

# Advisory Neighborhood Commission 1B Government of the District of Columbia Standard Operating Procedures

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*Version 18.2.1*

*Adopted February 4, 2016*

## Revision History

Date Adopted	Originator	Reason for Change / Notes
01/08/2015	ANC	New rules adopted
02/05/2015	Executive Committee	Technical Changes for clarity and function applied
09/03/2015	Robb Hudson	Added language to maintain standing if comment deadlines fall outside normal ANC calendar
02/04/2016	ANC	Eliminates liaison positions; adds Public Policy Advocate executive committee position; expands Public Safety Committee to include public engagement; incorporates other changes from 2015; reformats document.

## 1. Administrative Procedures

### 1.1. Agendas and supporting materials

- 1.1.1. An agenda shall be drafted by the Commission Chair, or their designee, and circulated to Commissioners and committee chairs at least 7 days in advance of each regularly scheduled Commission meeting.
  - 1.1.2. Commissioners wishing to add an agenda item shall do so by sending a topic title, brief statement of the issue, and indicate the timeline and urgency of the issue to the Commission Chair, or their designee.
  - 1.1.3. Committee chairs shall add agenda items by sending a one (1) page summary report that includes the date the topic was submitted to the committee, date the committee heard testimony, date the topic goes before the respective government agency or other important dates that indicate priority level, brief summary statement of the issue, important issues brought up by the community, and summary of committees recommendation of addressing the topic. Committee chairs shall send the report to the Commission Chair, or their designee.
  - 1.1.4. In the event a special Commission meeting is scheduled, the Commission Chair, or their designee, shall develop and set deadlines for an agenda.
  - 1.1.5. The Commission Chair shall develop the final agenda, and shall have the discretion to include or exclude and organize agenda items so to ensure the most productive and timely operation of a Commission meeting.
  - 1.1.6. The Secretary, or their designee, shall send the final agenda to Commissioners and committee chairs at least one (1) day prior to the regularly scheduled meeting or special Commission meeting.
  - 1.1.7. Commissioners and committee chairs with items on the agenda shall submit supporting materials to the Commission Chair, or their designee, at least two (2) days in advance of the regularly scheduled or special Commission meeting.
  - 1.1.8. Each committee chair shall be responsible for the preparation of reports and supporting materials on all items referred to the committee by the Commission Chair, as described in Article VII, Section 3 of the Bylaws.
  - 1.1.9. Issues needing consideration that do not derive from a committee shall be the responsibility of the Commissioner whose Single Member District the item originated, is most impacted, or at the appointment of the Commission Chair.
  - 1.1.10. The agenda of every Commission meeting shall provide a period of public comment. This item shall be placed on the agenda so as to be most accessible and convenient for the public to participate.
  - 1.1.11. The Commission shall use the following model agenda, to be edited or revised for each meeting at the discretion of the Chair: Call to Order; Roll Call; Approval of the Agenda; Approval of the Minutes; Announcements by the Public; Announcements by Commissioners; Executive Officers Reports; Committee Reports; Commissioners Reports; New Business; and Adjournment.
  - 1.1.12. The Commission Chair will assure that the public shall be given the opportunity to comment on each action item on the agenda before the Commission votes.
- 1.2. Notifying the public of regularly scheduled meetings, special Commission meetings, and committee meetings

