rock Creek Church Road, N.W.; then west along Webster Street, N.W., to the point where it diverges from the boundary of Rock Creek Cemetery, Parcel 111, Lot 37; then northwest along the boundary of Rock Creek Cemetery, Parcel 111, Lot 37; then west along Buchanan Street, N.W.; then north along 4th Street, N.W.; then east along Farragut Street, N.W.; then northeast along 1st Street, N.W.; then east along Gallatin Street, N.W., to the point of beginning.

Description of SMD 4D06 Boundaries.
Beginning at the intersection of Emerson Street, N.W., and 4th Street, N.W.; then south along 4th Street, N.W.; then west along Buchanan Street, N.W.; then southwest along Kansas Avenue, N.W.; then west along Allison Street, N.W.; then north along Georgia Avenue, N.W.; then east along Decatur Street, N.W.; then north along 7th Street, N.W.; then east along Emerson Street, N.W., to the point of beginning.

Description of SMD 4D07 Boundaries.
Beginning at the intersection of Kansas Avenue, N.W., and 3rd Street, N.W.; then south along 3rd Street, N.W.; then west along Farragut Street, N.W.; then south along 4th Street, N.W.; then west along Emerson Street, N.W.; then north along 7th Street, N.W.; then east along Ingraham Street, N.W.; then northeast along Kansas Avenue, N.W., to the point of beginning.

Description of SMD 4D08 Boundaries.
Beginning at the intersection of 3rd Street, N.W., and Missouri Avenue, N.W.; then southeast along Missouri Avenue, N.W.; then south along North Capitol Street; then west along Gallatin Street, N.W.; then southwest along 1st Street, N.W.; then west along Farragut Street, N.W.; then north along 3rd Street, N.W., to the point of beginning.

SECTION 1.03. Location.
The principal office of Commission 4D shall be at such place within or near the Commission 4D area as Commission 4D may from time to time designate.

ARTICLE II – DUTIES AND RESPONSIBILITIES

SECTION 2.01. Purpose.
Commission 4D is authorized to:

1) 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 on all proposed matters of District government policy including, but not limited to, decisions and programs regarding traffic planning, economic development, zoning, parking, street improvements, recreation, social services programs, liquor licenses, education, health, safety, trash collection and sanitation that affect the Commission 4D area;
2) Receive, respond to and monitor questions and complaints of area residents with respect to the delivery of District government services and file comments on the same with the appropriate District government entity and the Council;
3) Provide input on the District's annual budget and any other matters that affect the Commission 4D area and the quality of life in the District as a whole; and
4) Execute all other powers and duties prescribed by DC law.

ARTICLE III – MEMBERS & EXPENDITURES OF FUNDS

Section 3.01. Eligibility for Membership.
Any person may become a member of Commission 4D upon meeting the requirements.
Members of Commission 4D shall be comprised of those persons duly elected and certified by the DC Board of Elections to represent a single member district within ANC 4D in accordance with the law governing ANC elections. Where the Board of Elections provides ANC 4D with only one qualified candidate to fill a vacancy, that person will be deemed to fill the vacancy.

Section 3.02. Compensation.
Commissioners will not receive any compensation from Commission 4D for their services, but may receive reasonable reimbursement for expenses incurred on behalf of Commission 4D. These expenditures must be approved first by a majority vote of the Commissioners in a public meeting of Commission 4D and recorded in the minutes for that meeting, unless already provided for in fiscal year budget voted by the ANC. In addition, proper documentation of supporting receipts and vouchers for all cash purchases or services must be submitted to the Treasurer before reimbursement can be provided. Guidelines listed in Commission 4D's latest Standard Operating Procedures and in accordance with the DC Auditors Procedures Handbook for Commissioners must be met.

Section 3.03. Conflict of Interest.

No Commissioner shall use their position to obtain personal financial gain or gain for any household, or business with which they are associated. Any effort to realize financial gain is a violation of public trust. In accordance with DC law, when a Commissioner knows or reasonably should know that an actual or potential conflict of interest exists, the Commissioner is required to notify the Chair of the matter and nature of conflict prior to discussion of that interest. The Commissioner will then be excused from the deliberations and votes on that matter. If the Commissioner is the Chair, the Vice-Chair will assume responsibility during the issue in question, as the Chair will be excused from deliberations and votes on that matter.

