

### **ANC 3A Standard Operating Procedures for Committees and Task Forces (adopted July 2023)**

Under District laws and ANC 3A Bylaws, the Commission may decide to form standing committees, special committees, or task forces, by majority vote of the Commission at a duly noticed public meeting at which a quorum is participating.

Standing committees are defined as groups established by the ANC to deal with issues the Commission identifies as ongoing issues or subjects coming before the Commission on which it needs consistent attention and support, without a predicted end time or specific time limit. For each standing committee established by the Commission, the ANC is required to specify the assigned subject area or group of subjects or issues that the committee will work on. That work can include research to gather facts and reach out to others to gain further input and insight, and products including reports on the research and/or sets of recommendations to the Commission.

Special committees or task forces can be formed by the ANC if a shorter-term question or challenge arises and the Commission needs assistance from additional members of the community to explore, gather facts and perspectives, and develop options and/or recommendations for how the Commission can deal with the issue or subject(s). Special committees and task forces are not expected to operate indefinitely, but continue only until the work on the assigned question or issue has been addressed or the Commission decides the group is no longer needed.

#### **CHAIRS**

The Commission shall appoint the Chair (or Co-Chairs) of a standing committee or special committee or task force, by vote at a duly noticed public meeting at which a quorum is participating. Nominations for Chair may be made by any Commissioner. Self-nominations also should be accepted.

The Chair of a committee or special committee should normally be a Commissioner. If there are Co-Chairs, at least one Co-Chair should be a Commissioner.

If a task force is formed about a specific subject or issue on which no Commissioner has the appropriate interest or expertise, the Commission may appoint an individual as Chair of the task force who is not a Commissioner.

All residents of ANC 3A are eligible to be Chair(s) or Vice Chairs of a committee or task force.

At the second regular public meeting of each calendar year, the Commission should hold a vote to appoint the Chair (or Co-Chairs) of each standing committee.

The term of each Chair or Co-Chair of an ANC 3A standing committee will be one year, unless otherwise established by vote of the Commission. Each Chair or Co-Chair shall serve until a successor has been elected by the Commission.

There is not a specific limit on the total number of terms an individual can serve as Chair of a standing committee.

Special committee chairs and task force chairs should be appointed as needed, and serve until the work is completed or until the Commission votes to appoint someone else to serve as Chair(s).

The Chair(s) of a committee or task force should appoint a Vice Chair. If the Chair or a Co-Chair of a committee or task force is not a Commissioner, then the Vice Chair should be a Commissioner.

If the Chair(s) of a committee or task force cannot serve by reason of resignation, illness, or other absence, the Vice Chair may preside. If the Chair and Vice Chair positions are vacant, committee or task force members shall elect a Chair Pro Tempore to preside over committee or task force meetings until the Commission appoints the new Chair(s).

## MEMBERS

All residents of the Commission area shall be eligible to participate in committees or task forces. When the Commission establishes a committee or task force, the Commission shall announce that participation is open and begin accepting expressions of interest.

The Commission shall have authority to specify a maximum or minimum number of members for an individual committee or task force.

Normally no ANC 3A committee should have more than 15 members (in addition to the Chair or Co-Chairs).

Normally no ANC 3A task force should have more than 20 members (in addition to the Chair or Co-Chairs).

When the Commission creates a committee or task force, it may also set a desired number of members from each Single Member District (SMD) to serve on that committee or task force.

The desired number of members can be changed by vote of the Commission, on a recommendation of the Chair(s) of the committee or task force or on request of members that circumstances require a different number of members to carry out the responsibilities effectively and efficiently.

Individuals should contact the Commission with expressions of interest in participating in a committee or task force, sharing full legal name, address, any prior affiliation with the Commission or ANC or community committees or task forces, specific interests, and other background and experience that would make them effective members. Commissioners may reach out to individuals they would like to encourage to participate, and invite them to submit expressions of interest.

If more individuals volunteer to participate than can be accommodated under the approved maximum number of members, the Commission or committee or task force Chair(s) may draw lots or identify other means of identifying members, with a particular focus on maintaining diversity of perspectives and knowledge, including residence in each Single Member District.

The proposed membership list for each committee or task force shall be subject to approval of the Commission by vote at a duly noticed ANC 3A public meeting at which a quorum is participating.