- 1.2.1. All regularly scheduled meetings, special Commission meetings, and committee meetings are open to the public.
- 1.2.2. Upon setting the calendar of meetings and at the January meeting, per Article V, Section 1, the Commission shall meet at least 12 times in the calendar year.
- 1.2.3. The Secretary, or their designee, shall announce all regularly scheduled and special Commission meetings to the public at least seven (7) days before the meeting.
- 1.2.4. Announcement of a meeting must be delivered in at least two (2) of four (4) legally established types of notification: 1) posting notices in at least four conspicuous place in each Single Member District within the Commission area; 2) publication in a city or community newspaper; 3) distributing notice to a mailing list (including electronic); and 4) other methods of the Commission's choosing.
- 1.2.5. Standing committee and special committee meetings shall follow the same announcement protocol as a regularly scheduled Commission meetings. Notification shall be the responsibility of the committee chair with assistance provided by the Secretary.
- 1.2.6. During a standing committee's first meeting of the calendar year, the committee chair shall appoint committee members and set a calendar of meetings for the year. Each standing committee shall meet monthly as long as there items before them for consideration.
- 1.3. Follow-up and execution of actions by the Commission
  - 1.3.1. Performance Goals and Reporting
    - 1.3.1.1. Within the first quarter of each year, the Vice Chair shall lead the Commission and committees in establishing goals, plans, and measures for the coming year.
    - 1.3.1.2. The Commission and each committee shall develop and publish a semiannual performance scorecard targeting improvements in the quality of customer care and efficiency gains.
    - 1.3.1.3. The Secretary shall be responsible for coordinating the collection and publication of surveys, other submitted comments, and performance score cards.
    - 1.3.1.4. The Vice Chair shall lead the Commission and Committees in publishing an annual report that include, but is not limited to, performance towards goals, keys successes, and opportunities in each community within the ANC, along with cross-border issues, and participation in district-wide policies.
  - 1.3.2. Each Commissioner shall be responsible for the preparation of all resolutions, motions, reports, and letters related to items within his or her Single Member District unless otherwise assigned by the Commission Chair. Commissioner of jurisdiction may employ the help of the Commission Office Staff.
  - 1.3.3. All correspondence that embodies the official views and actions of the Commission must bear the stamp "ON BEHALF OF THE COMMISSION" and strive to have the signature of the Commission Chair and at least one additional Executive Committee Member or the sponsoring Commissioner.
  - 1.3.4. Commissioners may request to include their signature on official correspondence by notifying the Commission Chair, or their designee, and the sponsoring

Commissioner. There is no limit to the number of seated Commissioners that may sign on to correspondence.

1.3.5. The Secretary, or their designee, shall post approved meeting minutes and other materials presented at the Commission meeting as deemed necessary on the Commission website within seven (7) business days of approval.

1.3.6. In the rare event that a city agency imposes deadlines on the Commission that, because of the predetermined meeting schedule, it cannot meet, the Commission approves the following actions to maintain standing or request continuance from the city agency requiring an official Commission response:

1.3.6.1. ABRA – a protest on peace order and quiet shall be entered to maintain standing for action at the next ANC meeting.

#### 1.4. Office operations and human resources

1.4.1. All matters pertaining to the administrative operations of the Commission that does not alter the approved annual budget or Standard Operating Procedures will be decided and resolved by the Executive Committee.

1.4.2. Materials in the ANC Office that are not intended for daily operation must be approved by the Executive Committee for storage. Upon approval the Executive Committee shall notify the owner of the specific date that stored materials must be removed, not to exceed the annual election of the Executive Committee at the proceeding January meeting.

1.4.3. Unauthorized items and stored materials left in the ANC Office past the specified date shall be disposed of at the discretion of the Executive Committee. It is the owners' responsibility to remove stored materials on time, and the ANC is not responsible for communicating in advance that stored materials past the specified date will be removed.

1.4.4. Financial withdraws from the Commission's account must be through check and bear the signature of the Commission Chair or Treasurer and one additional member of the Executive Committee.

1.4.5. Commissioners, committee chairs, and other authorized staff seeking reimbursement for an approved purchase must complete an "ANC-1B Reimbursement Form," attach original receipts, and submit to the Treasurer, or their designee, no later than 30 days after the purchase. Approval of reimbursements shall be decided by a consensus vote of the Executive Committee. Requests for reimbursement after 30 days shall be approved by a supermajority of the full Commission.

1.4.6. The Executive Committee shall assign, remove, and determine the remuneration for all Commission Office Staff, subject to appropriations and positions established by the Commission.

