

ADVISORY NEIGHBORHOOD COMMISSION 3F
North Cleveland Park, Forest Hills and Tenleytown
BY-LAWS OF THE COMMISSION [CONSOLIDATED]

- I. NAME
- II. DUTIES AND RESPONSIBILITIES
- III. COMMISSIONERS
- IV. OFFICERS
- V. MEETINGS
- VI. VOTING
- VII. COMMITTEES
- VIII. PARLIAMENTARY AUTHORITY
- IX. GENERAL FINANCES
- X. LEGAL STATUS; OTHER POWERS AND LIMITATIONS
- XI. AMENDMENT OF BY-LAWS

APPENDIX

Detailed table of contents at end of document

Adopted January 10, 1991
Revised February 22, 1994

Further Revised June 21, July 19 and September 21, 1999, April 16, 2001, October 21, 2002,
February 10, May 19, 2003, and January 9, 2006

ARTICLE I. NAME

There is established by the Council of the District of Columbia ADVISORY NEIGHBORHOOD COMMISSION 3F (North Cleveland Park, Forest Hills and Tenleytown). Boundaries of Commission 3F and of component Single-Member Districts (SMDs) are as described in D.C. Code § 309.03 note (2005) (**Advisory Neighborhood Commissions Boundaries**, as of June 12, 2003).

ARTICLE II. DUTIES AND RESPONSIBILITIES

Section 1: Advice to the Government: ANC 3F may advise the Council of the District of Columbia, the Mayor and each executive agency and all independent agencies, Boards and Commissions of the Government of the District of Columbia with respect to all proposed matters of District governmental policy including but not necessarily limited to decisions regarding planning, streets, recreation, social service programs, education, health, safety and sanitation which affect and/or are of concern to the ANC 3F area.

Section 2. Required D.C. Government Notice: Proposed District Government actions that ANC 3F shall have the opportunity to comment upon shall include, but shall not be limited to, actions of the Council of the District of Columbia, the Executive branch, independent agencies, commissions, or other entities of the government of the District of Columbia. ANC 3F may also advise each agency,

Board or Commission before the awarding of any grant funds to a citizens organization or group, or before the formulation of any policy decision or guideline with respect to grant applications, comprehensive plans, requested or proposed zoning changes, variances, public improvements, licenses or permits affecting the ANC 3F area, the District budget and city goals and priorities, proposed changes in District government service delivery and the opening of any proposed facility or system in accordance with notice received pursuant to D.C. Code § 1-309.10(b) (2005).

Section 3. Scope: ANC 3F may present its views to any Federal or District agency and may initiate its own proposals for District government action.

Section 4. Citizen Comment: ANC 3F shall monitor complaints of ANC 3F area residents regarding the delivery of District government services and may file comments on same with the appropriate District government entity as well as the Council.

Section 5. Annual Report: On or before November 30 of each year, ANC 3F may file an annual report with the Chairperson of the Council of the District of Columbia and the Mayor for the preceding fiscal year. Copies shall be made available to public. The report shall include but shall not be limited to:

- a. Summaries of important problems perceived by the Commission listed in order of their priority;
- b. Recommendations for actions to be taken by the District government;
- c. Recommendations for improvements on the operation of the ANC;
- d. An annual financial report; and
- e. A summary of ANC 3F activities.

Section 6. Programs: ANC 3F may conduct neighborhood or community enhancement campaigns. It may also conduct programs in conjunction with existing governmental activities, provided that such activities on behalf of the Commission do not duplicate already available programs or services. Commission programs may not be conducted on a contractual basis with existing governmental agencies.

Section 7. Federal Advisory Mechanisms: ANC 3F may, where appropriate, constitute the citizen advisory mechanism required by any Federal statute.

ARTICLE III. COMMISSIONERS

Section 1. Composition of the Commission: ANC 3F shall be composed of those persons certified by the D.C. Board of Elections and Ethics to represent the Single Member Districts (SMDs) of ANC 3F.

Section 2. Term of Office: Commissioners shall serve for a term of two years as prescribed by D.C. Code § 1-309.06(b)(1) (2005).

Section 3. Vacancies: Vacancies shall be filled in accordance with D.C. Code § 1-309.06(d) (2005).

Section 4. Compensation of Commissioners: Commissioners serve without compensation; however, they may be reimbursed with the approval of the Commission for expenses for the conduct of official ANC business, in accordance with Article IV, section 9(c) of these By-Laws.

Section 5. Conflict of Interest: No Commissioner shall use his or her official position or office to obtain personal or financial gain for himself or herself, any member of his or her household, or any business with which he or she or a member of his or her household is associated.

