

GENERAL QUESTIONS

1. Please provide the Commission's mission statement.

The mission of the Commission is to advise the Mayor, the Council of the District of Columbia, and the Director of the DC Office on Returning Citizen Affairs on the process, issues, and consequences of the reintegration of returning citizens into the general population.

2. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the Commission is required to complete in FY 23 and FY 24, to date. For each requirement, please list the date the report was required and the date it was produced. If the Commission did not produce the report on the mandated timeline, please explain why.

Per DC Code 24-1303(b)(6) Section 2 the DC Office on Returning Citizen Affairs is responsible for the public record of Commission meetings and agendas for public review. It is also required to produce an annual report that will be submitted to the relevant parties on or before February 15, 2024.

3. What are the Commission's top five priorities? Please explain how the agency expects to address these priorities in FY 24.

- I. The Commission will hold (5) public town hall meetings to hear suggestions and recommendations from residents, the formerly incarcerated, others with histories of involvement in the criminal justice system, and our ex-officio membership re. the housing (transitional and permanent), women and children, community violence, employment barriers, mental health needs, and other matters that are critical to the interests of returning citizens.**
- II. The Commission will work to create and propose a "road-map" re-entry template/plan for women. It is our hope that this plan can and will be seen as a model that criminal justice and social services agencies can use to facilitate the return of women from jail/prison to a socially productive lives in the community, regardless of a given woman's re-entry point.**
- III. The Commission will work with its ex-officio membership to develop recommendations for repeat offenders (including youth) that incorporates the possible involvement of a "peer support counselor/advocate" into their sentencing plans. It is anticipated that**

this practice will be targeted to meet the needs of those who could benefit from one-to-one support/guidance from those with “lived criminal justice experience” in order to realize the goals of their reentry plans.

- IV. The Commission plans to recommend and advocate for the passage of a “Clean Slate Act” in the District of Columbia. Specifically, this Act would allow certain criminal records to be sealed automatically after a period of time. It would be the aim of the Act to address the barriers that people with conviction histories face in accessing employment, housing, education and other gainful opportunities.**
- V. The Commission will work with its ex-officio membership to seek out, identify, and advocate for the use of model release plans that incorporate mental health assessments and other treatment strategies for those in need of such services. This initiative will also include ready access to supportive interventions for the children of parents who are transitioning out of the correctional setting back into the community**

4. Please describe any new initiatives or programs that the Commission implemented in FY 23 and FY 24, to date, to improve the operations of the Commission. Please describe any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.

The Commission implemented a committee structure to better organize and facilitate its work. These committees are chaired by various members of the Commission, are responsible for meeting outside the regular monthly meeting process, and are expected to report on recommendations, initiatives, and findings at each monthly meeting. No funding was needed or utilized for this initiative.

5. Please list all pending lawsuits that name the Commission as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in Commission practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

There are no pending lawsuits to which the Commission is named as a party.

6. *Please list all settlements entered into by the Commission and judgments against the Commission (or by the District on behalf of the Commission) in FY 23 or FY 24, to date, and provide the parties' names, the amount of the settlement or judgment, and if related to litigation, the case name, and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g., administrative complaint, etc.).*

The Commission did not enter into any settlements, nor has it had any judgments lodged against it, during FY 2023, and as of 1/30/2024.

7. *Please provide the following information: the number of FOIA requests submitted to your Commission for FY 23 and FY 24 to date, specifying how many were granted, partially granted, denied, and are currently pending. Additionally, provide details on the average response time, estimated number of full-time employees (FTEs) needed to process these requests, the estimated number of hours spent responding to them, and the cost of compliance.*

The Commission received no FOIA requests in FY23, and none have been received as of 01/30/2024.

8. *Please list and describe any ongoing investigations, audits, or reports on the Commission or any employee of the Commission that were completed during FY 23 and FY 24, to date.*

The Commission was not notified of any ongoing investigations, audits or reports on the Commission or any of its members during FY23, and we have not been notified of any as of 01/30/2024.

9. *Please provide a list of all studies, research papers, reports, and analyses that the Commission prepared or funded during FY 23 and FY 24, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.*

The Commission did not prepare or fund any such documents in FY23, and none as of 01/30/2024.

