



**Government of the District of Columbia  
Advisory Neighborhood Commission 4B**

**Rules of Procedure**

**Approved April 21, 2015**

**Amended October 6, 2015, and January 27, 2020**

As provided by Article IX of the Bylaws of Advisory Neighborhood Commission 4B, the following Rules of Procedure are adopted to enhance the efficiency and operations of the Commission:

**I. Planning Meetings and Regular Public Meeting Agendas**

- A. The Commission shall hold a planning meeting prior to each regular public meeting of the Commission.
- B. A draft agenda for each regular public meeting of the Commission shall be formulated at the planning meeting prior to that regular public meeting.
- C. Any Commissioner wanting to add an item to the regular public meeting agenda shall do so by submitting a request at or before the monthly planning meeting, or, if necessary, any time prior to notification of the regular public meeting agenda, as detailed in I(D) below.
- D. The general public shall be notified of the regular public meeting and the draft agenda formulated at the planning meeting no later than seven days before the regular public meeting. See D.C. Code § 1-309.11(c).
- E. Any addition of items to the regular public meeting agenda after notification to the general public shall be presented to Commissioners at the regular public meeting in the form of a motion, duly seconded, to amend the agenda to add the item. Such motion must be approved by a majority vote.
- F. The full agenda, as presented or as amended, must be approved by a majority vote to become the official regular public meeting agenda.

## **II. Resolutions and Other Commission Action**

- A. Any Commissioner proposing that the Commission take action, such as making recommendations to the D.C. government, supporting or opposing D.C. government action, or asking questions of D.C. government agencies or others, must submit the proposal as a resolution, letter, or in other appropriate form.
- B. Commissioners should strive to submit any such resolution, letter, or other document to all Commissioners for review before the monthly planning meeting, where possible, but no later than the Thursday prior to the regular public meeting at which the resolution shall be considered (except for good cause or in the case of an emergency).
- C. Any resolution, letter, or other document submitted at a regular public meeting of the Commission without prior submission will only be considered if two-thirds of Commissioners present vote to consider it.

## **III. Public Comment at Commission Meetings**

- A. As provided by D.C. Code § 1-309.11(b)(3), “Each Commission shall set aside a portion of each public meeting to hear the views of residents within the Commission area and other affected persons on 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.”
- B. Every regular public meeting agenda shall provide a separate item identifying a period for public comment. During this time, anyone in the audience may speak about issues on the agenda or other areas of concern, but may be limited in the amount of time they may speak.
- C. The Commission will work to make its meetings convenient and accessible to encourage public participation. The Commission will also share contact information for individual Commissioners to facilitate discussions between residents and their Single Member District Commissioner.

## **IV. Settlement Agreements**

- A. Settlement agreements are an enforceable contract between a liquor license holder and protestants to a liquor license. They establish and preserve community standards and expectations for liquor licensees within the District of Columbia. A settlement agreement does not imply misconduct on the part of a liquor license holder but is instead a tool to allow for neighborhood order and harmony.

- B. As duly-elected neighborhood representatives and a permanent standing body, it shall be the Commission's preference that the Commission is party to any settlement agreements with liquor license holders within the Commission's geographic area rather than other groups. The Commission encourages liquor license holders to seek settlement agreements with the Commission.
- C. The Commission shall reach settlement agreements with license holders without favoritism or preference and has a goal of equal treatment for all businesses in its geographic area. The Commission seeks equity for historically marginalized groups and applicants.
- D. The Chair or other Commission officer shall sign settlement agreements on behalf of the Commission. The Commissioner whose Single Member District includes the location of the liquor license applicant (the "Commissioner of Jurisdiction") may also sign agreements, but the signature of the Chair or other Commission officer shall be required to make a settlement agreement binding and valid.
- E. The lead negotiator on every settlement agreement submitted to the Commission shall be the Commissioner of Jurisdiction, unless the Commission or the Commissioner of Jurisdiction otherwise designates. However, the Chair or other Commission officer shall also serve as an authorized negotiator and Commission representative on every settlement agreement. All other Commissioners shall have the right to participate in negotiations and discussions regarding settlement agreements.
- F. Like any other action before the Commission, to be valid and binding every settlement agreement must satisfy D.C. Code standards for formal Commission actions, including a majority vote by the Commission at a properly noticed public meeting at which a quorum is present.

## **V. Committees – Purpose and Scope**

- A. The Commission may, in its discretion, establish a Committee to assist the Commission in considering a specific issue or issues relevant to the Commission. Such a Committee can provide additional expertise, as well as additional opportunities for public engagement.
- B. The Commission shall define the scope, including the mission and duties, and the composition of any Committee by a resolution adopted by majority vote of the Commission at a regular public meeting. See Advisory Neighborhood Commission 4B Bylaws, Article VIII, Section 5.

