



# Procedures and Guidelines

**ADVISORY NEIGHBORHOOD COMMISSION 5E**

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This document summarizes the procedures and guidelines for Advisory Neighborhood Commission 5E (ANC5E).

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ANC 5E is comprised of six Single Member Districts (SMDs), ANC 5E01 - ANC 5E06. The above map depicts the current boundaries following the 2022 redistricting of these boundaries. The boundaries are subject to change as outlined in DC Official Code section 1-309.01 - 1-309.03.

## ANC5E COMMISSIONERS

The current Commissioners are listed in the table below. The list of Commissioners are also listed on the following websites: <https://anc.dc.gov/page/advisory-neighborhood-commission-5e>  
ANC 5E Website: [Advisory Neighborhood Commission 5E - ANC 5E Commissioners \(anc5edc.org\)](http://Advisory%20Neighborhood%20Commission%205E%20-%20ANC%205E%20Commissioners%20(anc5edc.org))

<b>SMD</b>	<b>Commissioner/ Office</b>	<b>Email/ Phone</b>
5E01	Kyle Gardiner Secretary	Email: 5E01@anc.dc.gov Cell: 202-838-6650
5E02	Karla M. Lewis Vice Chair	Email: 5E02@anc.dc.gov Cell: 410-705-4070
5E03	Michael Bloomberg	Email: 5E03@anc.dc.gov Cell: 202-441-2956
5E04	Huma Imtiaz Chair	Email: 5E04@anc.dc.gov Cell: (202) 240-2638
5E05	Alice Arcenia Thompson	Email: 5E05@anc.dc.gov Cell: 202-253-3106
5E06	Kirby Vining Treasurer	Email: 5E06@anc.dc.gov Cell: (202) 213-2690

Each Commissioner is responsible for coordinating with the constituents and businesses within their SMDs and reaching out to the appropriate DC Government agency contacts to address issues or concerns that may arise. Commissioners should respect the boundary lines.

If there are problems or issues that are of interest or concern to you and your constituents that are within another Commissioner's SMD, please coordinate with your fellow Commissioner(s). Commissioners in the SMD where activities of interest occur are responsible for taking the lead on all activities within their SMDs unless otherwise agreed upon via written communications.

All commissioners should read the ANC 5E Bylaws, ANC 5E Committee Guidelines, are encouraged to read the the OANC Handbook, and the DC Code related to ANCs and to understand Home Rule Act or Charter 738.

# Meetings and Documents

## Meetings

ANC 5E has two monthly public meetings (held monthly except for the month of August): the Committee of the Whole (COW) meeting and the ANC 5E Monthly Public meeting.

When there is an issue that requires a meeting to be held with less than seven days of notice, or an issue that necessitates an additional public meeting the Chair can also elect to hold a special meeting or Call meetings. Public notice is still required for Call meetings. Meetings are conducted following Robert's Rules.

## Committee of the Whole (COW)

The Committee of the Whole (COW) meeting is the monthly meeting where all of the Commissioners meet to discuss and plan for the monthly public meeting. ANC 5E business such as the required reporting (Treasurer and Quarterly Financial Report (QFR), DC Agency notices or applications that that need to be placed on the agenda for a vote, presentations or other items that may be of interest to the community. The meeting is currently held on the first Tuesday of the month.

Per OANC, all ANC meetings, including Committee of the Whole meetings where there is a quorum of Commissioners, are required to be publicly noticed open meetings. Public notice for Committee of the Whole meetings should ideally be seven days but can be shorter than seven days for good cause stated in the notice.

Per OANC, Committee of the Whole meetings do not need to be recorded or transcribed, and it is important to note that while the meetings need to be open, they aren't community meetings or town halls. Given the OANC requirements, COW meetings are not open for public comments, however members of the public are allowed to attend.

The purpose of COW meetings is to allow Commissioners to discuss agenda items for upcoming public meetings, including discussions on drafting letters and resolutions addressed to D.C. agencies to address outstanding issues.

**Public Notice:** A meeting notice is sent to the public seven days ahead of the meeting, per OANC guidelines, meeting notices are submitted per guidelines listed in § 1-309.11 of the [Code of the District of Columbia](#)

Commissioners must send items for the agenda by no later than 7 p.m. on the Monday before the scheduled meeting, which is 8 days before the meeting date. The Chair is responsible for drafting the agendas for COW meetings. It is up to each Commissioner to stay up to date or abreast on the happenings within their SMDs and contact the Chair to add items on the agenda accordingly. In the absence of the Chair, the Vice Chair will draft the agendas.

## ANC 5E Monthly Public Meetings

At the first public meeting of the year, elections of the ANC 5E officers are held. ANC 5E currently has the following offices: Chair, Vice Chair, Treasurer, and Secretary. Commissioners are encouraged

to talk to Commissioners within ANC 5E regarding their desire to be nominated for one of the offices. Elections will be conducted by Robert's Rules.

ANC 5E Monthly Public Meetings are held on the third Tuesday of each month (save for August).

