



# Advisory Neighborhood Commission 2A

*“Serving the Foggy Bottom and West End communities of Washington, D.C.”*

## Standard Operating Procedures Resolution (Malec)

**WHEREAS**, the Commission recognizes the need for clear, consistent operating guidelines that facilitate transparency, efficiency, and public participation in Commission decisions;

**WHEREAS**, Article XIII of the ANC 2A bylaws permits the Commission to create a Standard Operating Procedures document;

**WHEREAS**, the creation of a Standard Operating Procedures document enables the Commission to formalize and codify its operational practices and procedures;

**WHEREAS**, no Standard Operating Procedures document has yet been created;

**THEREFORE, BE IT RESOLVED** that the Commission shall adopt the following Standard Operating Procedures:

### ANC 2A Standard Operating Procedures

*Adopted Wednesday, March 18, 2026*

#### **ARTICLE I. GENERAL PROVISIONS**

1. These Standard Operating Procedures (SOP) are adopted pursuant to the authority granted by Article XIII of the ANC 2A Bylaws. The purpose of the SOP is to supplement the Bylaws by providing additional detailed guidelines for the efficient and transparent operation of the Commission.
2. All Commissioners, officers, committee members, and any other individuals carrying out official tasks on behalf of ANC 2A shall adhere to these SOP provisions. In the event of any conflict between this SOP and applicable District law or the ANC 2A Bylaws, the law or Bylaws shall prevail.
3. The SOP may be amended at any duly noticed public meeting of the Commission by a majority vote. Any such amendments, once adopted, shall be incorporated into the SOP. The Secretary shall maintain an updated version of the SOP and ensure that all Commissioners are provided copies of any revisions.



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4. The SOP shall be maintained as an official public document of the Commission. The Commission shall post it on the Commission’s website and make the current SOP available to the public upon request.

## ARTICLE II: RECORD KEEPING

1. When the Commission considers an official request for comment by a District agency, such as but not limited to ABCA license applications, the secretary shall record the Commission’s actions in the following format:

Matters before [identify requestor] [describe matter at hand].

On [date of Commission meeting] ANC 2A, by a vote of \_\_\_\_\_ choose one of the following: supported, opposed, tabled, modified, took no action on.)

[Describe modification or attach modified resolution.]

## ARTICLE III: RESOLUTIONS

1. No resolution shall be placed on the draft agenda or the final draft agenda unless its full text has been submitted to the Chairperson, the Executive Director, and all members of the Commission, at least seven calendar days prior to the meeting at which it will be considered.

2. The full text of a resolution shall be hyperlinked from the draft agenda and the final draft agenda.

3. The text of a resolution shall not be changed within the 24 hours preceding the meeting at which it will be considered.



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4. Unless otherwise specified, resolutions adopted in response to an official request for comment by a District agency, such as but not limited to ABCA license applications, shall be structured according to the following template:

At its [regular or special] meeting on [Month Day, Year], Advisory Neighborhood Commission 2A (“ANC 2A” or “Commission”) considered the above-referenced matter. With [X of Y] commissioners present, a quorum at a duly-noticed public meeting, the Commission voted [In Favor-Opposed-Abstentions], after a motion made by [Commissioner’s Name] and seconded by [Commissioner’s Name], to adopt the following resolution:

ANC 2A [supports, opposes] [applicant’s name] [description of application] at [address].

5. The ANC 2A executive director shall be responsible for preparing and submitting resolutions and letters passed by the Commission.

## **Article IV: PRESENTATIONS**

1. The ANC 2A Chairperson or executive director shall request that all presenters provide written versions of their announcements or presentations to the Commission at least 24 hours prior to the relevant meeting, in a format that can be attached to the final draft agenda.

2. The ANC 2A Chairperson or executive director shall encourage presenters to refrain from orally repeating information that can be provided in written form, such as announcement of future events or meetings.

## **ARTICLE V: AGENDAS**



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1. A final draft agenda shall be published at least 24 hours prior to any Commission meeting.

**BE IT FURTHER RESOLVED** that the text of the Standard Operating Procedures document shall not infringe upon the rights and privileges afforded to Commissioners under D.C. Code and the Commission’s bylaws.

**FINALLY, BE IT RESOLVED** that the Standard Operating Procedures document shall be in effect immediately upon adoption of this resolution.