



Advisory Neighborhood Commission 1E Standard Operating Procedures

Revision History

Name	Date	Reason For Changes
ANC 1E	01/12/2023	Original
ANC 1E	03/22/2023	Update methods of announcing public meetings
ANC 1E	06/28/2023	Clarify Public Space Permit requirements
ANC 1E	07/26/2023	Clarify amplified noise permit requirements
ANC 1E	01/24/2024	Several miscellaneous updates
ANC 1E	01/22/2025	Clarifies document responsibilities, deadlines, and committee updates; creates an Engagement Secretary; removes duplicate voting rule; mandates settlements for ABC/ABCA licenses; updates grants.
ANC 1E	05/27/2026	Authorizes the use of a consent agenda and establishes "Appendix C" to establish document identification and formatting standards

ANC 1E STANDARD OPERATING PROCEDURES

In order to conduct organized and efficient ANC 1E meetings, and the effective conduct of administrative operations, it is proposed that Standard Operating Procedures (SOP) be adopted by ANC 1E:

I. Address Information

The official mailing address of ANC 1E is:

2605 Sherman Ave NW, Washington, D.C. 20001

II. Administrative Procedures

- A. The use of the ANC equipment, office, and supplies is based on the following two principles: (1) all Commissioners will have equal access to the office and equipment; and, (2) the use of the equipment and Commission office and supplies will meet the “public purpose” test.
- B. Preparation of resolutions, motions, reports and/or letters is the responsibility of the Single Member District (SMD) Commissioner under whose jurisdiction the action falls. These materials must be provided to Commissioners prior to the general meeting, except in emergency situations or when a majority of commissioners do not object, in accordance with Subsection C.
- C. Commissioners are requested to provide copies of proposed motions or resolutions to SMD Commissioners at least 3 calendar days prior to the Committee of the Whole (COW) meeting or 5 calendar days prior to the monthly meeting to enable sufficient review of documents for clarity and discussion.
- D. All official correspondence, motions, resolutions, reports, etc., regarding an action and/or will of the Commission must bear the signature of at least the Chairperson and the Secretary or sponsoring Commissioner. Additional Commissioners may elect to include their signatures so long as it does not delay the process.
- E. All matters pertaining to the administrative operations of ANC 1E will be decided/resolved in COW or other appropriate committee meetings.
- F. All personnel issues will be decided / resolved at Executive Committee meetings only, as personnel issues are not for public discussion. Personnel recommendations from the Executive Committee requiring a vote will be presented to the Commission at a regularly scheduled or special Commission meeting. Public recommendations for personnel action will be limited to name of selected applicant, title, brief overview of duties and/or proposed salary.

- G. Postage for official mailings is to be approved by the Commission, purchased and maintained by the Secretary. Requests for bulk-mailing by SMD Commissioners should be presented to the Secretary at the COW or committee meetings and stamps will be issued following the next scheduled Commission meeting, thus giving the Secretary notice to ensure sufficient postage is available. Commissioners can also purchase stamps and seek petty cash reimbursements for bulk-mailings in emergency cases after ensuring funding is available.
- H. Requests for postage checks should be made at COW meetings or following monthly meetings. Postage use reports will be submitted to the Treasurer quarterly, or as necessary.
- I. The Secretary, or designee of the Secretary, will pick up all mail from the Post Office, Post Office Box, or mailbox and notify the appropriate Commissioner when mail is received. Mail to the general ANC will be copied by the Secretary and distributed to each Commissioner at the next regular business meeting or COW meeting, unless the mail is time sensitive, in which case the Secretary will make all due diligent effort to make contact with all Commissioners as quickly as possible. Mail is the responsibility of each SMD Commissioner and each Commissioner will be responsible for obtaining it from the Secretary.
- J. ANC 1E shall appoint an Engagement Secretary to support the following activities:
- Oversee the Commission's external communications, including the public notification of meetings.
 - Draft and manage public-facing materials, such as press releases, newsletters, social media content, and the commission website.
 - Serve as the primary liaison for media relations, coordinating interviews and public messaging with the Chairperson and appropriate Commissioners.
 - Develop and implement strategies to enhance the Commission's visibility and public presence in coordination with the Public Safety and Engagement Committee.
 - Collaborate with the Secretary to ensure public messaging aligns with internal documentation and goals.

