



**BY-LAWS OF
ADVISORY NEIGHBORHOOD COMMISSION 1C
(ADAMS MORGAN)**

ARTICLE 1 – COMMISSION BY-LAWS AND BOUNDARIES

Section 1 – By-laws. Pursuant to Section 14(d) of the Advisory Neighborhood Commission Act of 1975, as amended (D.C. Code § 1-309.11(d) (2002)) (hereinafter the “Act”), Advisory Neighborhood Commission 1C (hereinafter the “Commission”) adopts these by-laws to govern its operations.

Section 2 – Commission Area Boundaries. The geographic boundaries of the Commission shall be those established by the Council of the District of Columbia (hereinafter the “Council”), as they may be revised from time to time pursuant to the decennial census or other law. As of January 2, 2003, those boundaries are as follows (with all named streets located in NW): Beginning at the intersection of Connecticut and Florida Avenues; northeast on Florida Avenue to U Street; east on U Street to 16th Street; north on 16th Street to Harvard Street; west on Harvard Street to the entrance to the National Zoological Park; west across the bridge at the entrance of the National Zoological Park to Rock Creek; south along Rock Creek to Connecticut Avenue at the Taft Bridge; southeast on Connecticut Avenue to Florida Avenue.

ARTICLE 2 – COMMISSION AUTHORITY AND RESPONSIBILITIES

Section 1 – In General. The Commission shall have all authorities provided by the Act to Advisory Neighborhood Commissions generally, including the authority to advise the Council, the Mayor, executive agencies, and independent agencies, boards, and commissions of the District Government with respect to the District budget, District goals and priorities, and all other matters of District governmental policy that affect the Commission area.

Section 2 – Specific District Government Actions. Pursuant to Section 13 of the Act (D.C. Code § 1-309.10 (2002)), the Commission shall endeavor to advise each agency, board, and commission of the District government of the Commission’s views regarding any requested or proposed zoning variances or special exceptions, zoning map or text changes, comprehensive plans, licenses, permits, or public improvements affecting the Commission area, and regarding the award of any grant funds to a citizen organization or group, proposed changes in District government service delivery, and the development of any proposed facility or system insofar as these may affect the Commission area.

Section 3 – Service Complaints and Recommendations. The Commission and each individual Commissioner shall monitor complaints and recommendations of residents, businesses, organizations, and other community members within the Commission area with respect to the delivery of District government services. Such complaints and recommendations shall in the first instance be reviewed and investigated by the Commissioner for the single-member district in which the resident, business, organization, or other community member is located or in which the problem exists or both, whichever appears most appropriate. The reviewing Commissioner(s) shall endeavor to address the complaint or recommendation wherever possible without further action of the Commission. However, where such informal efforts have not succeeded or would be

insufficient or unduly burdensome to achieve a satisfactory outcome, the Commissioner may refer the complaint or recommendation to the Commission for formal Commission action as provided in Article VII.

ARTICLE 3 – OFFICERS AND OTHER POSITIONS

Section 1 – Officers and Terms. The Commission shall elect from among the Commissioners a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as it may deem necessary, each of whom shall be elected at the first meeting held in January of each year and shall serve until the first meeting held in the next succeeding January. Notwithstanding the preceding sentence, if the Board of Elections and Ethics has not certified the election of a majority of the Commissioners of the Commission by the first meeting in January in an odd-numbered year, the election of officers shall take place at a meeting held no later than 30 days following the certification of such a majority.

Section 2 – Nominations. Each candidate for an officer position shall be nominated by a Commissioner, and shall be seconded by another Commissioner. A Commissioner may nominate or second himself or herself for any office. The Commissioner making a nomination may speak for up to two minutes in support of the nominee prior to a second, and each candidate may speak for up to two minutes after nominations for that office are closed. However, a Commissioner who makes a nominating speech in support of himself or herself may not speak a second time after nominations for that office are closed.

Section 3 – Elections.