Section 6. Commission Policy Statements: Individual Commissioners, unless authorized by a majority vote of the Commission, shall not make public policy statements for the Commission or assume obligations for the Commission.

Section 7. Records: ANC 3F, as well as each Committee of the Commission, shall maintain a record of meetings, including the attendance of its members. Such records shall be forwarded to ANC 3F Secretary and shall be available for public inspection.

Section 8. Votes of the Commissioners: All Commissioners shall have equal voting rights following the principle of one person, one vote. There shall be no proxy voting.

Section 9. Commissioner Correspondence: Communications by individual Commissioners (i.e., requests for information, inquiries on behalf of constituents, etc.) on Commissioner stationary will be properly identified as personal and distinguished from Commissioner notices. Copies of all such communications by Commissioners will be filed with the Secretary or Administrator and will be kept as part of the record of Commission-related activities.

Section 10. Quorum:

a. The Commission may declare a quorum and take official action if a majority of elected representatives of the Commission is present (i.e., four out of seven elected representatives; four out of six elected; three out of five elected; or three out of four elected), so long as a majority (four or more) of the seven single-member districts in ANC 3F have representatives on the Commission pursuant to D.C. Code § 1-309.06 (2005).

b. In the absence of a quorum, Commissioners present at a duly noticed meeting may fix the time to which to adjourn, adjourn, recess or take measures to obtain a quorum.

Section 11. Commission equipment and supplies: Equipment and supplies purchased with Commission funds or donated to the Commission belong to the Commission as part of the Government of the District of Columbia and are not to be appropriated for personal use.

ARTICLE IV. OFFICERS

Section 1. Election of Officers: ANC 3F shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer and such other officers as may be necessary from among the Commissioners. The election

of officers shall take place at the first ANC meeting in January of each year except that election for the first officers shall be held at a meeting not later than thirty days following certification of a majority of the members of the Commission by the D.C. Board of Elections and Ethics.

Section 2. Term of Office: Officers shall be elected to serve for a term of one year or until their successors are elected. Terms of office shall begin at the close of the regular meeting in which the election was held. No Chairperson may serve more than two consecutive terms in that office.

Section 3. Nominations: Each candidate shall be nominated by a Commissioner and must be seconded by another Commissioner. A Commissioner may nominate her/himself but may not second the nomination.

Section 4. Voting: Officers of the ANC shall be elected by a majority vote. In the event that no candidate has a majority vote of all Commissioners, there shall be a run-off election between the two candidates having received the most votes. Voting on each office shall occur before the floor is open for nominations for another office.

Section 5. Vacancies: In the event of a vacancy among the Officers of the Commission, an election shall be held within 30 days to fill that vacancy. If there is no regularly scheduled Commission meeting within the 30 days, a special meeting shall be called to fill the vacancy.

Section 6. Duties of the Chairperson:

- a. Convener: The Chairperson shall serve as the convener of the ANC and shall chair its meetings.
- b. Ruling on Procedural Matters: The Chairperson may rule on procedural questions. Such rulings may be overturned by a majority vote of the ANC.
- c. Supervision of ANC Staff: The Chairperson shall be responsible for supervision of the ANC staff.

Section 7. Duties of the Vice Chairperson:

- a. Represent Chairperson: The Vice-Chairperson shall fulfill the obligations of the Chairperson in his or her absence.

Section 8. Duties of the Secretary:

- a. Preparation of the Minutes: The Secretary shall be responsible for preparation of the minutes for all meetings of the ANC, for the distribution of copies of the minutes to all Commissioners, and for making copies available at the ANC office to residents of the Commission area on request.
- b. General Correspondence: The Secretary shall be responsible for the general correspondence of the ANC. Furthermore, the Secretary shall be responsible for maintaining records of all activities, including a record of notices received and Commission responses to these notices.

Section 9. Duties of the Treasurer:

- a. Annual and Quarterly Financial Reports: The Treasurer shall develop an annual fiscal budget and such revisions as may be required during the year, for approval by the ANC and submission to the Council and the Mayor. Quarterly financial reports will also be prepared within 45 days of the close of each fiscal quarter, for approval by the ANC and filing with the D.C. Auditor. These reports shall be available for public inspection.
- b. Bonding of the Treasurer: The Treasurer and Chairperson shall be bonded in accordance with D.C. laws and regulations.
- c. Authorization of Commission Expenditures: The Treasurer shall authorize in writing and record in the ANC books of accounts each expenditure of funds by the ANC. The Treasurer may disburse to another Commissioner or employee of the ANC amounts not in excess of \$200 out of petty cash funds.
- d. Cosigning Checks and Other Withdrawal Documents: The Treasurer shall with the Chairperson cosign all checks or withdrawal documents from any ANC account. In the absence of either or when one of them is also the payee, any other officer listed in the records of the bank may cosign.

