



District of Columbia
Board of Elections
1015 Half Street, SE, Suite 750
Washington, DC 20003

FILLING VACANCIES IN ADVISORY NEIGHBORHOOD COMMISSION OFFICES

Advisory Neighborhood Commission offices are filled by the following:

1. If there is only one person qualified to fill the vacancy within the affected single-member district, the vacancy shall be deemed filled by the qualified person.
2. If there's more than one candidate, an election will be conducted to fill the remainder of the term from the duly registered voters within the respective single member district.

This information explains the ANC vacancy-filling process in general terms. For authoritative references, please consult D.C. Code Section 1-309.06(f)(2).

How a Vacancy Occurs

A vacancy in an ANC office may occur for a number of reasons --, i.e., the Commissioner dies, resigns, moves out of the SMD, or otherwise loses the qualifications for office.

When a Commissioner Resigns

When a Commissioner resigns, he or she must submit a letter of resignation to the Board of Elections, the Mayor, the Council, and the Chairperson of the affected ANC.

If the Commissioner loses the qualifications to hold office but does not submit a letter of resignation, the Commission must declare the seat vacant. D.C. Code Section 1-309.06 (G)(f)(2), outlines this procedure.

Beginning of the Vacancy-Filling Process

The Board of Elections certifies any ANC vacancies that exist by publishing a notice in the D.C. Register. The Board's notice lists the date that petitions are available, as well as the filing deadline and the dates for the petition challenge period. (The petition period runs for 21 days beginning on the date that petitions are first made available in the Board's office.)

How to Become an ANC Candidate

A candidate may receive their nominating petitions by one of the following:

1. By email at candidate@dcboe.org
2. By mail or in person at:
DC Board of Elections
1015 Half Street, SE, Suite 750
Washington, DC 20003

Filing Nomination Petitions

A candidate may file their petitions by one of the following:

1. By email at candidate@dcboe.org
2. By mail or in person at:
DC Board of Elections
1015 Half Street, SE, Suite 750
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Candidate Filing Requirements

A candidate must file the following documents with the Board of Elections by the appropriate deadlines:

- A “Declaration of Candidacy” signed by the candidate must be submitted to receive petition sheets along with a “Receipt of Ballot Access Documents”;
- A petition with the signatures of at least 25 duly registered voters registered in the SMD and all completed circulator affidavits; and
- A “Ballot Access Checklist and Receipt” stating that the completed petition has the minimum number of required signatures.

The Petition Challenge Period

Petitions are available for public inspection and possible challenge in the Board’s office, for five working days, beginning on the (3rd) third day after the filing deadline.

Certification of Nominee(s)

At the end of the challenge period (or after all challenges are resolved), the Board certifies a list of the individuals who qualify for appointment to the Advisory Neighborhood Commission or special election for the Advisory Neighborhood Commission.

Membership on or Election to Fill the Vacancy

If no qualified candidates file petitions, the Board must recertify the vacancy by publishing a notice in the D.C. Register and making petitions available again.

If there is only one person qualified to fill the vacancy within the affected single- member district, the vacancy shall be deemed filled by the qualified person and the Board shall certify the filling of the vacancy by publication in the District of Columbia Register.

If more than one candidate meets the qualifications, the ANC must give notice at a public meeting that at a properly noticed meeting there shall be an open vote of the registered voters of the affected SMD to elect the new Commissioner. Votes must be counted by at least two impartial

vote counters and the results must be read aloud by the Chairperson or his or her designee. The ANC must send the Board of Elections a copy of any resolution which appoints or elects a candidate to the office of Commissioner. The Board then declares the vacancy filled by publishing notice in the D.C. Register.

If an ANC vacancy election is needed as outlined above, it is coordinated by the ANC in consultation with the OANC, so questions about an election can be directed to the ANC. ANC-specific website and contact information can be found on the OANC’s page: anc.dc.gov.

Qualifications for Office

To hold the office of ANC Commissioner, a person must meet these requirements:

- Be a registered qualified elector actually residing in the single-member district from which the person was elected;
- Have lived in such district continuously for the 60 days immediately preceding the day on which the person files the nominating petitions as a candidate as such a member;
- Hold no other elected public office; and
- With the exception of a member representing the single-member district that includes the Central Detention Facility and Correctional Treatment Facility, have not been convicted of a felony committed while serving as a Commissioner.

For More Information

For more information on the procedures for filling ANC vacancies, call the Board of Elections at 202-727-2525.

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