- (a) Offices shall be filled in the order set forth in Section 1 of this Article 3. The election for Chairperson shall be conducted by the outgoing Chairperson if available, or by the next ranking and available officer of the outgoing Commission. Thereafter, the election for other offices shall be conducted by the newly elected Chairperson.
- (b) After nominations for an office are closed and the candidates have spoken as provided in Section 2 of this Article 3, the election for that office shall take place by show of hands. A majority of the Commissioners present shall be required for election. In the event more than two candidates for an office are nominated and no candidate receives a majority of votes, the name of the candidate receiving the fewest votes shall be withdrawn from consideration. In the event of a tie for fewest votes, a coin toss shall determine the name to be withdrawn. A further ballot shall then be held. In the event of a tie between the two (or final two) candidates for an office, the Commissioner who seconded each nominee shall be recognized to speak for up to one minute in support of that nominee. A further ballot shall then be held. In the event of another tie, a coin toss shall determine the winner.

Section 4 – Removal and Vacancies.

- (a) An officer may be removed in accordance with the provisions of Section 14(e)(2) of the Act (D.C. Code § 1-309.11(e)(2) (2002)). Except as provided below in Section 4(b) of this Article 3, in the event a vacancy occurs by reason of such removal, or due to death or resignation, an election to fill the vacant position shall occur at the next regularly scheduled meeting of the Commission using the procedures set forth in Sections 2 and 3 of this Article 3. The officer elected to fill the vacant position shall serve out only the term of the

officer being replaced. Until a vacancy in the office of Vice Chairperson or Secretary is filled, the Chairperson may appoint an interim officer.

- (b) In the event a vacancy occurs in the office of Treasurer the Commission shall elect a new Treasurer within ten days of the vacancy. The new Treasurer shall be elected in the manner provided by Sections 2 and 3 of this Article 3. If a regular meeting of the Commission is not scheduled to be held within ten days after the vacancy occurs, a special meeting shall be convened by the Chairperson.

Section 5 – Other Duties. As more fully set forth in Article 5, the Commission shall elect from among the Commissioners chairpersons for each of the standing committees. The Commission shall also elect from among the Commissioners a representative to any business improvement district within the Commission boundaries. The Commission shall endeavor to allocate the offices and positions specified in this Article 3 as broadly as possible among the Commissioners.

Section 6 – Consecutive Terms. There shall be no limit on the number of consecutive terms that may be served in any office or position by a Commissioner.

ARTICLE 4 – DUTIES OF COMMISSION OFFICERS

Section 1 – Chairperson. The Chairperson shall serve as the convener of the Commission, shall preside at Commission meetings, and shall have such other duties and authorities as are provided elsewhere by law and these by-laws. The Chairperson shall rule on procedural questions subject to the appeal rights provided in Robert’s Rules of Order, Newly Revised.

Section 2 – Vice Chairperson. The Vice Chairperson shall carry out the duties of the Chairperson described in Section 1 of this Article 4 in the event the Chairperson is absent or otherwise unable to perform such duties. The Vice Chairperson shall provide such assistance to the Chairperson as the Chairperson may request and perform such duties as may be delegated by the Chairperson. The Vice Chairperson shall also act as Chairperson when the Chairperson is required or wishes to relinquish the gavel in the course of a meeting.

Section 3 – Secretary. The Secretary shall be responsible for the preparation of the minutes for all meetings of the Commission and for the distribution of copies of minutes to all Commissioners prior to their approval. The Secretary shall maintain the Commission’s written records, except for its financial records, shall ensure the issuance of required meeting notices, and shall conduct the general correspondence of the Commission except as otherwise required by law or authorized by the Chairperson. The Secretary shall be provided with copies of all minutes, reports, and correspondence of the Commission committees and shall perform such other duties as the Chairperson may request.

Section 4 – Treasurer.

- (a) Each expenditure of funds shall be voted on by the Commission upon motion or resolution, except as permitted by the District of Columbia Auditor based on the budget adopted by the Commission for the applicable fiscal year. Each expenditure shall be recorded in the Commission’s books of accounts. Every draft or order drawn on the Commission’s depository accounts shall bear the signatures of two officers, at least one of whom shall be the Treasurer or the Chairperson. The Treasurer shall designate one or more financial

institutions within the District of Columbia as depositories of the Commission funds, which designation shall be approved by the Commission at a regularly scheduled meeting.