COMMISSION-SPECIFIC QUESTIONS

10. *Please provide a current list of all members of the Commission including:*

- I. Their date of appointment;*
- II. The date their term expires;*

III. Whether they are a District resident and, if they are, the ward in which they reside; and

IV. The number of meetings they have attended as a member in FY 23 and FY 24 to date.

All active members attended at least 75% of meetings held, except those who were excused on a given month due to illness or other special circumstances. See chart of Commission members attached.

11. For each voting member of the Commission, please list whether the member is:

I. A returning citizen;

II. A representative from an established District-based public, private, nonprofit, or volunteer community organization involved with the provision of services for returning citizens, the incarcerated, and their families; or,

III. A member of a group, organization, or service provider that focuses on the needs of female returning citizens.

- I. Commissioner James D. Berry, Jr, Retired Deputy Director of CSOSA.**
- II. Commissioner Kenetta Calloway, Founder and Executive Director of “Broken Chains.”**
- III. Chairperson Natasha Dasher, Executive Director of “The BFLY Village,” Returning Citizen.**
- IV. Commissioner Dominic Henry, Founder of “Reentry Consultant Services LLC,” Returning Citizen.**
- V. Commissioner Clarence Johnson, Reentry Advocate, Returning Citizen.**
- VI. Commissioner Corwin Knight, Founder and CEO of “The Hope Foundation Reentry Network Inc.,” Returning Citizen.**
- VII. Commissioner Richard Jarvis, Founder of “Fathers to the Front,” Returning Citizen.**
- VIII. Commissioner John (Peterbug) Matthews, Founder and Operator of the “Peterbug Shoe and Leather Repair Academy.”**
- IX. Commissioner Larry Moon, Reentry Activist, Advocate and Author; Member, Board of Trustees, DC Public Defender Service; Returning Citizen**

12. How has the Commission worked to gain strong attendance from all commissioners at meetings?

The Commission has done its level best to secure and maintain the regular attendance of members at monthly, committee and other meetings that

concern the reentry interests and needs of returning citizens. Timely notices of these meetings are sent to members before and between Commission gatherings. As with many Commissions, perhaps, we have a core group of members who are serious about and committed to their active participation in all Commission activities.

Securing the attention and presence of our ex-officio members remains a significant challenge. To address this issue, we engaged in a targeted outreach to all ex-officio members with the request that they participate in the work of the Commission, as well as let us know what reentry services are sponsored by their respective organizations. With the exception of the Department of Employment Services, the Office of Human Rights, and UDC, we received no responses from our initial and follow-up efforts from this portion of our membership. It is significant to point out, however, that we are working closely with the MOTA to rectify the problem in FY 2024.

13. How has the Commission worked with the Mayor and the Committee to fill the vacancies on the Commission?

We have appealed to the Mayor's Office of Talent and Appointments (MOTA) to assist us in filling vacancies on the Commission. Based on our past experiences with appointees, we have asked that those persons recommended for appointment and confirmation by the Council of the District of Columbia have a demonstrated interest in, a commitment to, as well as the relevant skills to help to meet the needs of returning citizens via the recommendation of policy as well as legislative changes to the Executive Office of the Mayor and the City Council. That is, we have encouraged MOTA to recommend the appointment of new members who understand the Commission's mission and mandate, and who are willing to help us to realize them. Getting people appointed to the Commission doesn't appear to be a major problem; however, getting them to stay and actively invest in our work, is yet another matter.

We have made our significant interest in having a full complement of members to the Commission known to the Committee. Indeed, we appreciate the understanding and sensitivity that the Committee has shown us in this regard.

14. The Commission has created subcommittees. Please list the subcommittees, along with who chairs each subcommittee, and the members composing each subcommittee.

See Committee Organizational Chart attached.