III. Committee Assignments

- A. Committees consider matters on behalf of ANC 1E in order to make recommendations for action by the Commission. Committees may only report their findings and recommendations to the Commission. Committees may not represent the Commission before any agency or forum. Authorization to present, on behalf of the Commission, a report or finding by citizens who are not members of ANC 1E may be granted by a majority vote of the Commission, and must be accompanied by a letter of authorization.
- B. There are three (3) categories of committees as stated in the Bylaws. However, nothing is to preclude committees from forming ad hoc groups. See Appendix A for a full description of all Standing Committees.
- C. The Executive Committee, Standing Committees, and Special committees are created as defined in the bylaws.
- D. Any Commissioner can nominate committee chairpersons at a regularly-scheduled or special meeting.
- E. Chairpersons of Standing and Special Committees have the authority to:
 - 1. determine the number of members that can serve on the committee
 - 2. add and remove members to the committee throughout the year while maintaining that no SMD shall represent greater than 35% of the makeup of a committee
- F. Chairpersons of a committee shall present a list of members during the February each year, which shall include the member's name, email, and SMD; and they are responsible for updating the list throughout the year.
- G. Any Commissioner not formally appointed to a Standing or Special Committee may attend a meeting and be granted temporary voting privileges for that meeting.
- H. Any ANC 1E Commissioner may serve on a committee or sub-committee.
- I. Any resident of ANC 1E may serve on a committee or sub-committee.

IV. Public Procedures

- A. Commissioners, though strongly discouraged, reserve the right to introduce actions or motions at any official meeting without prior notice.
- B. The appropriate SMD Commissioner or committee is to draft the motion, resolution and/or agreement, as necessary, relating to issues. These proposed

agenda action items should be forwarded to the Chairperson and Secretary for inclusion on the proposed agenda and distributed by the SMD Commissioner at least 3 calendar days prior to the COW meeting or at least 5 calendar days prior to the monthly meeting, in accordance with Section II.C.

- C. To the extent possible, accessible online folders should be used to store and share draft materials for each meeting as established by the Secretary.
- D. Anyone wishing to present before ANC 1E will be required to provide at least 21 calendar days notice in order to be placed on the following month's agenda. Requests may be made to the SMD Commissioner, Chairperson, or Secretary.
- E. The Chairperson, with consent of the Commission, can place limits on discussion time and number of presenters in consideration of moving the agenda.
- F. Written copies of materials from the public must be available to each Commissioner at least 10 calendar days in advance of the meeting to enable Commissioners sufficient opportunity to review the documents. Materials may also be distributed at the previous month's meeting. This will allow opportunity for Commissioners to request clarity and for discussion of the materials at the COW meeting prior to the scheduled meeting.
- G. Material or requests for action handed out at ANC meetings or not provided to Commissioners in advance, as stipulated, may be denied presentation and suggested to be placed on the agenda for the next month's meeting. The Chairperson reserves the right to defer to SMD Commissioners on matters that may be deemed emergency in nature.
- H. Applications for ABC licenses and DDOT applications are given a 30 calendar day review period. Applications for Zoning Board variances are given a 30 calendar day review period. The affected SMD Commissioner is to make copies available to members of ANC 1E for review prior to the meeting in which the application is submitted.
- I. A "Settlement Agreement" will be required where there are genuine concerns with issues of noise, safety, and/or trash management for each request for a new or renewal ABC license application with the Alcoholic Beverage and Cannabis Administration (ABCA). It will be the responsibility of the appropriate SMD Commissioner to negotiate such an agreement with the applicant.

