



# Advisory Neighborhood Commission 5E

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## **ANC5E ADVISORY COMMITTEE GUIDELINES**

(NOTE: For purposes of interpretation of these guidelines, the terms “ANC 5E” and “the Commission” may be used interchangeably, each referring to Advisory Neighborhood Commission 5E.)

**1. PURPOSE:** The purpose of an advisory committee is to examine the available information relative to the subject matter of the committee and to advise ANC 5E with regard to the committee’s findings and recommendations. The recommendations of an advisory committee are not binding on the Commission but are offered to assist the Commission in making its decisions.

**2. COMPOSITION:** Each advisory committee will be composed on no fewer than 3 residents and no more than 12 residents of ANC 5E who are not current Advisory Neighborhood Commissioners.

At least three of the single member districts of ANC 5E must be represented on a committee. No committee shall have more than 2 residents from a Single Member District (SMD).

**3. EX-PARTE PARTICIPATION:** Each advisory committee shall have one current ANC 5E Commissioner who will serve as an ex-parte member of that committee, providing insights into discussions of the committee but abstaining from any internal voting by committee members on recommendations to be forwarded to ANC 5E. All commissioners are able to attend committee meetings and commissioners are ex officio members of all Committees.

**4. MEETINGS:** Each advisory committee shall meet at least once a month during the calendar year, or as often as committee members shall determine is necessary to accomplish the committee’s purposes. At the first meeting of each advisory committee and annually thereafter, the committee members shall elect a chair and any other officers that the committee members decide would be helpful to accomplish the committee’s purposes.

For committee meetings, the committee chair or a representative designated by the committee will prepare a summary of committee recommendations to be sent to the ANC commission and posted on the ANC 5E website no later than two weeks after a meeting.

**5. SELECTION OF MEMBERS:** ANC 5E shall post announcements indicating that members are being sought for each advisory committee on its website and by other means generally used by the Commission to announce its meetings and activities. That notice shall include the name and mission of the advisory committee for which members are being sought, a recitation of these

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5E01 Kyle Gardiner  
Secretary  
[5E01@anc.dc.gov](mailto:5E01@anc.dc.gov)  
202-838-6650

5E03 Mike Bloomberg  
[5E03@anc.dc.gov](mailto:5E03@anc.dc.gov)  
202-441-2956

5E05 Alice Arcenia Thompson  
[5E05@anc.dc.gov](mailto:5E05@anc.dc.gov)  
202-253-3106

5E02 Karla M. Lewis  
Vice Chair  
[5E02@anc.dc.gov](mailto:5E02@anc.dc.gov)  
410-705-4070

5E04 Huma Imtiaz  
Chair  
[5E04@anc.dc.gov](mailto:5E04@anc.dc.gov)  
202-240-2638

5E06 Kirby Vining  
Treasurer  
[5E06@anc.dc.gov](mailto:5E06@anc.dc.gov)  
202-213-2690





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guidelines, and the process and deadline for responding to the announcement.

Committee members will be selected by ANC 5E based on their experience in the pertinent field, capacity to participate in the meetings of the committee, and their interest in the subject area.

**6. TERM OF SERVICE:** In non-election years, advisory committee members shall be appointed by the ANC at its first public meeting of the year.

In election years, advisory committee members will be appointed by the ANC at its second public meeting of the year.

Committee members shall serve a 12-month term in accordance with the rules listed above unless they resign, are unable to serve, are removed for cause by the Commission, or pass away.

In the event of a vacancy on the committee, the Commission shall appoint a replacement as soon as practicable who will serve out the remainder of the term of the committee member being replaced.

## ANC 5E ADVISORY COMMITTEES

**ZONING AND HISTORIC PRESERVATION GUIDELINES COMMITTEE:** The Committee's mission is to review matters being considered by the District Columbia Zoning Commission, the District of Columbia Board of Zoning Adjustment, and the Historic Preservation Review Board that are scheduled for presentation, or are expected to be presented, to ANC 5E for vote in the near or relatively near future. The committee will review applications, receive input from stakeholders, interact with applicants as appropriate, and submit written findings and recommendations to ANC 5E for its consideration.

**ALCOHOLIC BEVERAGE AND CANNABIS ADMINISTRATION (ABCA) COMMITTEE:** The Committee's mission is to review matters being considered by the District of Columbia Alcoholic Beverage and Cannabis Administration (ABCA) and the Alcoholic Beverage Control (ABC) Board which are scheduled for presentation, or are expected to be presented, to ANC 5E for vote in the near or relatively near future. The committee will review applications and complaints against license holders, receive input from stakeholders, interact with applicants as appropriate, and submit written findings and recommendations to ANC 5E for its consideration.

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**TRANSPORTATION AND SAFETY COMMITTEE:** The Transportation Committee's mission is to review matters being considered by the District Department of Transportation (DDOT) as well as topics related to public transportation and use of public space. The committee will review proposals, receive input from stakeholders, and submit written findings and recommendations to ANC 5E for its consideration.

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