ANC 5E has a zero tolerance policy with regards to bigotry, harassment, threatening behavior, racism, offensive gestures or behavior. The chair, or in the chair's absence, the vice chair, shall have the authority to virtually mute or remove speakers who are disruptive or make abusive, discriminatory, sexist or racist remarks

Per OANC guidance, "By statute, each Commission, including each committee of a Commission, shall be subject to the open meetings provisions of D.C. Official Code § 1-207.42, with two notable exceptions – when an ANC discusses personnel or legal matters." See additional guidance [here](#).

ANC 5E Public Meetings will set aside adequate time for community comments. As a best practice, anonymous comments should be discouraged.

The chair, or in the chair's absence, the vice chair, shall manage time limits on speakers that will be communicated in advance.

### **ANC 5E Call Meetings**

The ANC 5E Call meeting is an ad-hoc meeting that is normally called due to an emergency issue or to meet the deadline for an issue or application that cannot be extended until the next monthly public meeting. The meeting can be held on any day or at any time. The meeting is open to the public.

Unless there are extenuating circumstances, for Call Meetings, a meeting notice is sent to the public 7 days ahead of the meeting. Commissioners must send items for the agenda by 5 p.m. on the Monday before the scheduled meeting, which is eight days before the meeting date. The Chair is responsible for drafting the agendas for the Call meeting. In the absence of the Chair, the Vice Chair will draft the agendas.

### **Attendance**

The COW and monthly public meetings begin at 7 p.m. Commissioners are expected to join the Zoom meeting at least 10 minutes ahead of the meeting time (6:50 p.m.), to allow the meeting to start on time. If a Commissioner is not able to attend a meeting, they should let the Chair or the Vice Chair know as soon as it is known that they will not be in attendance. It is important for Commissioners to be present at meetings especially when a vote is required. Since there are 6 ANCs, at least 4 ANCs must be present on order for there to be a quorum.

### **Agency Meetings, Open Houses and Training**

Commissioners are encouraged to attend meetings, open houses, and trainings conducted by DC Agencies and/or its partners. There is a DC Agency contact list that is distributed by the OANC. However, it is best to network and find alternate contacts as the primary contact may be inundated with requests from all ANCs.

### **Hearings**

Unless explicitly approved by the ANC 5E, commissioners are not authorized to act as a representative

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of ANC 5E (for example: in agency meetings, D.C. Council hearings, et al) and are only to represent their views in their capacity as an individual ANC SMD commissioner.

### **Presentations**

Presenters (D.C. agencies, organizations, and individuals) should send presentations to the ANC chair ahead of the public meeting and should be included, where possible, in the minutes of the meeting.

### **Reimbursements**

Items above \$300 should not be purchased without prior consent from the full ANC 5E.

Items for reimbursement (under \$300) should be submitted to the Treasurer at least 72 hours before the ANC 5E public meeting.

### **Reserves and Budget**

ANC 5E has committed to keeping at least a year's worth of its annual allotment in the ANC 5E bank account as a reserve fund.

### **Meeting Minutes**

Edits to the meeting minutes should be sent to the Secretary at least 48 hours in advance of the ANC 5E public meeting where the meeting minutes are to be voted on.

### **Documents**

Commissioners are required to draft the appropriate documents to support their agenda items, which include – but are not limited to — resolutions, letters of opposition or support, and BZA Form 129. The Treasurer should prepare the monthly Treasurers Report and Quarterly Financial Report (QFR) as per the OANC guidelines.

All documents for voting consideration are to be sent to the ANC 5E Commissioners at least 48 hours before the public meeting.

The Secretary can assist with drafting letters as needed or required, but it is incumbent upon the relevant Commissioner to produce the required documentation in order for the Commission to take action on it.

Commissioners should inform the full ANC 5E if they are using the ANC 5E letterhead. The relevant commissioner should also make clear in the letter that they are writing it in their individual capacity as an Advisory Neighborhood Commissioner, and that the communication is not representative of the Commission as a whole.

## **ANC 5E Website, Bylaws, Guidelines**

ANC 5E maintains a website here: Advisory Neighborhood Commission 5E ([anc5edc.org](http://anc5edc.org))

The purpose of the website is to act as a resource for residents on ANC actions and meetings. ANC 5E's website does not include events or news from individual commissioners or external organizations, which should be posted on their own SMD website.

The Vice Chair is responsible for reviewing all content that is to be posted on the ANC 5E website. All approved materials from the ANC should be posted on the website in a timely manner.

ANC 5E Bylaws can be found [here](#).

### **ANC 5E Committees**

ANC 5E has three committees that assist with reviewing applications, proposed changes in the community (i.e. infrastructure), and providing recommendations. The committees are the Alcoholic Beverage and Cannabis Licensing Committee, Zoning and Historic Preservation Committee, and the Transportation and Safety Committee. Commissioners can find the latest Committee Guidelines [here](#), which includes information about nomination of committee members.

### **ANC Grants and Sponsorships**

ANC 5E grant guidelines can be found [here](#). OANC has an updated grant application form which is available [here](#).

ANC 5E will follow the OANC guidelines on sponsorships and grants.

## **Sample Letter, Resolutions, and Forms**

[BZA form 129](#)

Template for Resolutions

[PDF](#)

[Word](#)

Letterhead Template

[PDF](#)

[Word](#)

### **ADDITIONAL LINKS**

OANC Handbook and Training Resources can be found [here](#).