- (b) The Treasurer shall maintain the Commission's books and accounts on a District of Columbia Government fiscal year basis (October 1 – September 30). The Commission by resolution shall designate the location at which the Commission's books and records shall be maintained, which shall be the Commission office if the Commission has a regular office, or the Treasurer's home or business address if the Commission does not have a regular office.
- (c) The Treasurer, in consultation with the Chairperson, shall develop a proposed annual fiscal year spending plan budget. The Treasurer shall present this proposed budget at a regularly scheduled meeting held within 45 days of notification of the amount of the Commission's annual allotment, for comment from residents of the Commission area and for adoption of such budget as required by law.
- (d) The Treasurer shall prepare quarterly and annual financial reports as required by law. Following approval by the Commission, the required officers shall promptly sign and submit such reports to the District of Columbia Auditor.
- (e) No expenditure shall be made by the Commission during a vacancy in the office of Treasurer, or at any time when a current and accurate statement and bond or its equivalent are not on file with the District of Columbia Auditor as required by Section 16(c) of the Act (D.C. Code § 1-309.13(c) (2002)).

ARTICLE 5 – COMMITTEES

Section 1 – Composition of Standing Committees. There shall be three standing committees to assist in conducting the Commission's business. Subject to the requirements of Section 2 of this Article 5, the names, jurisdictions, chairpersons, and membership rosters shall be approved by the Commission no later than February of each year upon motion or resolution of the Chairperson.

Section 2 – Jurisdiction. One standing committee shall have jurisdiction over alcoholic beverage control and public safety matters, another shall have jurisdiction over planning, zoning, and transportation matters, and a third shall have jurisdiction over other public services and the environment, including matters relating to parks, schools, non-profit organizations and grants to organizations under Section 16(m) of the Act (D.C. Code § 1-309.13(m) (2002)). Each standing committee shall have jurisdiction over such additional matters as may be determined by the Commission. Each standing committee shall proactively seek to initiate policy-level community discussions of ways to improve the community with respect to the matters for which it has jurisdiction.

Section 3 – Special Committees or Task Forces. The Commission may establish from time to time, as may be necessary, special committees or task forces of limited duration to address specific issues or matters for which none of the standing committees have appropriate jurisdiction or expertise, and shall designate a chairperson and the members of each such special committee or task force upon its creation.

Section 4 – Reporting. Immediately following any meeting of a standing committee, special committee, or task force, the chairperson of the standing committee, special committee, or task force shall report to all of the Commissioners any actions taken at the meeting.

Section 5 – Vacancies or Additional Committee Members. The Chairperson of the Commission, with the approval of the Commission, shall appoint such additional members to a standing committee, special committee, or task force as may be needed to provide additional assistance thereto, or to fill any vacancy on a standing committee, special committee, or task force.

ARTICLE 6 – MEETINGS

Section 1 – Open Meetings. All meetings of the Commission, and of any standing committee, special committee, or task force, shall be open to the public, provided that a meeting of the Commission may be closed to the public for the discussion of personnel or legal matters pursuant to Section 14(g) of the Act (D.C. Code § 1-309.11(g) (2002)).

Section 2 –Regular Meetings. The Commission and the standing committees shall each endeavor to meet on a regular schedule each calendar month, and shall endeavor to avoid meeting during the same calendar week as each other. The Chair of the Commission may reschedule or cancel a meeting of the Commission, however the Commission shall not hold fewer than nine meetings of the Commission per calendar year. The chair of a standing committee, special committee, or task force may reschedule or cancel a meeting of such standing committee, special committee, or task force.

Section 3 – Special Meetings. A special meeting of the Commission shall be called if announced by the Chairperson, if requested in writing by at least one-half of the elected Commissioners, if requested by petition of at least 50 registered voters within the Commission area, or if otherwise required by these by-laws. The purpose of the special meeting shall be stated in the meeting notice, and no other topic may be discussed at the meeting.

Section 4 – Joint Meetings. To address common issues or concerns more effectively, the Commission may hold joint meetings with other ANCs if approved by each participating ANC in a public meeting held prior to the joint meeting. All such joint meetings shall be open to the public to the same extent provided in Section 1 of this Article 6, and any official action shall be taken in the manner prescribed by Section 15(a) of the Act (D.C. Code § 1-309/12(a) (2002)).

Section 5 – Location. All meetings of the Commission, or of any standing committee, special committee, or task force, shall be held at a location within the Commission’s boundaries, provided that any joint meeting described in Section 4 of this Article 6 may be held within the boundaries of any other ANC that is participating in the joint meeting.