ARTICLE V. MEETINGS

Section 1. Public Meeting Requirement: All meetings of the Commission at which official action of any kind is taken shall be open to the public.

Section 2. Official Action: No official action may be taken by the ANC unless a majority of the Commissioners is present and voting at that public meeting.

Section 3. Types of Meetings:

- a. Business Meetings: Regular business meetings shall be held not less than nine (9) times a year, to consider matters before the ANC which may include but not be limited to consideration of actions or proposed actions of the D.C. Council, the Executive Branch or any independent agency, Board or Commission. Voting will be limited to the Commissioners. Participation in the discussion by citizens will be at the discretion of the Chairperson. A separate agenda item allowing time for citizens' input shall be part of each Business meeting.
- b. Special Meetings: Special meetings may be called by the Chairperson, by request of two (2) Commissioners or upon petition of ten (10) residents, 18 years or age or older, of the ANC area. A majority of the Commissioners can then cancel the scheduled month's meeting provided that, in that month, at least one meeting is held.
- c. Town Hall meetings: Town Hall meetings may be held to hear residents' views on problems in the ANC area and on proposed District Government action of interest or concern to the community. Town Hall meetings may be held in conjunction with Business meetings; however, a separate agenda will be prepared and reported in the minutes of the Commission.

d. SMD meetings: A commissioner may schedule and hold a SMD [=Single Member District] meeting, open to the general public but with an agenda focused on matters of special concern to his or her SMD.

e. Representativeness: The Commission shall make a good faith effort to involve all segments of the Commission population in its deliberations regardless of but not limited to race, sex, age, voting status, religion, disability, national origin, or economic status.

Section 4. Meeting Places: Meeting places may be varied so as to be held in all geographical areas of the Commission.

Section 5. Public Notice of Meetings: No less than seven (7) days notice shall be given by the Commission of its meetings, except where shorter notice for good cause is necessary, by any two means allowed by law.

Section 6. Agenda: The Chairperson is responsible for distribution of proposed agenda to Commissioners in advance of each Business and Special meeting. The Chairperson shall distribute the proposed agenda at least five days in advance of the scheduled meeting. The Chairperson shall determine whether new business which is raised on the floor and which requires a vote shall be voted upon immediately, deferred to a time certain or directed to a committee. However, upon a motion carried by a majority vote of the Commission, new business shall be permitted to be discussed and voted upon at the current meeting.

Section 7. Recommendations of the ANC: The Commission shall forward its written recommendations, if any, with respect to proposed District government actions to the Council of the District of Columbia, the Mayor, appropriate agency, Board, or Commission.

Section 8. Incorporation of Resident Views: Resident Views, in the form of letters, discussions, debate and votes, should be considered in all positions taken by the Commission.

Section 9. Dissemination of Information: The Commission shall establish such mechanism as will insure the broadest dissemination of information with respect to the Commission meetings, positions and actions.

Section 10. Commission Actions: Commission actions, except for amending these By-Laws, shall be approved by a simple majority of the votes cast. In the case of a tie vote, the motion for Commission action shall fail.

Section 11. Joint Meetings: ANC 3F may hold joint meetings with other ANCs or co-sponsor meetings with other civic organizations to deal more effectively with citizen concerns or to solicit constituent views on matters that transcend Commission boundaries. The Chairperson may designate another Commissioner or a member of a standing or ad hoc committee to represent ANC 3F at these meetings and to act as a liaison to other Commissions on matters of mutual interest. Individuals so designated shall be considered on official business while performing such functions.

ARTICLE VI. VOTING

Section 1. Form of Vote: Voting shall be in the form of “Yes”, “No”, or “Present”. A vote of “Present” shall be deemed the equivalent of an abstention or a non-vote. All votes shall be recorded.

Section 2. Definition of a Voting Majority: For a measure to pass, it must receive more than half of the votes.

ARTICLE VII. COMMITTEES

Section 1. Categories: There shall be two categories of ANC 3F committees:

a. Standing Committees: Standing Committees are those established as permanent bodies by a majority vote and which shall be composed initially of at least one Commissioner. The Standing Committees shall correspond to the areas of greatest ANC concern. If a non-Commissioner is Chairperson, a Commissioner shall be designated as a member of the Committee.

b. Ad Hoc Committees: Established as temporary bodies by a majority vote, to address internal matters or a specific issue or need.

Section 2. Chairperson’s Role: The ANC 3F Chairperson shall serve as an ex-officio member of all committees.