Section 3.04. Expenditure of Funds.

a) The Commission shall expend funds received through its annual allocation, or other donated funds, for public purposes within the Commission area or for the functioning of the Commission office, to include staffing salaries and nominal refreshments (no meals) at regularly scheduled Commission meetings. For the purposes of nominal refreshments, SMD meetings will not be considered as regularly scheduled Commission meetings.
b) Expenditures may be in the form of grants awarded by the Commission.
c) The Commission may expend funds for Commissioner training on subjects pertaining to their official duties when such training is not available from government sources.
d) The Commission may expend funds to purchase property liability insurance or obtain indemnification against loss in connection with assets of the Commission or any liability in connection with the activities of the Commission. Such insurance or indemnification may be purchased or obtained in such amounts and from such sources as the Commission deems to be appropriate.
e) The Commission shall expend funds to pay for local transportation using metrobus and metro-rail within the District of Columbia boundaries if the Commissioner is officially representing the Commission or a committee of the Commission at public hearings or meetings or is engaged in official Commission business. However, notwithstanding the above, the Office of Advisory Neighborhood Commissions (OANC) may approve Commission reimbursements to Commissioners for local transportation expenses other than qualifying travel expenses in accordance with DC law.
f) Funds allocated to the Commission may not be used for a purpose that involves partisan political activity, personal subsistence expenses, Commission compensation, meals, legal expenses other than for Commission representation before an agency, board, or commission of the District government, or travel outside of the Washington Metropolitan area.
g) The Treasurer shall record any expenditure of funds by a Commission in the Commission's book of accounts. No expenditure of any amount shall be made without the specific authorization of the Commission. Disbursement of Commission funds exceeding $50 for personal service expenditures shall be specifically approved by the Commission at a public meeting prior to the disbursement. The approval shall be recorded in the minutes of the Commission meeting. Any personal services payment shall name the person who is to receive the payments, the rate of compensation, and the maximum hours of service, if less than full-time compensation. If an expenditure is made without the required authorization of the

Commission, the expenditure shall be deemed a personal expense of the Commissioner who authorized the payment, unless the Commission subsequently approves the expenditure within 90 calendar days.

h) Any expenditure made by check shall be signed by at least two officers of the Commission, of whom at least one shall be the Treasurer or Chair and comply with other provisions set forth in DC law.
i) To insure against loss of unauthorized expenditures or loss of funds, the Commission shall participate in the Advisory Neighborhood Commission Security Fund by paying an annual contribution determined by the Fund at the beginning of the fiscal year.
j) No Commission may solicit or receive funds unless specifically authorized to do so by the Council, except that receipt of individual contributions of $1000 or less per calendar year need not be approved by Council.

Section 3.05. Grants.

a) ANC 4D may award grants in compliance with DC law. For additional information, see ANC 4D's Community Grant Guidelines and ANC 4D's Grant Application.
b) A grant may be awarded pursuant to a vote by the Commission at a public meeting following a public presentation of the grant request.
c) The Commission may approve grants to organizations that are public in nature and benefit persons who reside and work within the Commission area.
d) The services provided by the grantee organization must not be duplicative of any that are already performed by the District government except as authorized by law during the period of the public emergency.

ARTICLE IV – OFFICERS

Section 4.01. Officers.
ANC 4D shall elect officers—Chairperson, Vice-Chair, Secretary, and Treasurer—in January of each year in accordance with DC law.

Section 4.02. Nominations and Elections.
At the January Executive Committee meeting, Commission 4D members will discuss candidates for each office and vote the officer positions at the January regularly scheduled public meeting to serve one-year terms.