15. Please detail the top priorities of each subcommittee.

- I. The Commission will hold (5) public town hall meetings to hear from residents, the formerly incarcerated, and other stakeholders on our top priorities. i.e., transitional and other housing opportunities, the needs of women and children, community violence prevention, employment barriers, and the mental health needs of the returning population. Our Committee of the Whole will take leadership responsibility for this initiative.**
- II. The Committee on Women and Reentry will take the leadership on all matters related to the reentry needs of returning women and other special emphasis groups, i.e., senior citizens, the disabled and others.**
- III. The Committee on Violence and Recidivism will work on issues related to the escalating problem of youth and other violence in our communities, as well as on those matters that pertain to repeat offenders.**
- IV. The Committee on Housing will work on the need to develop an expanded number of housing opportunities of all kinds for returning citizens, including the development of recommendations to address the structural barriers that essentially preclude the access of persons with a history of criminal justice involvement to such opportunities.**
- V. The Committee on Children and Families will, among other matters, focus a lot of its attention on ways in which to respond to the needs of the children of incarcerated parents. It is hoped that we can help move the city's current initiative from study to direct action on this critical subject.**
- VI. The Committee on Legislative and Compliance Issues will continue to assertively seek to engage our ex-officio members and their respective agencies in the work of the Commission. In addition, this Committee will assist the Commission leadership in the drafting of policy, legislative and other recommendations.**

16. How will the Commission assess the effectiveness of each subcommittee in pursuing its key priorities?

In many ways, the goals of the Commission are quite specific. As indicated, the committee structure was designed to assist the Commission in organizing its work and achieving its goals. To the extent that these goals are accomplished, we will determine their feasibility, viability, their effectiveness, as well as their need for modification or total revision in the next fiscal year.

17. Please provide the dates of any Commission meetings held in FY 23 and FY 24, to date, and the dates, location, and times of any future scheduled Commission meetings.

See list of Commission meetings held below. During FY 2024 the Commission plans to meet on the third Thursday of each month at Martha's Table, 2375 Elvans Rd SE, Washington, DC 20020.

18. For every meeting of the Commission in FY 23 and FY 24, to date, please provide the agenda, a list of all voting and ex-officio members in attendance, and whether a quorum was present.

Commission Meeting Date: November 10, 2022

Members in Attendance: Chairperson Dasher, Commissioner Berry, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Care, Jordyn Seide and Jayne Nkemateh

AGENDA

- 1. Opening: Chairperson Dasher**
- 2. Discussion of Proposed Commission Budget**
- 3. Discussion of Legislative and Compliance Issues**
- 4. Discussion of Housing Issues**
- 5. Discussion of Women and Reentry Issues**
- 6. Discussion of Community Violence and Recidivism Issues**
- 7. Discussion of Children and Family Issues**
- 8. Discussion of Oversight Hearing Preparation: Chairperson Dasher**

9. MORCA Update: Director Carey
10. Discussion of Upcoming Reentry Events: MORCA
11. Ex-Officio Member Updates
12. Public Comments
13. Closing: Chairperson Dasher

Commission Meeting Date: January 12, 2023

Members in Attendance: Chairperson Dasher, Commissioner Berry, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Carey, Jordyn Seide and Jayne Nkemateh

AGENDA

1. Opening: Chairperson Dasher
2. Review of Proposed By-Laws
3. Recommendation of New Commissioners
4. Discussion of Letter from Council Member Henderson
5. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism
6. Discussion of Oversight Hearing Preparation: Chairperson Dasher
7. MORCA Update: Director Carey
8. Discussion of Upcoming Reentry Events: MORCA
9. Ex-Officio Member Updates
10. Public Comments
11. Closing: Chairperson Dasher

Commission Meeting Date: February 9, 2023

Members in Attendance: Chairperson Dasher, Commissioner Berry, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Carey and Jordyn Seide

AGENDA

- 1. Opening: Chairperson Dasher**
- 2. Oversight Hearing Update**
- 3. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism**
- 4. MORCA Update: Director Carey**
- 5. Discussion of Upcoming Reentry Events: MORCA**
- 6. Ex-Officio Member Updates**
- 7. Public Comments**
- 8. Closing: Chairperson Dasher**

Commission Meeting Date: March 9, 2023

Members in Attendance: Chairperson Dasher, Commissioner Berry, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