Section 3. Committee Responsibilities: Committees shall receive materials and act on requests from the Commission as a whole, and may develop additional information as needed in order to make recommendations to the Commission. They shall not act on behalf of the Commission, or represent their recommendations as official Commission policy to others, without having obtained formal authorization of the Commission.

Section 4. Appointment and Removal of Committee Members: The Commission shall appoint the committee Chairperson and members of each Committee. The Commission shall have the power to remove standing committee and ad hoc committee Chairpersons. Any resident of the Commission area shall be eligible to be appointed as a committee member or Chairperson.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. Robert’s Rules of Order Revised: shall govern the Commission in all cases in which they are not inconsistent with these By-Laws and any special rules of order the Commission may adopt.

ARTICLE IX. GENERAL FINANCES

Section 1. Solicitation or Acceptance of Funds: ANC 3F may not solicit funds unless expressly authorized by the D.C. Council but may accept individual contributions of \$1000 or less. No person may contribute more than \$1000 per calendar year.

Section 2. Pooling Funds with Other ANCs: The Commission may pool its funds with other ANCs within the Ward in accordance with agreements mutually established between Commissions.

Section 3. Depositories: The Commission shall by a resolution approved by a majority of its members designate financial institutions within the District of Columbia as depositories of Commission funds.

Section 4. Treasury Vacancy: No expenditure shall be made by the Commission during a vacancy in the Office of the Treasurer or at any time when a current and accurate budget is not on file with the District of Columbia Auditor.

ARTICLE X. LEGAL STATUS; OTHER POWERS AND LIMITATIONS

Section 1. Legal Redress: Should the Commission feel legal redress is required, it shall petition the Council through its special committee on Advisory Neighborhood Commissions or any successor committee. Any Commissioner may initiate a legal action as a private citizen in the courts of the District of Columbia or in the Federal courts, but the Commission itself shall not have such power.

Section 2. Incorporation and Commissioner Liability: ANC 3F has no authority to incorporate; however, no Commissioner may be held liable for actions taken as an elected Commissioner.

Section 3. Hiring: ANC 3F may hire employees and accept volunteer services on a full or part time basis. Employees shall serve at the pleasure of the Commission and preferably, but not necessarily, be residents of the District of Columbia. Persons hired by the Commission shall meet the qualifications established in a position description drawn up by the Commission. Employees of the Commission shall be considered employees of the District of Columbia government only for the purposes of subchapters XXI, XXII, and XXIII of chapter 6 of Title 1 of the District of Columbia Code. In addition, the Commission shall not hire present members of the Commission nor any member's immediate family.

Section 4. Grant Guidelines: Funds for grants shall conform to the following guidelines:

- a. Funds may be expended only in conformity with applicable D.C. laws and regulations.
- b. Requests for funding must be submitted in writing by District residents. Detailed explanation or proposed expenditures and purposes must be included. Project goals and objectives must be clearly specified. Persons requesting such grants must appear at a public meeting of the ANC to present the request and to respond to questions of the ANC and the community prior to the Commission rendering a decision on the request. Grant recipients are required to submit progress reports. and At the termination of the project the final report will show amounts spent and the results achieved.
- c. Grants should never duplicate existing services already provided by the government or other agencies of the community.
- d. Grants should be awarded on a one-time basis for specific community projects. Funds should be used on projects benefiting a substantial part of the ANC 3F community or a segment of the residents with clearly identified needs. The request could, however, come from a broader based organization so long as it also serves the ANC 3F community.

- e. Grants cannot be used to purchase food, beverages, entertainment or other categories of expenditures deemed inappropriate by the D.C. Auditor's office.
- f. Funds may be allocated for projects at any time during the fiscal year.
- g. Within 60 days following the issuance of grant funds, the grant recipient shall forward to the Commission a statement as to the use of the funds consistent with the grant application, complete with receipts that support the expenditures and other requested documentation.

ARTICLE XI. AMENDMENT OF BY-LAWS

Section 1. Copy of By-Laws to Council: The Commission shall file an up-to-date copy of these bylaws and all amendments thereto with the Council of the District of Columbia and the Office of Advisory Neighborhood Commissions within thirty days of their adoption.

Section 2: Revision of By-Laws: Revision of these By-Laws shall be made by a majority vote of the Commissioners after each reading at two regularly scheduled business meetings.

Section 3. By-Laws Consistent with Current D.C. and Congressional Legislation: These By-Laws shall be consistent with all Congressional and District legislation, and other applicable laws regarding ANCs and any inconsistencies are to be held null and void.

Section 4. Public Access to By-Laws: A current copy of these By-Laws and amendments shall be available for public inspection.

Section 5. Effective Date: Unanimously approved by Advisory Neighborhood Commission 3F on January 10, 1991.