The Commission 4D shall use the following procedure to elect individual officers:

a) At the January Executive Committee meeting, members will discuss and express interest in officer positions.
b) Each candidate shall be nominated by a Commissioner at a regular meeting and must be seconded by another Commissioner. Commissioners may nominate themselves, but may not second the nomination. The Chair or presiding officer will ask the nominee whether

they will accept the nomination. If the nominee accepts the nomination, the nominee may also make a brief statement.

c) Officers will be elected during an open ballot process by a majority vote of the Commissioners; no secret ballots are allowed. In the event a candidate does not receive a majority vote, additional votes will take place immediately thereafter until a candidate has received a majority vote by the Commission. Officers will be eligible for re-election.
d) No individual may serve as both Chairperson and Treasurer.

Section 4.03. Ballot Election and Term of Office.
Elected officers take office in January and will comprise the executive committee. The terms of office shall commence at the close of the meeting at which they are elected.

Section 4.04. Officer Vacancies.

a) If there is a vacancy in the office of Chair, the Vice-Chair will become the Chair. At the next regularly scheduled meeting, there will be an election for Vice-Chair or, in the event the current Vice-Chair does not want to assume the office of Chair, for Chair.
b) In the event of a vacancy in the office of Treasurer, a special meeting of the Commission shall be held within 10 calendar days of such vacancy to select a new Treasurer, unless a regular meeting is to be held within 14 calendar days.
c) If there is a vacancy in any other office, members will fill the vacancy at the next regular public meeting. An officer elected shall serve until the completion of the regular term of the office which they filled.

Section 4.05. Commissioner Removal.
Any Commissioner and Officer may be removed from office per DC law.

ARTICLE V – DUTIES OF OFFICERS

Section 5.01. Chair.
The Chair shall:

a) Be responsible for conducting the meetings, attending training sessions, and planning one community event.
b) Convene all meetings of Commission 4D in accordance with the dates, times and places approved and adopted by Commission 4D and shall preside at such meetings, unless some other officer is so designated.
c) Rule on procedural questions and such rulings may only be overturned by a majority vote of the Commission, per Robert's Rules of Order.
d) Serve as the principal addressee for all official correspondence that shall be sent to a central mailbox.
e) Be the first to review bank statements by retrieving, opening, and initialing in the upper right-hand corner of the bank statement. The Chair will directly submit the bank statement to the Treasurer.

f) Disseminate official correspondence to Commissioners as necessary. The Chair may delegate this responsibility to the Secretary.
g) Serve as the vehicle for resolving any problems between Commissioners, constituents, government agencies, and community organizations that jeopardize the effectiveness of the Commission.
h) Ensure that no funds are expended or purchases negotiated during the vacancy of the Treasurer's office.
i) Temporarily perform the duties of Secretary during any vacancy in the office of Secretary until an election can be held at the next Commission meeting.
j) Call special meetings of the Commission and of the Executive Committee. The Chair may delegate this responsibility to the Vice-Chair.
k) Sign all Board of Zoning official documents on behalf of the Commission to the Board of Zoning to carry "great weight." The Chair may delegate this responsibility to the Vice-Chair.
l) Sign and submit Commission resolutions to government entities.
m) File an annual report with the DC Council and Mayor on or before November 30 of each year for the preceding fiscal year. Such report shall include, but shall not be limited to: Summaries of important problems perceived by the Commission in order of their priority; Recommendations for actions to be taken by the District government; Recommendations for improvements on the operation of the Commissions; Financial report; and a Summary of Commission activities. The Chair may delegate this responsibility to the Vice-Chair or Secretary.
n) Ensure that the Commission publish an annual report or newsletter by December 1 of each year that summarizes the activities of the Commission in service to the community over the preceding 12 months, including highlighting key issues voted upon, comments submitted to District agencies, and issuance of community grants. The Chair may delegate the responsibility to the Vice-Chair or the Secretary.

Section 5.02. Vice-Chair.
The Vice-Chair shall:

a) Serve in the Chairperson's absence.
b) Serve as Treasurer in case of resignation or vacancy of the Treasurer.
c) Call special meetings, if designated by the Chair.
d) Oversee the establishment of special committees.