The full list of names submitted and selected for membership shall be shared publicly on the Commission website and at a duly noticed public meeting of the Commission at which a quorum is participating. The list shall include legal names, addresses, affiliations if that was a basis for the selection, contact information such as phone or email, as well as any methods used to make selections where not all volunteers could be accepted.

The committee or task force Chair(s) should contact any members who have not participated in three or more consecutive public meetings of the committee or task force and ask if they can commit to participating at the next meeting or if they would like to withdraw.

If one or more members withdraw for any reason during the course of a calendar year or if the committee or task force Chair(s) or members recommend that additional members are needed, the Commission should review the request and take a vote to open a new recruitment period, unless (in the case of a standing committee) the timing would be too close to the end of the calendar year to allow the process to be completed before a new recruitment process would begin.

At the beginning of each two-year term, the Commission should open a new recruitment period for each standing committee. All current standing committee members should be eligible to submit expressions of interest, but continued membership would not be guaranteed. Selections would depend on the applications received and the maximum number of members.

All ANC 3A Commissioners will be welcome to participate in a committee or task force as ex officio members and cast votes, even if they are not listed as members.

Members of organizations including businesses that serve or are located in the Commission area may also participate in the work of committees or task forces. The organizations or their representatives should express to the Commission their interest in participating in a committee or task force as other prospective members are asked to do. Representatives of organizations may be designated as ex officio members, with approval of the Chair(s) and vote of the committee or task force members. This category of ex officio members may be excluded from a vote of the committee or task force, if that is approved by vote of 2/3 of the other members at a public meeting at which a quorum is participating. (If this category of member is excluded from all votes, they should not be counted in assessing the maximum or minimum number of members.)

Individuals volunteering to participate in a committee or task force as non-residents may be allowed to be members at the discretion of the Chair(s) of the committee or task force in consultation with its members. If there are more residents requesting to be members than the specified maximum number of committee or task force members, non-residents may be invited to participate but asked to serve as non-voting members, upon a 2/3 vote of the other committee or task force members at a duly noticed public meeting at which a quorum is participating. That decision may be reviewed and approved or disapproved by vote of the Commissioners at the next duly noticed public meeting of the Commission at which a quorum is participating. In that circumstance, the Commission may also vote to raise the maximum number of members of the committee or task force in order to allow additional participants.

Individual members may be asked to end their participation in a committee or task force if they violate administrative procedures, including Robert's Rules of Order and other guidelines governing conduct at meetings as have been adopted for the committee or task force, particularly if this occurs at more than one public meeting. Requests to terminate participation of a member can come from the Chair(s) or other member(s) and must be approved by a 2/3 vote of the other committee or task force members, at a public meeting at which a quorum is participating. Such votes may be reviewed by the Commission on request of affected individuals, and the Commission may vote to approve or reject the vote of the committee or task force members, or the Commission may prescribe other steps as it deems appropriate.

## MEETINGS

Standing committees should hold public meetings regularly, at least 8 times in each calendar year.

A special committee or task force should hold public meetings as often as the Commission votes is appropriate or, in the absence of a Commission vote, as often as is deemed necessary and appropriate by the Chair(s) of the special committee or task force in consultation with its members.

All meetings of ANC 3A committees or task forces shall be conducted as public meetings. Notice of each public meeting shall be provided to the community at least 7 days in advance of the meeting, using at least two methods identified by vote of the Commission or, in the absence of a Commission vote on this matter, at the choice of the Chair(s) of the committee or task force, in consultation with its members. In any case, the public meetings shall be posted on the ANC 3A website. The proposed agenda of each public meeting shall also be posted on the ANC 3A website 7 days in advance.

Public meetings of committees or task forces may be held in person, by virtual technology, or as hybrid meetings (both virtual and in person). The format may be specified by vote of the Commission or, in the absence of a Commission vote on the matter, may follow what is deemed appropriate by the Chair(s) of the committee or task force, in consultation with its members.

Public meetings of ANC 3A committees or task forces should be conducted following Robert's Rules of Order.

The Chair(s) of a committee or task force may adopt general administrative rules or procedures for organizing and conducting its public meetings. Operating rules or procedures shall be shared with all committee or task force members and with the Commission. Members should be able to request modifications to operating rules or procedures, following Robert's Rules of Order, with discussion among committee or task force members at a public meeting and vote on any changes to be adopted.

A transcript or recording shall be kept of each public meeting of a committee or task force, except for any portion of a meeting at which personnel or legal matters are under discussion (as is the case with any ANC public meeting). Transcripts or recordings of the meetings do not have to be posted online but should be made available on request.