Ex-Officio Member in Attendance: Mr. Charles Thornton, Representative from the Office of Human Rights

MORCA Staff in Attendance: Director Carey and Jordyn Seide

AGENDA

- 1. Opening: Chairperson Dasher**
- 2. Annual Report Update**
- 3. Recruitment of New Members**
- 4. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism**
- 5. MORCA Update: Director Carey**
- 6. Discussion of Upcoming Reentry Events: MORCA**
- 7. Ex-Officio Member Updates**
- 8. Public Comments**

9. Closing: Chairperson Dasher

Commission Meeting Date: April 13, 2023

Members in Attendance: Chairperson Dasher, Commissioner Berry, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Carey and Jordyn Seide

AGENDA

1. Opening: Chairperson Dasher
2. COB Training
3. BOP Letter
4. DOES/Commission Employer Fair
5. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism
6. MORCA Update: Director Carey
7. Discussion of Upcoming Reentry Events: MORCA
8. Ex-Officio Member Updates
9. Public Comments
10. Closing: Chairperson Dasher

Commission Meeting Date: May 11, 2023

Location: Martha's Table, 2375 Elvans Road, S.E.

Members in Attendance: Chairperson Dasher, Commissioner Berry, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Carey and Jordyn Seide

AGENDA

- 1. Opening: Chairperson Dasher**
- 2. COB Training (Cont.)**
- 3. BOP Letter (Cont.)**
- 4. DOES/Commission Employer Fair (Cont.)**
- 5. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism**
- 6. MORCA Update: Director Carey**
- 7. Discussion of Upcoming Reentry Events: MORCA**
- 8. Ex-Officio Member Updates**
- 9. Public Comments**
- 10. Closing: Chairperson Dasher**

Commission Meeting Date: June 8, 2023

Location: Martha's Table, 2375 Elvans Road, S.E.

Members in Attendance: Chairperson Dasher, Commissioner Berry, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Carey, Jordyn Seide and Jayne Nkemateh

AGENDA

- 1. Opening: Chairperson Dasher**
- 2. COB Training (Cont.)**
- 3. BOP Letter (Cont.)**
- 4. DOES/Commission Employer Fair (Cont.)**
- 5. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism**
- 6. MORCA Update: Director Carey**
- 7. Discussion of Upcoming Reentry Events: MORCA**
- 8. Ex-Officio Member Updates**
- 9. Public Comments**

10.Closing: Chairperson Dasher

Commission Meeting Date: July 13, 2023

Location: Martha's Table, 2375 Elvans Road, S.E.

Members in Attendance: Chairperson Dasher, Commissioner Berry, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Care, Jordyn Seide and Jayne Nkemateh

AGENDA

- 1. Opening: Chairperson Dasher**
- 2. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism**
- 3. MORCA Update: Director Carey**
- 4. Discussion of Upcoming Reentry Events: MORCA**
- 5. Ex-Officio Member Updates**
- 6. Public Comments**
- 7. Closing: Chairperson Dasher**

Note: No monthly Commission meeting took place in August 2023. However, the work of the Commission's committees continued to during this period of time.

Commission Meeting Date: September 16, 2023

Location: Busboys and Poets, 2004 Martin Luther King Jr. Avenue, SE

Members in Attendance: Chairperson Dasher, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Carey, Jordyn Seide and Jayne Nkemateh

AGENDA

- 1. Opening: Chairperson Dasher**
- 2. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism**
- 3. MORCA Update: Director Carey**
- 4. Discussion of Upcoming Reentry Events: MORCA**
- 5. Ex-Officio Member Updates**
- 6. Public Comments**
- 7. Closing: Chairperson Dasher**

Commission Meeting/Retreat Date: October 12, 2023

Location: Martha's Table, 2375 Elvans Road, S.E.

Members in Attendance: Chairperson Dasher, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

MORCA Staff in Attendance: Director Carey, Jordyn Seide and Jayne Nkemateh

AGENDA

- 1. Opening: Chairperson Dasher**
- 2. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism**
- 3. MORCA Update: Director Carey**
- 4. Discussion of Upcoming Reentry Events: MORCA**
- 5. Ex-Officio Member Updates**
- 6. Public Comments**
- 7. Closing: Chairperson Dasher**

Note: No monthly Commission meetings were held in November and December 2023. However, the work of the Commission committees continued to take place during this period of time.