Section 6 – Notice. The Commission shall give notice of each meetings of the Commission to all Commissioners, to individuals with official business before the Commission, and to residents of the Commission area no less than 7 days prior to the date of the meeting. Shorter notices may be given in the case of an emergency or for other good cause. Notice of regular and emergency meetings must include at least two of the following:

- (a) Posting written notices in at least 4 conspicuous places in each single-member district within the Commission area;

- (b) Publication in a city or community newspaper;
- (c) Transmitting or distributing notices to a list of residents and other stakeholders in the community; and
- (d) Any other manner approved by the Commission.

The Act does not specify notice requirements for meetings of standing committees, special committees, or task forces, however the Commission shall endeavor to provide notice of such meetings as set forth in Article 8.

ARTICLE 7 – AGENDAS

Section 1 – In General. The Commission shall always endeavor to ensure that the residents who live within the Commission’s boundaries receive meaningful notice of and have a meaningful opportunity to influence Commission deliberation and voting. In order to accomplish this objective, matters for which the Commission can give advice (as described in Article 2) shall only be placed on the meeting agendas of standing committees, special committees, task forces, and the Commission in accordance with this Article 7.

Section 2 – Subject Matter Jurisdiction. A standing committee, special committee, task force, or special meeting of the Commission shall only include on its agenda for a meeting matters for which it has subject matter jurisdiction as set forth previously in these by-laws.

Section 3 – Agenda Requests. If a Commissioner would like a matter to be included on the agenda for a meeting of a standing committee, or of a special committee or task force that has already been established, but the chairperson of the standing committee, special committee, or task force does not agree, the chairperson of the standing committee, special committee, or task force, shall nevertheless include the matter on the agenda if a majority of the members of the standing committee, special committee, or task force notify the chairperson of the standing committee, special committee, or task force that they would like the matter to be included, or if a majority of the Commissioners notify the chairperson of the standing committee, special committee, or task force that they would like the matter to be included. If a Commissioner would like a matter to be included on the agenda for a regularly scheduled meeting of the Commission, but the Chairperson of the Commission does not agree, the Chairperson of the Commission shall nevertheless include the matter on the agenda if a majority of the Commissioners notify the Chairperson of the Commission that they would like the matter to be included.

Section 4 – Agendas for Meetings of Standing Committees. A standing committee shall only include matters on its agenda for a meeting that have been posted on the Commission’s website as agenda items for the meeting at least 14 days prior to the meeting. The chairperson of each standing committee shall be responsible for ensuring that the Commission’s website is updated on time.

Section 5 – Agendas for Meetings of Special Committees and Task Forces. A special committee or task force shall include matters on its agenda to the extent and on the schedule set forth by the Commission at the time that the Commission authorized the creation of the special committee or task force. Otherwise, a special committee or task force shall only include matters on its agenda for a meeting that have been posted on the Commission’s website as agenda items for the meeting

at least 14 days prior to the meeting. The chairperson of the special committee or task force shall be responsible for ensuring that the Commission's website is updated on time.

Section 6 – Agendas for Regular Meetings of the Commission. The agenda for each regularly scheduled meeting of the Commission shall automatically include any matters for which a recommendation was made by a standing committee, special committee, or task force since the previous regularly scheduled meeting of the Commission. Otherwise, the Commission shall only include matters on its agenda for a regularly scheduled meeting that have been posted on the Commission's website as agenda items for the meeting at least 14 days prior to the meeting. The Chairperson of the Commission shall be responsible for ensuring that the Commission's website is updated on time.

Section 7 – Agendas for Special Meetings of the Commission. The agenda for a special meeting of the Commission shall include only the matters set forth by the Commission at the time that the Commission authorized the special meeting. The Chairperson of the Commission shall be responsible for ensuring that the Commission's website is updated promptly after the special meeting is authorized.

Section 8 – Delay, Displeasure. If a matter arises in a timeframe that would not allow adherence to the foregoing requirements of this Article 7, the Chairperson of the Commission or the chairperson of the relevant standing committee, special committee, or task force may seek a delay by the body to which the Commission's advice would be addressed. Alternatively, or additionally, the Chairperson of the Commission or the chairperson of the relevant standing committee, special committee, or task force may notify the body to which the Commission's advice would be addressed that the Commission was not given sufficient time to appropriately consider the matter, and that the Commission is displeased with that fact.