Section 5.03. Secretary.
The Secretary shall:

a) Ensure that minutes are kept for all meetings of the commission and that copies are distributed to the Commission 48 hours before Commission public meetings. The Secretary shall have the assistance of the Commission as may be required.
b) Serve as the central repository of copies of minutes of all standing, special and administrative committees.
c) Certify and keep the original and digital file of the Commission's by-laws, as amended, at the principal office of Commission 4D and online on the Commission's website.

d) Keep at the principal office of Commission 4D and online on the Commission's website, the original and digital records of proceedings of Commission 4D whether regular or special, or a duplicate record at such other place as Commission 4D may designate.
e) Be custodian of maintaining the records of all activities, except financial records.
f) Ensure that Commission 4D's draft meeting agendas, minutes, and written recommendations, letters, and resolutions endorsed by the Commission to District government entities are electronically transmitted to OANC and uploaded to the District government's ANC resolution portal and ANC 4D's website within one week of adoption by the Commission.
g) Disseminate the agenda and draft minutes from the preceding meeting for all Commission meetings.
h) Sign all Commission Financial Quarterly Reports required by DC Auditor Office.
i) Maintain a list of names and contact information of people attending Commission meetings. This information will be used to build a system that notifies residents of Commission meetings.
j) Using two of the allowable methods by DC law, post notification of regularly scheduled monthly public Commission meeting at least seven (7) calendar days in advance of Commission meeting.
k) Manage office supplies and other duties as assigned for the Commission.
e) Perform other duties as designated by the Chair pursuant to these by-laws.

Section 5.04. Treasurer.
The Treasurer shall:

a) Receive and manage the annual allotment of funds pursuant to DC law.
b) Develop an annual fiscal year budget for approval by majority vote of the Commission by the end of the first month of each fiscal year. Prior to adoption of the budget at a public meeting, the Commission shall present the budget at a public meeting to elicit comments from the residents of the Commission area. The budget, to the extent that it is deemed to authorize specific expenditures, shall be specific.
c) Within 30 calendar days of assuming the office of Treasurer and Chair or within 30 calendar days of any change in the requested information, the Treasurer and Chair shall file with the DC Auditor, on a form provided by the Auditor, a statement giving: (1) the Treasurer's name; (2) home and business address; (3) telephone numbers; (4) the location of the books and records of the Commission; and (5) the name and location of any depository of the Commission's funds including account numbers.
d) Serve as the Commission's point person for preparing the Commission's written response to all Auditor's reports, stated violations, or alleged infractions within 90 calendar days of receipt of information from the Auditor.
e) Develop an annual fiscal year budget, preparing quarterly financial reports, keeping the Commission's financial records and accounts, and executing its expenditures in accordance with District law.
f) Send monthly Treasurer Reports to the Commission 48 hours before Commission public meetings.

g) Prepare, and the Commission approves, a quarterly financial report within 45 calendar 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 filed with the DC Auditor within 15 calendar days of approval by the Commission. The quarterly report shall be signed by the Treasurer, Chair, and Secretary, and include a record of the vote adopting the report,
h) Ensure the Commission is in compliance with all the requirements of the DC Auditor.

ARTICLE VI – MEETINGS

Section 6.01. Regular Public Meetings.

a) Pursuant to DC law, all meetings of the Commission shall be open to the public, except those parts of meetings where personnel, planning or legal matters are discussed.
b) Each January the Commission shall decide on a schedule of meeting dates, times and places for the subsequent 12 months. The Commission must meet no fewer than nine (9) times a calendar year at a fixed day and time to be adopted by the Commission 4D.
c) Commission 4D shall give notice of all meetings to each Commission member and resident in ANC 4D, no less than seven (7) calendar days prior to the date of such meeting. Shorter notice may be given in the case of an emergency or for other good cause but not less than three (3) calendar days prior to the date of such meetings. Notice of regular and emergency meetings may be given by the Secretary.
d) Meetings shall be held in Commission 4D geographical areas or in a central location if more convenient for the residents, including conducting meetings via an online forum to the extent authorized by DC law.
e) Commission 4D may take no official action unless a majority of the Commissioners are present and voting on said action.
f) The Commission shall retain the right to modify the draft agenda for a public meeting as necessary following publication of the draft agenda provided that the Commission shall only discuss or take official action upon an item added to a draft agenda after initial publication pursuant to this subsection upon official approval of the addition of the item to the agenda by the Commission.