1.4.7. All human resource issues will be decided and resolved at Executive Committee meetings and any further actions that require a vote of the Commission will be presented at the earliest, regularly scheduled meeting or special Commission meeting.

1.4.8. Each Commissioner is responsible for responding to constituent correspondence in a timely manner. All correspondence received through the Commission's website, email, social media, and other outlets owned and operated by the full Commission

shall be received by the Secretary, or their designee, and referred to the Commissioner of Jurisdiction and when appropriate to the committee chair.

## 1.5. Executive Committee

### 1.5.1. Chair

1.5.1.1. In addition to the responsibilities contained within the SOPs, the Chair [TEXT TO BE ADDED LATER]

### 1.5.2. Vice Chair

1.5.2.1. In addition to the responsibilities contained within the SOPs, the Vice Chair [TEXT TO BE ADDED LATER]

### 1.5.3. Secretary

1.5.3.1. In addition to the responsibilities contained within the SOPs, the Secretary [TEXT TO BE ADDED LATER]

### 1.5.4. Treasurer

1.5.4.1. In addition to the responsibilities contained within the SOPs, the Treasurer [TEXT TO BE ADDED LATER]

### 1.5.5. Public Policy Advocate

1.5.5.1. The Public Policy Advocate shall monitor pending government legislation and rules for issues relevant to the Commission, notify the Commission and committees of various government activities and events, and promote the work of the Commission to various stakeholders at City Hall.

1.5.5.2. The Public Policy Advocate shall establish and maintain on-going working relations with those public and private entities with similar goals and purpose.

1.5.5.3. The Public Policy Advocate shall carry out such other tasks as the Commission may from time to time designate.

## 2. Committees

### 2.1. Type of Committees

2.1.1. A standing committee is a permanent committee of the Commission and assists the Commission on issues and tasks that arise regularly.

2.1.1.1. Standing committees consider matters on behalf of the Commission in order to make recommendations for action by the Commission.

2.1.1.2. Standing committees may only report their findings and recommendations to the Commission.

2.1.1.3. Standing committees may not represent the Commission before any agency or forum unless specifically tasked to do so by the Commission.

2.1.2. A special committee (also known as an ad hoc committee) is a temporary committee intended to address issues or items that do not fall under the purview of a standing committee or require more short-term or specific attention.

2.1.2.1. All special committees shall be created with a specific beginning and end date, not to exceed the annual election of the Executive Committee at the proceeding January meeting. The Commission may reauthorize the special committee upon the end date.

2.1.2.2. The roles, missions and tasks of special committees shall be assigned by the Commission in the form of a written statement of duties and issues to be considered. This written statement shall be adopted by majority vote of the

Commission at the regular public meeting at which the special committee is created.