Section 9 – Exceptions for Agendas of Meetings of Standing Committees, Special Committees, and Task Forces. A standing committee, special committee, or task force may deliberate on and vote on a matter as new business at a meeting even if the matter was not previously identified to the community as provided above in this Article 7, but only if:

- (a) all Commissioners and the community are given as much advance notice as is reasonably possible under the circumstances, and
- (b) the standing committee, special committee, or task force first passes a vote that: (i) explains why the normally required notice was not provided, and (ii) affirms either that it would not be adverse to the community to vote on the matter at that time or that it would be adverse to the community not to vote on the matter at that time.

Section 10 – Exceptions for Agendas of Regularly Scheduled Meetings of the Commission. The Commission may deliberate on and vote on a matter as new business at a regularly scheduled meeting even if the matter was not previously identified to the community as provided above in this Article 7, but only if:

- (a) all Commissioners and the community are given as much advance notice as is reasonably possible under the circumstances, and
- (b) the Commission first passes a vote that: (i) explains why the normally required notice was not provided, and (ii) affirms either that it would not be adverse to the community to vote

on the matter at that time or that it would be adverse to the community not to vote on the matter at that time.

Section 11 – Relevant Materials. The chairperson of the standing committee, special committee, or task force at which a matter will first be addressed, or the Chairperson of the Commission in the case of a matter that will first be addressed by the Commission as a whole, shall endeavor to ensure that any materials relevant to the deliberations and voting on any matter are made available to all Commissioners and posted on the Commission’s website at the same time that the matter is first placed on the meeting agenda of the standing committee, special committee, task force, or of the full Commission. The chairperson of the standing committee, special committee, or task force at which a matter will first be addressed, or the Chairperson of the Commission in the case of a matter that will first be addressed by the Commission as a whole, shall endeavor to ensure that such materials include documentation establishing that any particularly affected neighbors have been informed of the matter and instructed as to how to make their views known to the Commission. The failure of a party that is seeking the support of a standing committee, special committee, task force, or the Commission for a matter to provide such materials to the Commission shall itself be sufficient cause for the standing committee, special committee, task force, or the Commission to postpone hearing the matter or to vote against the party.

ARTICLE 8 – TRANSPARENCY

Section 1 – Identification of Upcoming Matters. At each regular meeting of the Commission, the Commission shall endeavor to identify to the community any matters that are expected to be included on the agenda of any upcoming meeting of a standing committee, special committee, task force, or of the full Commission, up through and including the next regular meeting of the Commission.

Section 2 – Ongoing Reporting of Voting and Agendas. In partial satisfaction of, and supplementary to, the requirements of Section 6 of Article 6, within two days following the date of each meeting of a standing committee, special committee, task force, or the Commission, the Chairperson of the Commission shall ensure that a brief but informative description of the following information is posted on the Commission’s website and posted on the most broadly established listserv in the community that is free and open to any resident of Adams Morgan:

- (a) each vote taken by the standing committee, the special committee, the task force, or the Commission with respect to any substantive matter that was deliberated on at the meeting;
- (b) the date, time, and location of each upcoming meeting of a standing committee, special committee, task force, and the Commission, up through and including the next regular meeting of the Commission;
- (c) each matter that is on the agenda of each such upcoming meeting.

Section 3 – Duly Noticed Meeting. The Commission shall use all reasonable endeavors to provide ongoing notice to the community in accordance with this Article 8. However, any meeting of the Commission shall nevertheless be treated as duly noticed as long as the requirements of Section 6 of Article 6 have been satisfied with respect to such meeting, and any meeting of a standing committee, special committee, or task force shall be treated as duly noticed notwithstanding any failure or delay with respect to the provisions of this Article 8.

ARTICLE 9 – MEETING PROCEDURES AND IMPLEMENTATION

Section 1 – Notice of Resolutions. As a courtesy to fellow Commissioners, any Commissioner who intends to move a resolution at a meeting shall endeavor to provide the text of the proposed resolution to all of the other Commissioners at least 24 hours prior to the meeting at which the resolution will be moved. The Commissioner shall also ensure that a reasonably sufficient number of printed copies of the proposed resolution are available for members of the community at the beginning of the meeting.

Section 2 – Discussion and Debate. Each Commissioner may speak for up to two minutes on a debatable motion or question, and may speak a second time for up to two minutes in rebuttal or response to others on the same motion or question. Each Commissioner may speak for up to two minutes on other matters (excluding nondebateable motions or questions), provided that the Chairperson may recognize a Commissioner to give a longer report or statement.