Section 6.02. Publicizing Meetings

a) Notice must include at least two (2) of the allowable methods per DC law.
b) No fewer than seven (7) calendar days before any regular monthly public Commission meeting, the Commission shall:
   1) Publish a draft agenda for the meeting via each website the Commission maintains; and
   2) Transmit the draft agenda electronically to the OANC.
c) The Commissioner who represents any individual or entity whose property or business lies within their single member district and may be the subject of discussion or official action by the Commission shall make a good faith attempt to notify the individual or entity in a timely

manner upon adding to a published draft agenda any matter directly pertaining to the property or business of the individual or entity.

Section 6.03. Executive Committee Meetings.

a) The Executive Committee Meetings of the Commission are planning sessions and shall meet each month at a date and time designated by the Commission. The sessions may be called by *the Chair or Vice-Chair.*
b) The Executive Committee shall set the monthly agenda for the Commission 4D public meeting.

Section 6.04. Special Meetings.
Special meetings or emergency meetings of Commission 4D may be called by any officer, by one-third or more of the elected Commissioners, unless the special meeting in question is for the purpose of removing an officer for which one-half of Commissioners are needed. Only topics in the notice may be discussed at the meeting. Notice of special or emergency meeting shall be given no less than seven (7) calendar days before the scheduled meeting, except where (a) notice is given at a regular meeting of Commission 4D, (b) shorter notice for good cause is necessary, or (c) in the case of an emergency.

Section 6.05. Emergency Meeting.
Emergency meetings of the Commission can be called by the Chair. An "emergency" means that an action must be taken immediately to preserve the public peace, health, safety, welfare or morals pursuant to District of Columbia law, regulation or code. The purpose of the emergency meeting shall be stated in the notice and no other topic may be discussed at that meeting, except by unanimous consent at the beginning of the meeting. Accordingly, immediate notice shall be given to the public by the Secretary.

Section 6.06. Voting.
Only Commissioners present can vote. Commissioners can either vote "aye" or "no." Commissioners choosing not to vote shall be recorded as "abstaining" and noted in minutes as such. There shall be no voting by proxy.

Section 6.07. Quorum.
A quorum is a majority of the Commissioners. The Commission can only take an official position if a quorum is present.

Section 6.08. Cancellation of a regularly scheduled meeting.
The Secretary, in collaboration with the Chair and/or Vice-Chair, shall have the responsibility to cancel a meeting due to inclement weather or a national or local emergency. The Chair or the Vice-Chair should be consulted before a final decision is made notifying the public. The public may be notified by two (2) of the allowable methods per DC law.

ARTICLE VII – COMMITTEES

Section 7.01. Types of Committees

There shall be two categories of committees: standing committees and special committees. Standing committees are those created permanently by majority vote of the Commission. Special committees are those created temporarily by the Commission or the Executive Committee.

Section 7.02. Committee Chairs

In accordance with District law, the Chairperson 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. The appointment of a Standing Committee Chairperson shall precede the appointment of the Standing Committee members. The Chairperson shall ensure that items requiring committee action are to be referred to the appropriate committee(s) on receipt.

Section 7.03 Election of Officers and Committee Composition

The Standing Committees shall elect other such officers as are needed. The Commission shall determine the number of residents (minimum and maximum) that will comprise a Committee, selection and duties of all Committees. The time and regularity of Standing and Special Committee meetings shall be established by the respective committees themselves.

Section 7.04. Committee Recommendations

Committee recommendations for Commission action shall be placed on the agenda for the first ANC meeting after they are adopted, if requested by the Committee.

Section 7.05. Committee Meetings

All Committee meetings shall be announced on the ANC website at least 24 hours in advance except in case of an emergency or for other good cause.