Commission Meeting/Retreat Date: January 11, 2024

Location: This informal, organizational meeting was conducted by virtual means, i.e., via Zoom.

Members in Attendance: Chairperson Dasher, Commissioner Calloway, Commissioner Henry, Commission Jarvis, Commissioner Moon.

- 1. Opening: Chairperson Dasher**
- 2. Committee Updates: Legislative and Compliance Affairs; Children and Families; Housing; Women and Reentry; Community Violence and Recidivism**
- 3. Discussion of Preparations for Upcoming Oversight Hearing**
- 4. Closing: Chairperson Dasher**

19. Please provide any rules of procedure that have been adopted by the Commission.

The Commission plans to conduct a review for the possible updating of its Rules of Procedure in FY 2024. They are approximately 12 years old and appear in need of a fresh look. See Rules of Procedure attached.

20. Please attach a copy of the Commission's bylaws.

The Commission does not have by-laws. Its governing document is its Rules of Procedure.

21. One of the priorities of the Commission is to complete the annual report pursuant to D.C. Code § 24-1303. Please attach a copy of the FY 2023 annual report.

The FY 2023 Annual Report is in the process of being completed. Our plan is to submit the report to the relevant parties on or before February 15, 2024.

22. When will the Commission submit its next annual report to the Council?

Again, we expect to have our FY 2023 Annual Report submitted to the Council on or before February 15, 2024, and it is our plan to have our FY 2024 Annual Report submitted by November 15, 2024.

23. Please provide any policy recommendations made by the Commission on legislation, regulations, policies, and programs affecting returning citizens in FY 23, or FY 24, to date.

The Commission made no policy recommendations in FY 2023, but we are very interested in learning the current status of legislative and policy recommendations that we made over the past several years.

24. The Council allocated \$10,000 to the Commission in both FY 23 and FY 24 to support its goals and activities. Please explain how the Commission utilized the \$10,000 in funding during FY 23 and how it plans to allocate the \$10,000 in funding for FY 24.

The Commission used the funding in FY23 for the following initiatives and activities:

- I. \$2000.00 sponsor of the Annual Returning Citizens Cookout**
- II. \$3250.00 Commission Strategic Planning session September.**

25. What process does the Commission undertake to secure funds from ORCA, and how long does this process typically take?

A procurement process has been developed and utilized by the Commission for the purchase of items and services via the ORCA. Our request for funds through ORCA were responded to in a timely way during FY 2023.

COMMISSION ON REENTRY AND RETURNING CITIZENS AFFAIRS

Public Member

Last Name	First Name	Appointment Status	Term End Date	Ward	Seat Designation
Berry	James	Active	8/4/2023	4	Public Member
Calloway	Kenetta	Active	8/4/2023	7	Public Member
Dasher	Natasha	Active	8/4/2025	6	Public Member
Henry	Dominic	Active	2025	8	Public Member
Johnson	Clarence	Active	2025	8	Public Member
Knight	Corwin	Active		8	Public Member
Jarvis	Richard	Active	8/4/2025	5	Public Member
Matthews	John (Peterbug)	Inactive	8/4/2024	6	Public Member
Moon	Larry	Active	8/4/2023	7	Public Member