Section 3 – Community Participation. Community views shall be considered in recommendations made by standing committees, special committees, and task forces, and in determinations made by the Commission. Any community member may participate in the discussion of a matter (excluding nondebateable motions or questions) if recognized by the Chairperson of the Commission or the chairperson of a standing committee, special committee, or task force for that purpose. At least 10 minutes shall be reserved at the beginning of each regular meeting of the Commission to hear community views on problems or issues of concern within the Commission area and on proposed District Government actions that may affect the Commission area.

Section 4 – Interpretation. The Commission shall endeavor to provide simultaneous interpretation at meetings if requested at least 7 days in advance.

Section 5 – Voting. Except to extent specifically otherwise provided elsewhere in these by-laws, Commission actions shall be approved by a majority of the Commissioners present and voting, a quorum being present. The Chairperson shall have the right to vote on any matter. No proxy voting shall be permitted. At the discretion of the Chairperson, voting may occur by voice vote, show of hands, or roll call, provided that the vote shall occur by roll call if requested by at least two other Commissioners.

Section 6 – Rules of Procedure. Except as otherwise provided by law or these by-laws, meetings shall be conducted as provided in Robert’s Rules of Order, Newly Revised.

Section 7 – Parliamentarian. The Chairperson may appoint a Parliamentarian from among the Commissioners to advise on procedural questions, but the Parliamentarian shall not have the power to decide or rule on points of order or other procedural questions.

Section 8 – Implementation. The chairperson of each standing committee shall be responsible for implementing the Commission’s determinations with respect to matters for which that standing committee has jurisdiction. The Chairperson of the Commission shall be responsible for implementing the Commission’s determinations with respect to matters for which more than one standing committee has jurisdiction and for any other determinations of the Commission. If the chairperson of a standing committee or the Chairperson of the Commission is unable to fulfill their responsibilities under this Section 9 with respect to a particular matter, they shall arrange for one or more other Commissioners to do so in their stead.

ARTICLE 10 – COMMISSION OFFICE, SUPPLIES, AND STAFF

Section 1 – Office, Supplies, and Use Thereof. – The Commission by written resolution may vote to establish an office within the boundaries of the Commission area and may expend funds received through its annual allocation, or other legally donated funds, for the payment of rent, security deposit, property liability insurance, and such furnishings, equipment, and supplies as may be necessary for the proper functioning of the office. Each Commissioner shall have equal access to the Commission office and its records in order to carry out Commission duties and responsibilities, but no Commissioner shall have a claim to any particular space, work area, furnishings, equipment, or supplies in the office to carry out his or her duties or responsibilities as a Commissioner. The Commission office, and any equipment or supplies therein, shall be used only for official business and shall not be used to conduct personal business, campaign activity, or the business of any third party. The preceding sentence shall not prohibit the use of the Commission office for meetings other than Commission or committee meetings, if such use is approved in advance by the Commission. In the event of a scheduling or other use conflict involving Commissioners, committees, task forces, or third parties that cannot be timely decided by Commission vote, the Chairperson shall resolve the matter based upon the following priority order of needs: those of the full Commission, a standing committee, a special committee or task force, an individual Commissioner, and a third party.

Section 2 – Commission Staff. Subject to the requirements of Section 16(o) of the Act (D.C. Code § 1-309.13(o) (2002)), the Commission by written resolution may vote to employ any person necessary to provide administrative support to the Commission, and such person shall serve at the pleasure of the Commission. Unless the Commission by written resolution designates another Commissioner to do so, the Chairperson shall have the authority and responsibility to direct the work of the staff.

Section 3 – Other Uses of Commission Funds. Sections 1 and 2 of this Article 10 shall not be construed to limit the approval or expenditure of Commission funds for other legal uses.

ARTICLE 11 – AMENDMENTS

Section 1 – Amendments. Any Commissioner desiring to amend these by-laws shall first announce it publicly at a regularly scheduled meeting of the Commission. Any proposed amendment to the by-laws shall then come into effect only if approved by the vote of two-thirds of the Commissioners present and voting, a quorum being present, at a meeting of the Commission that is held not less than 21 days following the regularly scheduled meeting of the Commission at which the public announcement was first made.