- 2.1.2.3. Special committees may only report their findings and recommendations to the Commission.
- 2.1.2.4. Special committees may not represent the Commission before any agency or forum unless specifically tasked to do so by the Commission.
- 2.1.3. A task force is an informal group of at least one Commissioner and any number of residents from the Commission area, which consider specific actionable matters and make recommendations for implementation to the Commission. Task forces do not consider ongoing matters.
  - 2.1.3.1. Any Commissioner may establish a task force by submitting a statement of work to be included in the regular meeting records. The statement of work must articulate the task force objectives and outline deadlines for presenting work towards meeting objectives to the Commission.
  - 2.1.3.2. The creation of a task force does not require Commission approval or a public vote.
  - 2.1.3.3. The deadline for presenting to the Commission will be no later than three (3) regularly scheduled meetings from the date that the task force is established. Presentation by a task force must be submitted to the Commission in the form of a resolution at a properly noticed public meeting.
  - 2.1.3.4. Upon presentation of findings to the Commission or after three regularly scheduled commission meetings have passed, whichever comes first, the task force is automatically disbanded. The Commissioner on the task force may reauthorize the task force by following Article II, Section A3(a) of the Standard Operating Procedures.
  - 2.1.3.5. The Secretary, or their designee, will ensure that the creation of a task force during a public meeting is noted in the Minutes for that meeting.
  - 2.1.3.6. The Commission Chair will ensure that all task forces are given an opportunity to present their recommendations during a properly noticed public meeting.
- 2.2. Committee Chairs
  - 2.2.1. Upon election of the Commission's Executive Committee at the January meeting, the Commission Chair will immediately announce and proceed to advertise a two-week period that the Commission will accept applications for chair of each committee.
  - 2.2.2. The chair of each committee shall be open to any resident of the Commission area.
  - 2.2.3. Within 48 hours of the application deadline, all eligible submissions for committee chair positions shall be sent to all Commissioners. The Executive Committee shall review all eligible submissions and present nominations for chair or co-chair of each committee to the full Commission for approval at the February meeting.
  - 2.2.4. Standing committee chairs shall be appointed to serve a one-year term, or until a successor is appointed. The terms of office shall commence at the close of the meeting at which the Commission confirms the committee chairs. There are no limits to the number of terms a chair may serve on the committee.

- 2.2.5. Special committee chairs shall be appointed by vote of the Commission at the meeting at which the special committee is created, or, at the discretion of the Commission, the appointment may be deferred to the next meeting to provide time to recruit candidates from the community. The term shall end the same date the special committee is scheduled for termination.
- 2.2.6. All committee chairs serve at the pleasure of the Commission. A committee chair can be removed by a simple majority vote by the Commission.
- 2.2.7. In the event that a chair of a standing committee cannot fulfill the full term, be it through resignation or removal from the position, the Commission shall appoint a new committee chair to serve out the remainder of the term by simple majority vote. This appointment does need not be advertised prior to the selection.

### 2.3. Committee Membership

- 2.3.1. Membership to each committee shall be open to all residents and those with business interests in the area, and are appointed at the discretion of the committee chair. Priority shall always be given to residents of the Commission.
- 2.3.2. Commissioners may appoint members to vacant seats on committees so far that it does not violate Article II, Section C(3) and Section C(7). Commissioners wishing to make an appointment shall notify the committee chair in writing at least seven (7) days before the regularly scheduled or special committee meeting.
- 2.3.3. Membership of all committees shall be limited to fifteen (15) people, including the chair. The minimum membership of all committees shall be three (3), including the chair. Quorum required for a standing and a special committee shall be the lesser of three (3) or one-third of appointed committee members.
- 2.3.4. Members of a standing committee shall be appointed to serve for one-year term, or until a successor is appointed. The terms of membership shall commence at the close of the February committee meeting at which the committee chair confirms the committee membership, or the first committee meeting with the minimum number of appointed members.
- 2.3.5. Members of a special committee shall be appointed to serve until the date the special committee is scheduled for termination.
- 2.3.6. It is the responsibility of the committee chair to keep track of the terms of their committee members and relay this information to their successors.
- 2.3.7. Committee chairs are highly encouraged to seek representatives from each Single Member District and subject matter experts within their committees issue area. Excluding the committee chair and subject matter experts, no Single Member District may represent more than 30% of any committee.
- 2.3.8. All committee members shall be voting members of the committee, except the committee chair who votes only in the case of a tie.
- 2.3.9. Any committee member who misses three consecutive committee meetings may, at the discretion of the committee chair, be dismissed from the committee.
- 2.3.10. The proceedings of all standing and special committees shall be governed by Roberts Rules of Order.

### 2.4. Conducting business before the committee

- 2.4.1. Each committee shall establish their own procedures to be posted on the ANC webpage and distributed as needed notifying the public of the process to submit a request to be added to the committee agenda.

2.4.2. Committee administrative systems and tools, including but not limited to, email accounts, web-based tracking, and online forms, shall be the property of the ANC. Upon creation the Committee Chair shall provide complete access to the Secretary, including but not limited to, account names, passwords, and administration privileges.