[Consolidated together with amendments approved on second reading on February 22, 1994, and on June 21, July 19, and September 21, 1999, and April 16, 2001, October 21, 2002, February 10, May 19, 2003, and January 9, 2006.]

Appendix

Legal description of ANC 3F and SMDs

Description of ANC 3F Boundaries

All streets are in the Northwest quadrant. Beginning at Nebraska Avenue and Nevada Avenue; South on Nevada Avenue to Broad Branch Road; East and South on Broad Branch Road to 27th Street; North on 27th Street to Military Road; East on Military Road to Rock Creek; South on Rock Creek to the confluence of the Melvin C. Hazed Tributary; West on the bed of that stream to a theoretical eastward continuation of the lot line separating 3601 Connecticut Avenue (to the south) from 3701 Connecticut Avenue (to the north) to and on that lot line to Connecticut Avenue; South on Connecticut Avenue to Porter Street; West on Porter Street to the rear lot line of 3601 Connecticut Avenue; North on that rear lot line and rear lot lines of 3614, 3616, 3618, 3620, 3624 and 3628 Connecticut Avenue and the eastern lot line of 3002 Rodman Street to Rodman Street; East on Rodman Street to the eastern lot line of 3700 Connecticut Avenue; West on that lot line to its end and continuing west on the northern lot lines of the homes in the 3000 block of Rodman Street (3009--3035), to the western lot line of 3035 Rodman Street; South on that lot line to Rodman Street; West on Rodman Street to Reno Road; North on Reno Road to the northern lot line of 3403 Rodman Street; West on the northern lot lines of homes in the 3400 and 3500 blocks of Rodman Street (3403--3519) to the western lot line of 3519 Rodman Street; South on that lot line to Rodman Street; West on Rodman Street as it curves into Idaho Avenue; South on Idaho Avenue to Quebec Street; West on Quebec Street to 37th Street; North on 37th Street to the southern lot line of 3720 Upton Street (the Washington Home and Hospice Center); West on that lot line and the southern lot line of the United States Post Office to Wisconsin Avenue; North on Wisconsin Avenue to Van Ness Street; West on Van Ness Street to Nebraska Avenue; North on Nebraska Avenue to Wisconsin Avenue; North on Wisconsin Avenue to Brandywine Street; East on Brandywine Street to 40th Street; North on 40th Street to Chesapeake Street; East on Chesapeake Street and Northeast on gravel path (roughly parallel to Nebraska Avenue and marked on some maps as "DeRussey Street" and as continuing where Fort Drive appears on street signage) and then turning East on Fort Drive [paved street in front (south) of Deal Junior High School] to Howard Street; North on Howard Street to the end of the paving and then North on a theoretical line to the junction of Reno Road and Fessenden Street; South on Reno Road to Nebraska Avenue; North on Nebraska Avenue to the point of beginning.

[May 10, 2002, D.C. Law 14-133, § 2(a)]

Description of SMD 3F01 Boundaries

All streets are in the Northwest quadrant. Beginning at Wisconsin Avenue and Upton Street; East on Upton Street to 37th Street; North on 37th Street to Windom Place; East on Windom Place to Reno Road; North on Reno Road to Appleton Street; East on Appleton Street to Connecticut Avenue; South on Connecticut Avenue to public alley north of 4310 Connecticut Avenue; West on northern lot line of 4310 Connecticut Avenue to its western end; South on western lot lines of 4310, 4304, 4300 and 4250 Connecticut Avenue; East on that lot line and on Veazey Terrace to Connecticut Avenue; South on Connecticut Avenue to Rodman Street; West on Rodman Street to the eastern lot line of 3700 Connecticut Avenue; North on that lot line and continuing west on the northern lot lines of the homes

in the 3000 block of Rodman Street (3009--3035), to the western lot line of 3035 Rodman Street; South on that lot line to Rodman Street; West on Rodman Street to Reno Road; North on Reno Road to the northern lot line of 3403 Rodman Street; West on the northern lot lines of homes in the 3400 and 3500 blocks of Rodman Street (3403--3519) to the western lot line of 3519 Rodman Street; South on that lot line to Rodman Street; West on Rodman Street as it curves into Idaho Avenue; South on Idaho Avenue to Quebec Street; West on Quebec Street to 37th Street; North on 37th Street to the southern lot line of 3720 Upton Street (the Washington Home and Hospice Center); West on that lot line and the southern lot line of the United States Post Office to Wisconsin Avenue; North on Wisconsin Avenue to Upton Street.