All meetings of committees or task forces shall be open and accessible to all members of the community, under the same legal standards that govern ANC public meetings, unless there is an extraordinary emergency requiring a change in meeting location or format within the 3 days before a meeting that cannot be avoided, the available alternative location or facilities do not allow full accessibility, and the meeting cannot practicably be rescheduled. Accessible arrangements should be chosen if possible, and the transcript or recording of any committee or task force meeting that is not fully open and accessible should be posted publicly soon after the meeting so the proceedings are available.

It would be highly desirable for the Chair(s) of a committee or task force to prepare at least a brief summary of each public meeting, noting the results of any votes and findings and recommendations adopted, and transmit that summary to the Commission Chair and Secretary (or the Commission email). If the summary or other report contains confidential information that cannot be publicly disclosed, that portion should be redacted to conceal sensitive personal or proprietary information but the rest of the summary should be posted on the ANC 3A website and made available to the public.

It is not necessary for a committee or task force to prepare and issue public minutes of each meeting unless for some reason a transcript or recording cannot be provided in a timely manner upon request, such as within two weeks of the request, and/or before the next meeting of the committee or task force or the next meeting of the Commission, if practicable.

Committees or task forces should make regular presentations about their work to the Commission at its public meetings, at least every two months or at the request of the ANC 3A Chair. When a committee or task force develops and approves recommendations, the Chair(s) of the committee or task force should request time on the agenda of the next regular public meeting of ANC 3A to make a presentation on the recommendations.

If not all members of a committee or task force agree on a report or recommendations to forward to the Commission, those members with dissenting opinions should be welcome to share their views or recommendations with the Commission, and may ask the ANC 3A Chair for time on the agenda of the next regular public meeting to make a presentation along with the Chair(s) of the committee or task force, if time permits. The agenda is at the Chair's discretion.

#### SUBCOMMITTEES

A standing committee or special committee or task force may form one or more subcommittees at the discretion of the Chair(s) in consultation with members, if there are specific topics that merit additional attention and require time or expertise that is beyond the capacity of the committee or task force members.

The Chair(s) of the committee or task force should appoint leaders of the subcommittee.

Membership of such subcommittees should be developed by the leaders following principles of openness and inclusion, as ANC 3A committees and task forces are required to follow.

Meetings of subcommittees shall follow the same guidelines for notice and accessibility as committees and task forces (above).

Other operating procedures are at the discretion of the committee or task force Chair(s) and the leaders of the subcommittees in consultation with other participants.

Since they are accountable to the committee or task force, such subcommittees should report regularly on their work to that committee or task force, but it is up to the committee or task force to determine if the subcommittees should meet the same requirements as ANC 3A committees or task forces for voting, reporting, or presenting meeting summaries to the Commission.

#### JOINT COMMITTEES OR TASK FORCES

The Commission may also be asked to participate in joint task forces or committees with other ANCs. If the Commission is asked to provide an official representative to a joint task force or a joint committee, the Commission shall hold a vote at a duly noticed public meeting at which a quorum is participating, to designate one or more Commissioners to participate and represent the Commission as a whole. The Commissioner(s) so designated may share facts and express past positions taken by the Commission as well as general interests of the Commission.

If such a task force or committee is seeking a vote or an official position from the ANC representative(s) about a matter before it, the Commissioners designated as official representative(s) of the ANC may not express an official position or vote on behalf of the Commission as a whole unless the Commission has taken a vote to adopt an official position on the specific matter at a duly-noticed public meeting at which a quorum is participating, and has designated the Commissioner(s) to represent the Commission on that matter.

Any Commissioner may also accept an invitation as an individual to participate in a task force formed by one or more ANCs, Commissioners or others. In such a case, that Commissioner may join in activities as any other individual task force member would, and may provide factual information about past votes or activities of the Commission; however, the individual Commissioner may not speak for the Commission as a whole, unless the Commission has taken a vote on an official position at a duly-noticed public meeting at which a quorum is participating and has designated the Commissioner(s) to represent the Commission on the specific matter in question.

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This document was approved by the Commission by a vote of 4 – 0 at a duly noticed public meeting on July 18, 2023, at which a quorum was present. (Three of the five Commissioners constitute a quorum.)

Thaddeus Bradley-Lewis, Chair  
Hans Miller, Vice Chair  
Jeremy Del Moral, Treasurer  
Ann Lane Mladinov, Secretary