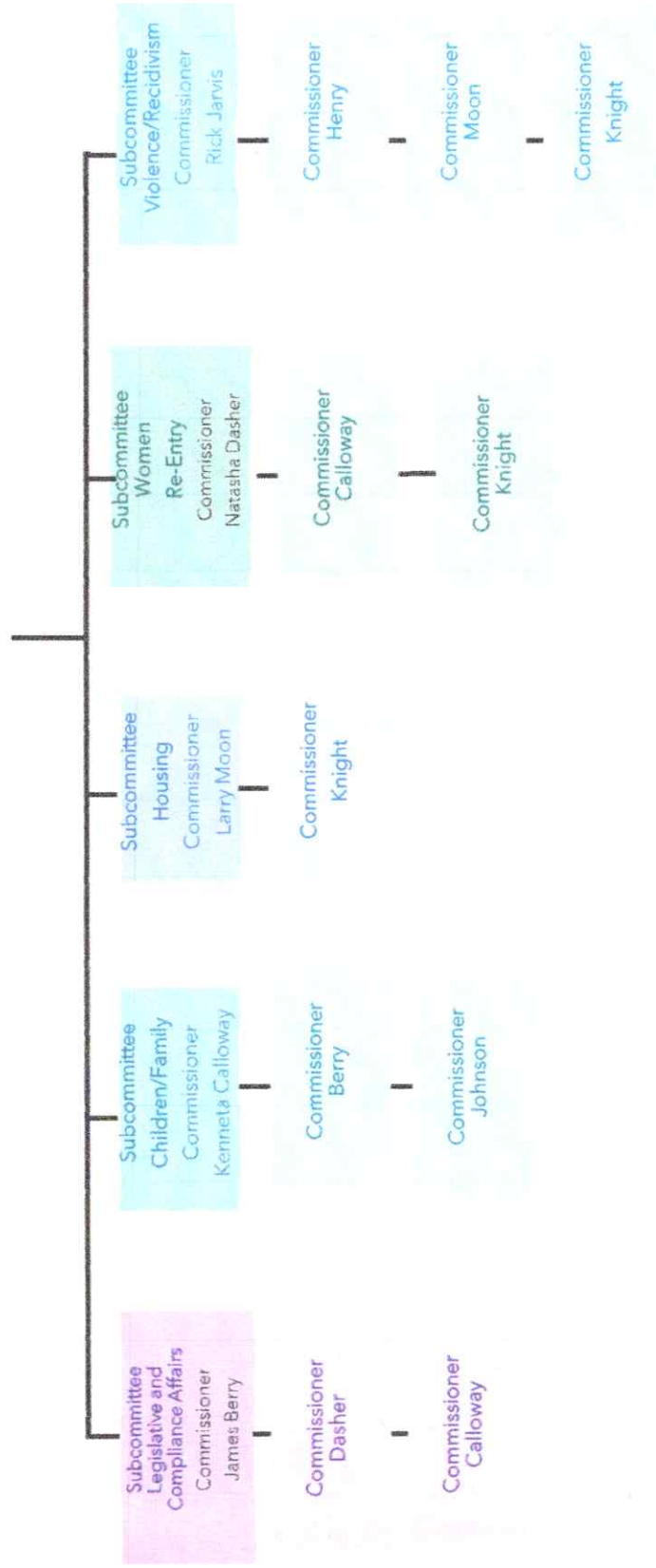
Government Representatives

Last Name	First Name	Appointment Status	Term End Date	Organization	Seat Designation
Aniton	Michael	Inactive	1/2023	DHCD	Representative
Carey	Lamont	Active		MORCA	Director
Dotson	Charles	Inactive	2027	DYRS	Representative
Jones	Charles	Inactive	2027	DOES	Representative
Jones	Kristan	Inactive	2027	DCRA	Representative
Nunez	Moses	Inactive	1/2023	DHCD	Representative
Pullings	Retna	Inactive	2027	DBH	Representative
Thornton	Charles	Active	2027	OHR	Representative
Washington	DeCarlo	Active	2027	DOES	Representative
Williams	Dallas	Active	1/2023	DHS	Representative

Commission on Re-entry and Returning Citizen Affairs of Washington, DC

Subcommittee Chart

Chair
Natasha Dasher



District of Columbia Commission on Re-entry

Rules of Procedure

Adopted August 16, 2012
pursuant to DC CODE §24-1303(b)(6)

Organization

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Article 1 – Name and Purpose

Section 1 – Name

The name of the Commission on Re-entry is the Commission on Re-Entry and Returning Citizen Affairs of Washington, DC (hereinafter “Commission”).