[May 10, 2002, D.C. Law 14-133, § 2(a)]

Description of SMD 3F02 Boundaries

All streets are in the Northwest quadrant. Beginning at Connecticut Avenue and Windom Place; East on Windom Place to Soapstone Valley Park; East on southern boundary of Soapstone Valley Park to eastern lot line of 2900 Van Ness Street (Howard University Law School); South on the lot line to northern lot line of 2801 Upton Street (Levine School of Music); East on that lot line to Upton Street, follow Upton Street as it curves south and then west to western lot line of 2900 Van Ness Street (Howard University Law School); North on that lot line to Van Ness Street; West on Van Ness Street to Connecticut Avenue; North on Connecticut Avenue to Veazey Terrace; Across Connecticut Avenue to southern lot line of 4250 Connecticut Avenue; West on that lot line to western lot line of 4250 Connecticut Avenue; North on the lot lines of 4250, 4300, 4304 and 4310 Connecticut Avenue to the northern lot line of 4310 Connecticut Avenue; East on that lot line to Connecticut Avenue; Across Connecticut Avenue and South on Connecticut Avenue to Windom Place.

[May 10, 2002, D.C. Law 14-133, § 2(a)]

Description of SMD 3F03 Boundaries

All streets are in the Northwest quadrant. Beginning at Nebraska Avenue and Nevada Avenue; South on Nevada Avenue to Broad Branch Road; East and South on Broad Branch Road to 27th Street; North on 27th Street to Military Road; East on Military Road to Rock Creek; South on Rock Creek to confluence with Broad Branch; North (upstream) on bed of Broad Branch to confluence with Soapstone Creek; West (upstream) on bed of Soapstone Creek to the eastern boundary of Soapstone Valley Park; South on that boundary to the southern boundary of Soapstone Valley Park; West on that boundary to Windom Place; West on Windom Place to Connecticut Avenue; North on Connecticut Avenue to the lot line between 4501 Connecticut Avenue (The Albemarle) and 4545 Connecticut Avenue (The Brandywine) [that is also a theoretical extension of Appleton Street between Connecticut Avenue and 32nd Street]; East on that lot line to 32nd Street and Appleton Street; East on Appleton Street to 31st Street; North on 31st Street to Gates Road; West on Gates Road to Chesapeake Street; West on Chesapeake Street to 32nd Street; North on 32nd Street to Ellicott Street; West on Ellicott Street to east lot line of The Methodist Home (4901 Connecticut Avenue); North on that lot line to Fessenden Street and 34th Street; North on 34th Street to Garrison Street; West on Garrison Street to 36th Street; South on 36th Street to public alley behind 5001 block of Connecticut Avenue; North on the alley to Nebraska Avenue; North on Nebraska Avenue to Nevada Avenue.

[May 10, 2002, D.C. Law 14-133, § 2(a)]

Description of SMD 3F04 Boundaries

All streets are in the Northwest quadrant. Beginning at Connecticut Avenue and Davenport Street; East on Davenport Street to 32nd Street; South on 32nd Street to Chesapeake Street; East on Chesapeake Street to Gates Road; East on Gates Road to 31st Street; South on 31st Street to Appleton Street; West on Appleton Street to 32nd Street; West on a theoretical extension of Appleton Street (also the lot line between 4501 and 4545 Connecticut Avenue) to Connecticut Avenue; Across Connecticut Avenue to Appleton Street; West on Appleton Street to 36th Street; North on 36th Street to Cumberland Street; East on Cumberland Street to Connecticut Avenue; North on Connecticut Avenue to Davenport Street.

[May 10, 2002, D.C. Law 14-133, § 2(a)]

Description of SMD 3F05 Boundaries

All streets are in the Northwest quadrant. Beginning at Nebraska Avenue and Reno Road; North on Nebraska Avenue to southern lot line of 5115 Nebraska Avenue (the Pepco substation); South on the alley behind the 5001 block of Connecticut Avenue to 36th Street; North on 36th Street to Garrison Street; East on Garrison Street to 34th Street; South on 34th Street to Fessenden Street; South on a theoretical extension of 34th Street [which is also the east lot line of 4901 Connecticut Avenue (The Methodist Home)] to Ellicott Street; East on Ellicott Street to 32nd Street; South on 32nd Street to Davenport Street; West on Davenport Street to Connecticut Avenue; South on Connecticut Avenue to Cumberland Street; West on Cumberland Street to Reno Road; North on Reno Road to Nebraska Avenue.