## 2.5. Jurisdiction and Duties of Standing Committees

### 2.5.1. The Committee on Alcoholic Beverage Regulations

2.5.1.1. Monitor all rules and regulations affecting the sale and distribution of alcohol.

2.5.1.1.1. Track legislation, new regulations, court rulings, and other new developments related to or directly impacting licensed establishments within the Commission area.

2.5.1.1.2. Establish and maintain on-going working relations with those public and private entities with similar goals and purpose, including but not limited to, the Alcoholic Beverage Regulation Administration, the Office of the Attorney General, and the Council's Committee on Business, Consumer, and Regulatory Affairs.

2.5.1.1.3. Propose changes or amendments to existing guidelines, policies, and procedures for the Commission and the District.

2.5.1.2. Review and advise the Commission on applications for liquor, restaurant, retail, and entertainment licenses.

2.5.1.2.1. Conduct hearings that present opportunities for applicants and the community to present merits of the proposed establishment.

2.5.1.2.2. Deliver findings and recommendations to the Commission for approval.

2.5.1.2.3. The committee chair shall notify the Commissioner of Jurisdiction when an applicant for a liquor license is located in their Single Member District and a settlement agreement needs to be negotiated.

2.5.1.2.4. The Commissioner of Jurisdiction shall be the lead negotiator on every settlement agreement submitted to the Commission. The Commission may appoint the committee chair, or a committee member of his or her choosing, to represent the Commission during negotiating procedures of a settlement agreement.

2.5.1.2.5. The Committee shall review all proposed settlement agreements between the Commission and businesses applying for new or renewed liquor licenses, and shall make recommendations to the Commission regarding such proposed agreements.

2.5.1.2.6. To be valid and binding, every settlement agreement must be reviewed by the Commission and approved by a simple majority vote at a public meeting. Upon adoption, the Commission Chair and the Commissioner of Jurisdiction or one additional Executive Committee Member shall sign settlement agreements on behalf of the Commission.

2.5.1.2.7. In the event that a project is not supported, the Commission may choose to provide the applicant a written document outlining the justification for not supporting the project. When appropriate, copies of

the document shall be sent to the Councilmember for Ward 1 and Alcoholic Beverage Regulation Administration.

- 2.5.1.2.8. To provide ample opportunity for review, every settlement agreement shall be circulated to all Commissioners as soon as possible, and no later than 8AM on the day of the Commission meeting at which it is to be considered for approval.
- 2.5.1.2.9. Create and maintain up-to-date model settlement agreements for the Commission's use in negotiating with neighborhood businesses.
- 2.5.1.3. Track suspensions, revocations, and enforcement of settlement agreements.
  - 2.5.1.3.1. Report on new developments to the Commission and community.
  - 2.5.1.3.2. Maintain a committee web page as part of the Commission's website that includes instructions and an outline of the process for working through the committee and appropriate agencies, up-to-date public access to all Settlement Agreements, and other documents related to the scope of the committee's work within the Commission's boundaries.
  - 2.5.1.3.3. Advise the Commission and the community on procedures and resources available to remedy violations against settlement agreement.
  - 2.5.1.3.4. Respond to correspondence from residents in the Commission area
- 2.5.1.4. Carry out such other tasks as the Commission may delegate from time to time.
- 2.5.2. The Committee on Public Safety & Community Engagement
  - 2.5.2.1. Monitor rules and regulations pertaining to police and fire regulations, police protection, fire prevention, emergency medical services, homeland security, criminal justice, human rights, and public safety.
  - 2.5.2.2. Establish and maintain on-going working relations with those public and private entities with similar goals and purpose, including but not limited to, the Metropolitan Police Department, Homeland Security and Emergency Management Agency, the Deputy Mayor for Public Safety and Justice, the Council's Committee on the Judiciary, Office of Community Affairs, Office of Neighborhood Engagement, Office of Unified Communications, neighborhood civic associations, Office of Community Affairs, and the Council Member for Ward 1.
  - 2.5.2.3. Advise the Commission on public safety activities across the Commission.
  - 2.5.2.4. Report to the Commission monthly statistics on crime across the Commission area.
  - 2.5.2.5. Monitor major public safety activities and concerns and alert the Commissioner of Jurisdiction.
  - 2.5.2.6. Propose changes or amendments to existing guidelines and policies for the Commission and the District.
  - 2.5.2.7. Work to educate the community of facts and resources available that increase awareness and public safety.
  - 2.5.2.8. Work across ANC boundaries and the various Police Service Areas (PSAs) of the Third Metropolitan Police District to monitor and address public safety issues.