- C. Unless otherwise provided in the Commission's resolution establishing a Committee, a Committee is temporary in nature, and the Committee's mandate must be renewed every two years by a resolution adopted by majority vote of the Commission at a regular public meeting. See Advisory Neighborhood Commission 4B Bylaws, Article VIII, Section 1 (regarding temporary committees).
- D. The Commission, by a majority vote, may refer any matter within the scope of a Committee, as defined in the resolution establishing the Committee, to that Committee for its review and recommendations. Commissioners shall strive to bring all matters of potential relevance to a Committee to the attention of the full Commission.
- E. A Committee may consider and make recommendations to the full Commission regarding potential Commission action on any matter referred to the Committee or within the Committee's scope, as defined in the resolution establishing the Committee. A Committee shall report on its activities, including any recommendations, at the Commission's regular public meetings. See Advisory Neighborhood Commission 4B Bylaws, Article VIII, Section 8.
- F. Committees are advisory only. The Commission shall not delegate official decisionmaking authority to any Committee. D.C. Code § 1-309.11(f-1). The Commission may adopt or modify recommendations proposed by a Committee via official Commission action, as detailed in Section 2 above.

## **VI. Committees – Membership and Operations**

- A. The Commission shall appoint a Committee Chair by a majority vote at the public meeting at which the Commission approves the creation of the Committee, or as soon as possible thereafter. The Committee Chair may be either a Commissioner or a resident of the Commission area. D.C. Code § 1-309.11(f).
- B. Unless otherwise provided in the Commission's resolution establishing a Committee, a Committee Chair shall serve for two years, beginning on the date of their appointment.
- C. All members of a Committee must be residents of ANC 4B or business owners whose businesses are located in ANC 4B. At least one Commissioner must serve as a member of a Committee, as well as at least one other resident of ANC 4B. All sitting Commissioners are entitled to ex officio Committee member status if they are present at a Committee meeting. Unless otherwise provided in the Commission's resolution establishing a Committee, a Committee shall be comprised of a minimum of three and a maximum of seven members, including the Chair of the

Committee, but excluding any Commissioners serving as ex officio Committee members based on their presence at a Committee meeting.

- D. Unless otherwise provided in the Commission's resolution establishing a Committee, a Committee Chair and any Commissioners serving as members of the Committee, with the assistance of Commission support staff, shall advertise and recruit Committee members as soon as possible and until the maximum number of Committee members has been recruited. Committee appointments should reflect the Commission area's diverse community and geography (including race, sex, gender, gender identity, sexual orientation, socio-economic status, religion, national origin, age, and disability), and the Committee Chair and Commissioners serving as members of the Committee shall work collaboratively with the full Commission to make appointments that reflect this diversity.
- E. Before beginning work, the Committee members shall be subject to review by the Commission as a whole. The Committee Chair shall present names of Committee members to the full Commission at the regular monthly planning meeting for review and discussion. If any Commissioner has an objection to the composition of the Committee, they shall introduce a resolution of disapproval of the committee member(s) at the next regular public meeting. Unless such a resolution is introduced and passed in accordance with the Commission's Rules, the Committee membership shall be considered approved by the Commission at the conclusion of that regular public meeting.
- F. Unless otherwise provided in the Commission's resolution establishing a Committee, Committee members shall serve for a period of one year from the date they join the Committee, and may volunteer to renew their membership for additional one-year terms without limit.
- G. A Committee may determine the time and regularity of Committee meetings. Committee meetings shall be announced to the public at least seven calendar days in advance of the meeting day. Committee meetings shall be open to the public in accordance with the open meetings provisions of the District of Columbia Home Rule Act. D.C. Code § 1-309.11(g).
- H. Unless otherwise provided in the Commission's resolution establishing a Committee, the quorum required to conduct business shall be defined as a majority of Committee members.
- I. All Committee votes shall be recorded as roll call votes so that Committee members are on record regarding recommendations and other Committee actions.

- J. Committee proceedings shall be governed by Roberts Rules of Order, except where they are not consistent with District law, Advisory Neighborhood Commission 4B's Bylaws, or these Rules of Procedure.

## **VII. Newly-Elected Commissioners**

- A. The Chair and all currently serving Commissioners shall assure that newly-elected Commissioners not already serving on the Commission shall, upon official certification as duly elected by the Board of Elections, receive all papers, documents, e-mails, and other communications relevant to Commission business, including, but not limited to, information on budgets, grants, Treasurer's reports, committee reports, notices of public hearings by D.C. government agencies, proposed motions, draft amendments to the Bylaws, and any other relevant information.
- B. The Chair shall convene a meeting as soon as practicable after the Board of Elections has certified new Commissioners as duly elected to provide orientation to new Commissioners and to answer questions and plan for the transfer of files and other materials from their predecessors. This meeting shall be open to all Commissioners, but at a minimum, the Chair and the Treasurer shall conduct the orientation.

## **VIII. Parliamentary Authority for Commission Meetings**

Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition, shall be the parliamentary authority for the conduct of Commission meetings in all cases in which it is not inconsistent with the Advisory Neighborhood Commission 4B's Bylaws or these Rules of Procedures.

## **IX. Authority and Amendment of these Rules**

- A. These Rules shall govern public meetings and Commission business. Any procedure or process inconsistent with these Rules shall not be permitted.
- B. These Rules may be amended by majority vote of the Commission. Any proposed amendment shall be submitted to Commissioners for their consideration not less than one month before the meeting at which such amendment will be considered for approval.

## **X. Implementation of these Rules**

These Rules shall become effective immediately upon adoption by the Commission by majority vote at a properly noticed public meeting at which a quorum is present.

**APPROVED** April 21, 2015 in a regular public meeting at which a quorum of nine of nine members was present.

**AMENDED** October 6, 2015, in a regular public meeting at which a quorum of seven of eight members was present; and again on January 27, 2020, in a regular public meeting at which a quorum of nine of nine members was present.