[May 10, 2002, D.C. Law 14-133, § 2(a); Oct. 19, 2002, D.C. Law 14-213, § 2(II)]

Description of SMD 3F06 Boundaries

All streets are in the Northwest quadrant. Beginning at Wisconsin Avenue and Brandywine Street; East on Brandywine Street to 40th Street; North on 40th Street to Chesapeake Street; East on Chesapeake Street to and Northeast on gravel path (roughly parallel to Nebraska Avenue and marked on some maps as "DeRussey Street" and as continuing where Fort Drive appears on street signage) and then turning East on Fort Drive [paved street in front (south) of Deal Junior High School] to Howard Street; North on Howard Street to the end of the paving and then North on a theoretical line to the junction of Reno Road and Fessenden Street; South on Reno Road to Cumberland Street; East on Cumberland Street to 36th Street; South on 36th Street to Appleton Street; West on Appleton Street to Reno Road; South on Reno Road to Windom Place; West on Windom Place to 37th Street; South on 37th Street to Upton Street; West on Upton Street to Wisconsin Avenue; North on Wisconsin Avenue to Van Ness Street; West on Van Ness Street to Nebraska Avenue; North on Nebraska Avenue to Wisconsin Avenue; North on Wisconsin Avenue to Brandywine Street.

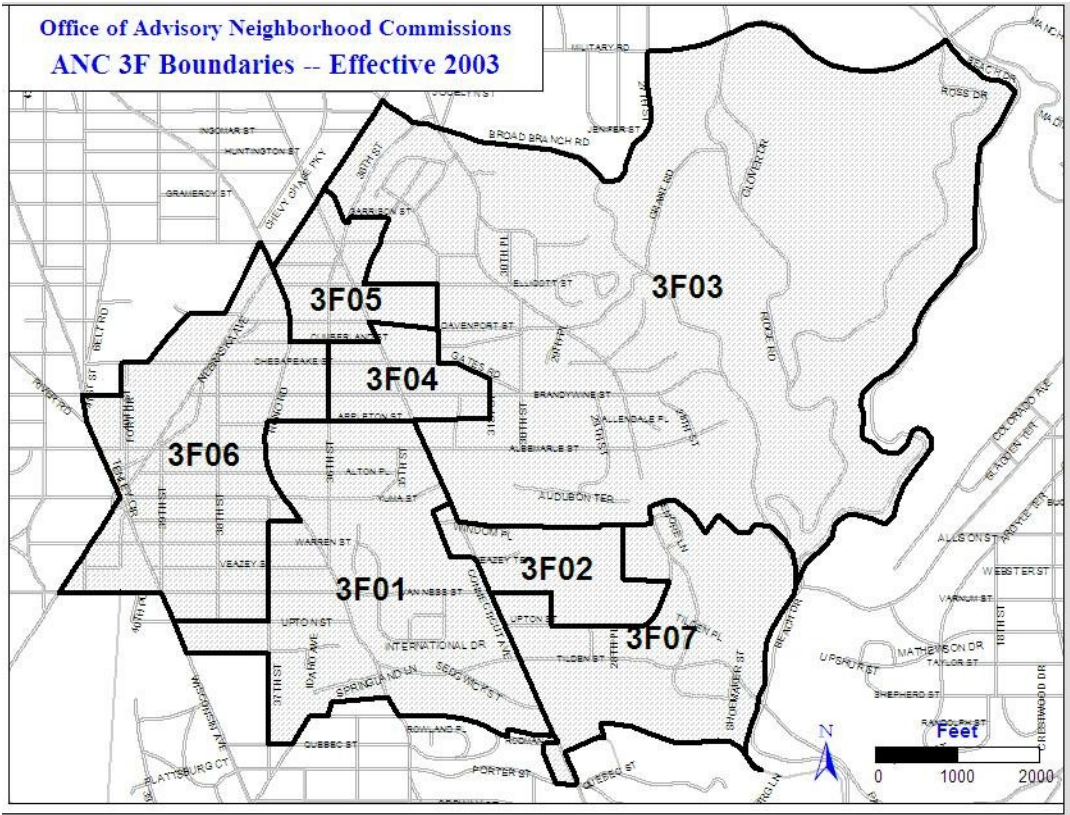
[May 10, 2002, D.C. Law 14-133, § 2(a)]