- 2.5.2.9. Increase public participation in Commission related activities and promote the Commission at a grassroots level, increase community access to the Commission and promote public awareness of what the Commission's role is and what the Commission is working on by executing various strategies and utilizing various mediums of communication.
- 2.5.2.10. Organize and assist with community service events, fundraisers for community groups, and community activities.
- 2.5.2.11. Establish policies and procedures for reviewing community sponsorships and grants and proposing recommendations for Commission approval.
- 2.5.2.12. Carry out such other tasks as the Commission may delegate from time to time.
- 2.5.3. The Committee on Zoning, Preservation, & Development
  - 2.5.3.1. Track and, when appropriate, comment on zoning and historic preservation policy and developments.
  - 2.5.3.2. Establish and maintain on-going working relations with those public and private entities with similar goals and purpose, including but not limited to, the Historic Preservation Review Board, the D.C. Office on Zoning, the Deputy Mayor for Economic Development and Planning, and Council's Committee on Housing and Community Development.
  - 2.5.3.3. Review and advise the Commission on all applications and proposals relating to residential projects 10 units and less, and small business developments.
    - 2.5.3.3.1. Conduct hearings that present opportunities for applicants and the community to present merits of the proposed project.
    - 2.5.3.3.2. Deliver findings and recommendations to the Commission for approval.
    - 2.5.3.3.3. The committee chair shall notify the appropriate Commissioner when a project is being proposed in their Single Member District.
    - 2.5.3.3.4. The Committee shall coordinate with the Commissioner of Jurisdiction to gather community input.
    - 2.5.3.3.5. The Committee shall review all proposed materials between the Commission and businesses, and shall make recommendations to the Commission regarding such proposed agreements.
    - 2.5.3.3.6. To be valid and binding, every action must be reviewed by the Commission and approved by a simple majority vote at a public meeting. Upon adoption, the Commission Chair and the Commissioner of Jurisdiction or one additional Executive Committee Member shall sign the project endorsement on behalf of the Commission.
    - 2.5.3.3.7. In the event that a project is not supported, the Commission may choose to provide the applicant a written document outlining the justification for not supporting the project. When appropriate, copies of the document shall be sent to the Council Member for Ward 1, the D.C. Office of Zoning, and the Deputy Mayor for Economic Development and Planning.

