

By-Laws of the Open Government Advisory Group

(Adopted September 8, 2016)

Article I—Name and Purpose

Section A. Name of the Group

The official name of this body shall be the Open Government Advisory Group ("Advisory Group").

Section B. Existence of the Advisory Group

The Advisory Group shall exist only during such times as it may be meeting with the presence of a quorum.

Section C. Purposes and Duties

The purposes and duties of the Advisory Group shall be those set forth in accordance with Mayor's Order 2016-094.

Article II—Membership

Section A. Membership

The Advisory Group shall be comprised of members appointed in accordance with section IV of Mayor's Order 2016-094.

Section B. Selection of Chairperson

The Mayor shall appoint the Chairperson and Vice Chairperson of the Advisory Group.

Article III – Meetings

1. All meetings of the Advisory Group shall be open to the public, unless otherwise permitted by section 405 of the Open Meetings Amendment Act of 2011, effective March 31, 2011 (D.C. Law 18-350; D.C. Official Code § 2-575(b)) ("Open Meetings Act").
2. Meetings shall be held at the times and places specified by the Advisory Group; provided, that at least four (4) meetings shall be held each year. The exact number of meetings will be determined by the anticipated workload of the Advisory Group.
3. The Chairperson shall endeavor to limit meetings to approximately two (2) hours. In his or her discretion, the Chairperson may limit the number of, and allocate time for public comment in order to conform the comments to the meeting duration.
4. In accordance with section 407 of the Open Meeting Act, D.C. Official Code § 2-577, meetings may be held, and a member may participate by video conference, telephone conference, or other electronic means.

Article IV—Officer and Member Responsibilities

Section A. Officer Responsibilities

1. The Chairperson shall be responsible for the development of the agenda and preside at all meetings of the Advisory Group.
2. The Chairperson may establish committees or subcommittees when necessary to accomplish the work of the Advisory Group.
3. The Chairperson, or Vice-Chairperson when so delegated by the Chairperson, shall sign all correspondence necessary to carry out the purposes and functions of the Advisory Group.
4. The Vice-Chairperson, in the absence or disability of the Chairperson, shall preside at all meetings of the Advisory Group.

Section B. Member Responsibilities

1. Each member is expected to attend meetings and to participate in Advisory Group activities.
2. Each member is expected to study the issues or problems which come before the Advisory Group in order to contribute to the resolution process.

Article V-- Agenda, Order of Business, and Voting

1. Agendas for all regular meetings of the Advisory Group shall be prepared by the Chairperson, taking into consideration the recommendations of the members.
2. The Chairperson will circulate a proposed agenda at least five (5) business days before each meeting. Any member may propose agenda items.
3. The Order of Business for each regular meeting shall follow the following order of business:
 - i. Call to Order
 - ii. Announcement of a Quorum
 - iii. Approval of Minutes of the Previous Meeting
 - iv. Consideration of Reports and Recommendations
 - v. Old Business
 - vi. New Business
 - vii. Public Comment
 - viii. Adjournment
4. A majority of the appointed members constitutes a quorum for the convening of a meeting and the transaction of business.

Article VI-- Rules of Procedure

Rules of procedure not specifically addressed in the Bylaws will follow the current edition of Roberts' Rules of Order.

Article VII-- Adoption and Amendment of Bylaws

These Bylaws shall be adopted by two-thirds of the Advisory Group as voting membership present. Amendments to the Bylaws must be approved by two-thirds of the voting members present at a meeting. Proposed Amendments to the Bylaws shall be distributed to the membership a minimum of two weeks prior to a vote.