



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, for e.g., the Commissioner dies, resigns, moves out of the SMD, or otherwise loses the qualifications to hold the office.

When a Commissioner Resigns

A Commissioner who resigns 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 the office but does not submit a letter of resignation, the ANC 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 ANC vacancies by publishing a notice in the D.C. Register. The Board's notice lists the date that petitions are available, 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:

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:

1. By email at candidate@dcboe.org
2. By mail or in person at:
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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 third (3rd) business 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 ANC or special election for the ANC.

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 Board transmits a list of the qualified candidates to the ANC so that the ANC can conduct the election to fill the vacancy. Any questions about such elections should be directed to the particular ANC. The Board cannot publish notice in the D.C. Register that a contested vacancy is certified as filled unless it receives a timely resolution from the ANC as to the winner of the election that was conducted by the ANC.

Qualifications for Office

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

- 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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