Description of SMD 3F07 Boundaries

All streets are in the Northwest quadrant. Beginning at Connecticut Avenue and Van Ness Street; East on Van Ness Street to the western lot line of 2900 Van Ness Street (Howard University Law School); South on that lot line to Upton Street; East on Upton Street and curving northward to the northern lot line of 2801 Upton Street (Levine School of Music); West on that lot line to the eastern lot line of 2900 Van Ness Street (Howard University Law School); North on that lot line to southern boundary of Soapstone Valley Park; East on that boundary to the eastern boundary of that Park; North on that Park boundary to Soapstone Creek; East (downstream) on the bed of Soapstone Creek to its confluence with Broad Branch; South (downstream) on the bed of Broad Branch to its confluence with Rock Creek; South on Rock Creek to the confluence of the Melvin C. Hazed Tributary; West on the bed of that stream to a theoretical eastward continuation of the lot line separating 3601 Connecticut Avenue (to the south) from 3701 Connecticut Avenue (to the north) to and on that lot line to Connecticut Avenue; South on Connecticut Avenue to Porter Street; West on Porter Street to the rear lot line of 3601 Connecticut Avenue; North on that rear lot line and rear lot lines of 3614, 3616, 3618, 3620, 3624 and 3628 Connecticut Avenue and 3002 Rodman Street to Rodman Street; East on Rodman Street to Connecticut Avenue; North on Connecticut Avenue to Van Ness Street.

[May 10, 2002, D.C. Law 14-133, § 2(a)]

ANC 3F Map from the Board of Elections and Ethics



ADVISORY NEIGHBORHOOD COMMISSION 3F
North Cleveland Park, Forest Hills & Tenleytown
BY-LAWS OF THE COMMISSION [CONSOLIDATED]

DETAILED TABLE OF CONTENTS

ARTICLE I. NAME

ARTICLE II. DUTIES AND RESPONSIBILITIES

- Section 1. Advice to the Government
- Section 2. Required D.C. Government Notice
- Section 3. Scope
- Section 4. Citizen Comment
- Section 5. Annual Report
- Section 6. Programs
- Section 7. Federal Advisory Mechanisms

ARTICLE III. COMMISSIONERS

- Section 1. Composition of the Commission
- Section 2. Term of Office
- Section 3. Vacancies
- Section 4. Compensation of Commissioners
- Section 5. Conflict of Interest
- Section 6. Commission Policy Statements
- Section 7. Records
- Section 8. Votes of the Commissioners
- Section 9. Commissioner Correspondence
- Section 10. Quorum
- Section 11. Commission equipment and supplies

ARTICLE IV. OFFICERS

- Section 1. Election of Officers
- Section 2. Term of Office
- Section 3. Nominations
- Section 4. Voting
- Section 5. Vacancies
- Section 6. Duties of the Chairperson
 - a. Convener
 - b. Ruling on Procedural Matters
 - c. Supervision of ANC Staff
- Section 7. Duties of the Vice Chairperson
 - a. Represent Chairperson
- Section 8. Duties of the Secretary
 - a. Preparation of the Minutes
 - b. General Correspondence
- Section 9. Duties of the Treasurer

- a. Annual and Quarterly Financial Reports
- b. Bonding of the Treasurer
- c. Authorization of Commission Expenditures
- d. Cosigning Checks and Other Withdrawal Documents

ARTICLE V. MEETINGS

- Section 1. Public Meeting Requirement
- Section 2. Official Action
- Section 3. Types of Meetings
 - a. Business Meetings
 - b. Special Meetings
 - c. Town Hall meetings
 - d. SMD meetings
 - e. Representativeness
- Section 4. Meeting Places
- Section 5. Public Notice of Meetings
- Section 6. Agenda
- Section 7. Recommendations of the ANC
- Section 8. Incorporation of Resident Views
- Section 9. Dissemination of Information
- Section 10. Commission Actions
- Section 11. Joint Meetings

ARTICLE VI. VOTING

- Section 1. Form of Vote
- Section 2. Definition of a Voting Majority

ARTICLE VII. COMMITTEES

- Section 1. Categories
 - a. Standing Committees
 - b. Ad Hoc Committees
- Section 2. Chairperson's Role
- Section 3. Committee Responsibilities
- Section 4. Appointment and Removal of Committee Members

ARTICLE VIII. PARLIAMENTARY AUTHORITY

- Section 1. Robert's Rules of Order Revised

ARTICLE IX. GENERAL FINANCES

- Section 1. Solicitation or Acceptance of Funds
- Section 2. Pooling Funds with Other ANCs
- Section 3. Depositories
- Section 4. Treasury Vacancy

ARTICLE X. LEGAL STATUS; OTHER POWERS AND LIMITATIONS

- Section 1. Legal Redress

- Section 2. Incorporation and Commissioner Liability
- Section 3. Hiring
- Section 4. Grant Guidelines

ARTICLE XI. AMENDMENT OF BY-LAWS

- Section 1. Copy of By-Laws to Council
- Section 2. Revision of By-Laws
- Section 3. By-Laws Consistent with Current D.C. and Congressional Legislation
- Section 4. Public Access to By-Laws
- Section 5. Effective Date

Appendix

- Legal description of ANC 3F and SMDs
- ANC 3F Map from the Board of Elections and Ethics