- 2.5.3.4. Maintain a committee web page that includes instructions and an outline of the process for working through the committee and appropriate agencies, and links to relevant organizations.
- 2.5.3.5. When appropriate, seek the advice of outside expertise, such as architects and historic preservationists, to guide the Committee in its work.
- 2.5.3.6. Carry out such other tasks as the Commission may delegate from time to time.
- 2.5.4. The Committee on Economic Development
  - 2.5.4.1. Monitor rules, regulations, trends, and developments related to neighborhood development, improvement, stabilization, and urban affairs.
  - 2.5.4.2. Establish and maintain on-going working relations with those public and private entities with similar goals and purpose, including but not limited to, the Office of Zoning, the Office of Planning, Department of Employment Services, Deputy Mayor for Planning and Economic Development, and the Council's Committee on the Whole.
  - 2.5.4.3. Review and advise the Commission on projects that require a Planned Unit Development (PUD), private dispositions of public land, and other projects as designated by the Commission.
    - 2.5.4.3.1. Conduct hearings that present opportunities for applicants and the community to present merits of the proposed project.
    - 2.5.4.3.2. Deliver findings and recommendations to the Commission for approval.
    - 2.5.4.3.3. The committee chair shall notify the appropriate Commissioner when a major development project is being proposed in their Single Member District.
    - 2.5.4.3.4. When a public benefits package needs to be negotiated the Commissioner of Jurisdiction, or a designer of the commission, shall be the lead negotiator on every public benefits package submitted to the Commission. In the event that the Commissioner of Jurisdiction fails to lead the negotiation, the Chair of Economic Development Committee, their designee, or an appointment by the Commission shall lead the negotiation.
    - 2.5.4.3.5. The Committee shall coordinate with the Commissioner of Jurisdiction to gather community input.
    - 2.5.4.3.6. The Committee shall review all applicant materials regarding development projects, and shall make recommendations to the Commission regarding such proposed agreements including but not limited to community benefits, changes to the development plans, proposed traffic and transportation changes, etc. These recommendations shall be made with cooperation of the other Committees according to their expertise.
    - 2.5.4.3.7. Every agreement must be reviewed by the Commission and approved by a simple majority vote at a public meeting. Upon adoption, the Commission Chair and the Commissioner of Jurisdiction or one additional Executive Committee Member shall sign the agreement or letter of support on behalf of the Commission.

- 2.5.4.4. Promote the Commission area and recruit new business when appropriate.
  - 2.5.4.5. Maintain a committee web page that includes instructions and an outline of the process for working through the committee and appropriate agencies, and links to relevant organizations.
  - 2.5.4.6. Establish and maintain a committee web page that includes instructions and an outline of the process for working through the committee and appropriate agencies, lists vacant properties in the Commission area, developments under construction, projects under consideration, and demographic and economic statistics about the Commission area.
  - 2.5.4.7. Carry out such other tasks as the Commission may delegate from time to time.
- 2.5.5. The Committee on Transportation
- 2.5.5.1. Monitor all rules and regulations related to the operation and functionality of public and private transportation within the Commission area.
  - 2.5.5.2. Establish and maintain on-going working relations with those public and private entities with similar goals and purpose, including but not limited to, the Department of Transportation, the Taxicab Commission, and the Council's Committee on Transportation and the Environment.
  - 2.5.5.3. Review and advise the Commission on applications and proposals relating to transportation, parking and other similar topics.
    - 2.5.5.3.1. Conduct hearings that present opportunities for applicants and the community to present merits of the proposed project.
    - 2.5.5.3.2. Deliver findings and recommendations to the Commission for approval.
    - 2.5.5.3.3. The committee chair shall notify the appropriate Commissioner when a project is being proposed in their Single Member District.
    - 2.5.5.3.4. The Committee shall coordinate with the Commissioner of Jurisdiction to gather community input.
    - 2.5.5.3.5. The Committee shall review all proposed materials between the Commission and businesses, and shall make recommendations to the Commission regarding such proposed agreements.
    - 2.5.5.3.6. To be valid and binding, every action must be reviewed by the Commission and approved by a simple majority vote at a public meeting. Upon adoption, the Commission Chair and the Commissioner of Jurisdiction or one additional Executive Committee Member shall sign the project endorsement on behalf of the Commission.
    - 2.5.5.3.7. In the event that a project is not supported, the Commission may choose to provide the applicant a written document outlining the justification for not supporting the project. When appropriate, copies of the document shall be sent to the Council Member for Ward 1 and the D.C. Office of Zoning.
  - 2.5.5.4. Maintain a committee web page that includes instructions and an outline of the process for working through the committee and appropriate agencies, including links to relevant organizations.
  - 2.5.5.5. Carry out such other tasks as the Commission may delegate from time to time.