Section 2 – Purpose

The Commission is established by §24-1303 of the District of Columbia Code, and shall carry out the duties enumerated therein. The purpose of the Commission is to advise the Mayor, the Council of the District of Columbia, and the Director of the District of Columbia Office on Returning Citizen Affairs on the process, issues, and consequences of the reintegration of returning citizens into the general population.

Article 2 – Officers and Duties

Section 1 – Officers

The Officers of the Commission shall be the Chairperson, the Co-chairperson, and the Secretary. The Mayor shall appoint the Chairperson (DC Code §24-1303(b)(4)). The other Co-chairperson and the Secretary shall be elected by a majority of the Commission to one year renewable terms.

Section 2 – Duties of Chairperson

The Chairperson shall perform the following duties:

- a. Preside at public meetings of the Commission;
- b. Preside at all other meetings called by the Commission, or designate the Co-chairperson or any other Commissioner to preside;
- c. Serve as spokesperson for the Commission on all matters, or designate the Co-chairperson or another Commissioner to serve in that capacity;
- d. Recommend to the Mayor dismissal of any Commissioner who failed to attend three (3) consecutive public meetings, unless in the opinion of the Chairperson there is good cause for the failure to attend;
- e. Appoint subcommittees as determined by the Commission; and
- f. Perform other duties of the Commission as the Commission may delegate.

Section 3 – Duties of Co-chairperson

The Co-chairperson shall act as Chairperson when the Chairperson is absent, or when requested by the Chairperson, and shall perform other duties assigned by the Chairperson or the Commission.

Section 4 – Duties of the Secretary

The Secretary shall perform the following duties:

- a. Oversee the recording of the minutes of Commission meetings and submit the minutes to the Commission for approval;
- b. Call the roll at all public or special meetings of the Commission;
- c. Announce that a quorum is or is not present;
- d. Maintain a physical and electronic copy of the public record of the Commission (See Article 9).
- e. Perform such ministerial and other duties assigned by the Chairperson.

Article 3 – Non-voting Members

Section 1 – The Director of the Office on Returning Citizen Affairs

The Director of the Office on Returning Citizen Affairs (hereinafter “Director”), or his or her designee, is a non-voting member of the Commission. The Director, or his or her designee, shall:

- a. Arrange for space to be provided by the District of Columbia Government to hold public meetings of the Commission;

- b. Assist the Commission in issuing timely notices to the public of monthly public meetings;
- c. Attend the monthly public meetings of the Commission;
- d. Report at the monthly public meetings about the activities and issues relating to the Office on Returning Citizen Affairs; and
- e. Maintain a physical and electronic copy of the public record of the Commission (See Article 9).

Article 4 - Meetings

Section 1 – Public meetings

Public meetings of the Commission shall be held monthly (DC Code §24-1303(b)(7)). The meetings shall be held in space provided by the District of Columbia Government and shall be open to the public (DC Code §24-1303(b)(7)).

Section 2 – Notice of public meetings

The notices and agendas of all public meetings shall be posted not less than 48 hours, or two (2) business days, whichever is greater, before the meeting. (DC Code §2-516(1)) Meeting notices and agendas shall be posted on the websites of the Office on Returning Citizen Affairs and/or the District of Columbia Government and be available at the public meeting site. (DC Code §2-516(2)) Agendas and notices shall be e-mailed to each Commissioner seven (7) calendar days prior to the public meeting.

Section 3 – Closed meetings; notice

By affirmative vote of a majority of Commissioners (DC Code §2-575(c)(1)), the Commission may schedule or hold a closed executive session to discuss personnel or other matters of a private or confidential nature, as provided in DC Code §2-575(b). No action may be taken in executive session and no records shall be kept of the session other than a record of the vote to schedule or hold the session.

Section 4 – Cancellation of meetings

The Chairperson may cancel a meeting if she or he determines or is informed that a quorum of the Commission will not be present. Notices of the cancellation shall be posted on the web site of the Office on Returning Citizen Affairs and at the meeting site. Notices of meeting cancellations shall be e-mailed to all members of the Commission and to all members of the public who have requested to receive notices and agendas of Commission meetings.