ARTICLE VIII – STANDING RULES

Section 8.01. Adoption.
Commission 4D may adopt rules to implement the requirements of these Bylaws and to enhance the efficiency and operation of the Commission. The Commission may modify its standing rules at any public meeting, per a majority vote of the Commission.

Section 8.02. ANC Office, Supplies and Equipment
Commission 4D shall adopt rules for the use of the ANC office, supplies, and equipment based on the following two (2) principles: (a) all Commissioners shall have equal access to the office,

supplies, and equipment; and, (b) the use of the office, equipment, and supplies shall meet "public purpose" test.

Section 8.03. Financial
Commission 4D may adopt rules for ANC financial matters. For auditing purposes, the rules may outline a transparency process for: (1) bank statements; and (2) checks.

Section 8.04. Personnel
Commission 4D may adopt standing rules for personnel matters to hire and fire for positions and/or services. The rules may layout the process to obtain and secure labor or service and designate the Commissioner that will be responsible for managing the duties assigned for the service rendered.

Section 8.05. Grant Requests
Commission 4D may adopt rules for the use of applying and awarding grant requests based on guidelines, approval procedures and principles of ANC: (1) being good stewards of DC government funds; and (2) candidates meeting the eligibility and criteria of Commission 4D.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 9.01. Application of Rules.

a) Robert's Rules of Order shall be used for parliamentary procedure and shall govern the Commission in all cases in which it is not inconsistent with the DC law, the Bylaws, or any standing/special rules of order the Commission 4D may adopt.

ARTICLE X – MISCELLANY

a) Any Commissioner may institute a legal action in DC courts or in the Federal Courts but the Commission itself shall not have such power.
b) No Commissioner may be liable for action taken as an elected representative from a Single Member District.
c) All employees, contractors, and interns of the Commission shall be hired by the Commission and shall serve at the pleasure of the Commission.
d) The Commission shall establish job descriptions for its employees, contractors, and interns. The employees, contractors, and interns 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.
e) All official notices of positions taken by the Commission shall be made on Commission stationery, signed by the chairperson, or if unavailable, another Commissioner designated by the chairperson.
f) Commissioners are entitled to submit concurring or minority opinions to be forwarded along with the majority opinion.

ARTICLE XI – AMENDMENT OF BYLAWS

Section 11.01. Bylaw Revision.

a) The bylaws can be amended at any regular or special meeting providing that previous notice was given at the prior meeting in writing and then sent to all officers of Commission 4D by the Secretary. Previous notice can be sent by e-mail.
b) These Bylaws shall be consistent with all Congressional and District legislation and other applicable laws regarding ANCs. Any inconsistencies are null and void.

Section 11.02. Procedural

Revisions of these bylaws shall require a two-thirds vote of Commissioners present and voting "aye" or "no." Each Commissioner shall have at least two (2) weeks prior notice that an amendment(s) is being proposed to the bylaws. Such notification shall include the original language, the proposed new language, and the reason for the suggested change(s). The Bylaws shall be publicly available on the Commission website.

ARTICLE XII – ADOPTION OF BYLAWS

RESOLVED, that the Bylaws of the Advisory Neighborhood Commission 4D, which were presented to the Commission for consideration at a public meeting on December 21, 2022, is hereby adopted by a unanimous vote of 5 yeas, 0 nays, and 0 abstentions.

Signed by Renée L. Bowser (Renee L. Bowser), ANC 4D Chair on December 28, 2022.

Revision History

Version	Date	Contact Name	Reason For Change / Notes
1	10/1/2016	ANC	Update Bylaws
2	11/1/2016	Commissioner Lisa Colbert	Moved that the Standard Operating Procedures be incorporated into the Commission's By-Laws
3	06/16/2021	ANC	Update Bylaws
4	05/18/2022	Commissioners Rodriguez Bocquet and Israel	Moved that a section on establishing and operating standing and special committees be added in addition to other updates
5	12/21/2022	Commissioner Israel	Moved that a section on boundary descriptions be updated to reflect the eight new ANC 4D SMD boundaries approved by the DC Council in 2022; removed language from a section requiring a vote on adopting standing rules at the first ANC 4D public meeting of a new Commission's two-year term.