



COUNCIL OF THE DISTRICT OF COLUMBIA

WASHINGTON, D.C. 20004

July 30, 1992

Ms. Eva M. Jones  
Chairperson, ANC 7-C  
4651 Nannie Helen Burroughs Ave., N.E.  
Washington, D.C. 20019

Dear Ms. Jones:

At your request my staff has reviewed three sets of minutes and two letters relating to ANC 7-C's efforts to remove its treasurer.

As a general rule, an ANC may remove any of its officers at any time. However, the procedure for doing this varies from ANC to ANC and is set forth in each Commission's bylaws. If the bylaws are silent, then you must refer to Robert's Rules of Order. Variations in the process usually involve notice to the officer, opportunity to reply, and the size vote required to remove. So long as the Commission follows its procedures, an officer has no right to refuse the ANC's wishes.

In looking at your minutes -- and I must compliment ANC 7-C for being so efficient in maintaining its minutes -- I noticed several financial issues that warrant comment.

- o The law requires that all financial books and records be kept in the Commission's office.
- o Grants may not be paid to individuals or governmental agencies. Enclosed is a fact sheet on grants prepared by my Committee staff.
- o No action of any kind is official if it is adopted or approved by telephone poll. The law is clear on this: any action must be taken at a meeting open to the public.
- o All expenses must be individually approved. Only if it is a recurring operational expense (such as rent or payroll) may it be approved only once by resolution.

I hope this information is helpful to you. If you need additional information please call Phil Mendelson on the Committee staff at 724-8173.

Sincerely,

A handwritten signature in black ink, appearing to read "James E. Nathanson", written over a horizontal line.

**James E. Nathanson**  
Chair, Committee on  
Government Operations