Article 5 – Conduct of Meetings

Section 1 – Agenda

The Chairperson shall:

- a. Determine the order of business at meetings;
- b. Prepare an agenda for each public meeting of the Commission; and
- c. Distribute the proposed agenda to the Commissioners no later than seven (7) calendar days prior to the date of the scheduled meeting.

The agenda for public meetings shall an item:

- a. During which Commission members may request items for the Commission to include at future meetings; and
- b. Permitting public comment.

Section 2 – Discussion

When a member of the Commission desires to address the Commission, he or she shall seek recognition by addressing the Chairperson, and when recognized, shall proceed to speak. The Commissioner shall confine his or her comments or remarks to the question before the Commission.

Section 3 – Public comment

The Commission shall hold meetings open to the public in full compliance with District of Columbia laws and regulations. The Commission encourages the participation of all interested persons. Members of the public may address the Commission on any matter within the subject matter jurisdiction of the Commission for up to three (3) minutes during public comment. The Chairperson may limit or extend the time permitted for public comment.

Section 4 – Electronic devices

Cell phones shall be turned off during meetings of the Commission. The Chairperson may issue a warning to any member of the public whose cell phone disrupts the Commission meeting. In the event of repeated disruptions caused by cell phones, the Chairperson shall direct the offending member of the public to leave the meeting.

Text messaging or use of other personal electronic communication devices during meetings is prohibited.

Section 5 – Rules of order

The Chairperson shall decide all questions of order at all meetings, subject to an appeal to the Commission.

Matters not covered in this Article or other District of Columbia laws or regulations may be governed by Robert's Rules of Order.

Article 6 – Quorum

A quorum to transact business shall consist of a majority, plus one, of the voting members (DC Code §24-1303(b)(7)). A voting member is a member of the public who has been appointed by the Mayor, confirmed by the DC Council and then sworn-in by the Mayor or his or her designee.

If a quorum is not present, a meeting may commence for the consideration of matters not requiring a vote if six (6) Commissioners are present.

Article 7 – Votes

Commissioners must be present to vote and participate. To be present, Commissioners must participate by any means of communication through which all Commissioners participating may simultaneously hear each other during the meeting. Voting or participation by proxy is not permitted.

No person may vote on Commission matters unless that person is a current member of the Commission.

A motion to reconsider a vote may be made at the same meeting at which the vote was taken or, if otherwise in order, at the next meeting, by any Commissioner who voted with the prevailing side of a question.

Commissioners that have a conflict of interest in the discussion and vote are permitted to abstain.

The Commission can vote on items by roll call, voice vote, or by show of hands. The minutes shall reflect how each Commissioner voted on each item.

Article 8 – Records of Meetings

Section 1 – Minutes

Minutes shall be taken at every public meeting of the Commission.

Public meetings may be recorded only for purposes of preparing the minutes.

Copies of the minutes shall be distributed to each Commissioner at the next public meeting of the Commission.

The minutes shall be approved by majority vote of the Commission at the next public meeting.

Section 2 – Public review file

The Office on Returning Citizen Affairs shall maintain the public record of Commission meetings for public review. The public record shall contain:

- a. Meeting notices;
- b. Meeting agendas;
- c. Meeting minutes; and
- d. Other materials attached to the agenda.

Section 3 – Records retention policy

The Office on Returning Citizen Affairs shall retain Commission records in accordance with the records retention and destruction policies of the District of Columbia Government.

Article 9 – Attendance

Commissioners are expected to:

- a. Attend monthly public meetings and other meetings as determined by the Commission; and
- b. Notify the Chairperson of their attendance after receiving a meeting notification and state a reason if he or she is not able to attend.

Commissioners who fail to attend three (3) consecutive public meetings may be recommended by the Chairperson for dismissal, unless in the opinion of the Chairperson there is good cause for the failure to attend.

Commissioners are permitted to attend public meetings by teleconference, as provided in Article 8, and provided sufficient resources are available to do so.

Article 10 – Amendment of By-laws

The By-laws of the Commission may be amended by a vote of the majority of the Commissioners present and voting after presentation of the proposed amendments as an agenda item at a meeting of the Commission. The Commission shall give ten (10) days notice before considering any amendments to its by-laws.