- J. A "Community Agreement" may be required for each request for zoning variance or special exception with the Board of Zoning Adjustment (BZA). It will be the responsibility of the appropriate SMD Commissioner and/or the appropriate committee to negotiate such an agreement with the applicant.
- K. Applications for funding or grants will require at least 30 calendar days notice prior to action for approval/denial of application. Organizations know at least a month before any event whether they will need additional funding, and their requests to ANC 1E must be timely. It will be the responsibility of the appropriate SMD Commissioner or Committee to review and make recommendations on applications. The Chairperson reserves the right to defer to SMD Commissioners on matters that may be deemed time-sensitive or emergency in nature.
- L. The Commission shall announce public meetings, including monthly general meetings and administrative meetings, using at least two of the following methods: 1) email to listservs, 2) Commission website/e-calendar, 3) to the extent practical newsletter and social media, and 4) verbally announcing the dates of upcoming meetings during the monthly general meeting.
- M. When "Public Space Permit" requests are assigned to the ANC for review, the affected SMD Commissioner or the Secretary of the ANC may indicate in DDOT's Transportation Online Permitting System (TOPS) a status of "Revision Required" and include a comment stating "The ANC is preparing to provide a response" to maintain standing for the ANC and allow for review through the relevant Committees and the ANC.
- N. A request for a letter of support for a DPR application for amplified noise will be the responsibility of the affected SMD Commissioner. The impacted commissioner has the discretion to submit a letter of support/opposition and it does not need to go before the full commission. However, if timing permits, the applicant will present the application/event details at the next Transportation and Public Space Committee meeting in order to better understand impacts to the community.

V. Commission Meetings

- A. All meetings of ANC 1E (except committee meetings) are official sessions and are to be conducted with the greatest of decorum and respect. As such, Commissioners should be addressed by their official title and last name, as with any other official session.
- B. Commission meetings are open to the public, except when discussing personnel issues.
- C. The Chairperson or Vice Chairperson will ensure that items are referred to the appropriate committee or placed on the agenda for the next monthly meeting.

The Chairperson reserves the right to defer to SMD Commissioners on matters that may be deemed time-sensitive or emergency in nature.

- D. The Chairperson can open the floor to the public for its input on issues, and place limits on discussion time and number of respondents.
- E. New business will be limited to a brief presentation either from the Commissioners or the public. Items requiring action will be placed on the next month's agenda or referred to the appropriate Committee.
- F. During virtual/hybrid official and committee meetings, a question and answer feature may be available; however, any open 'chat' function will be disabled for attendees. A majority vote of present Commissioners in official meetings or a majority vote of present Committee members can open the 'chat' function if desired.
- G. The sitting Chairperson or their designee shall conduct the annual election of Executive Officers at the January meeting.
- H. At regular public meetings, the Commission may use a Consent Agenda for routine or noncontroversial items listed on the published draft agenda. The Consent Agenda shall be taken up after adoption of the agenda and before reports and official business, unless the Commission orders otherwise. Before the vote on the Consent Agenda, any Commissioner may remove an item from the Consent Agenda without debate or vote. Any item removed shall be considered separately under the appropriate agenda heading. Adoption of the Consent Agenda constitutes approval, adoption, or receipt, as applicable, of each item remaining on it. The Consent Agenda shall not be used for any item that requires a separate public presentation or separate consideration before Commission action under District law, the Bylaws, or these operating procedures.

VI. Reports & Minutes

- A. Committee Reports will be available at least 5 calendar days in advance of the next regularly scheduled meeting in order to give Commissioners sufficient time to review reports and make comments. Commissioners should contact chairpersons of committees with their comments as soon as possible to enable incorporation into report prior to the next meeting.
- B. The Secretary will prepare and distribute draft minutes of previous month's meeting within 20 calendar days after the meeting in order to give Commissioners sufficient time to review minutes and make comments. Commissioners should contact the Secretary with their comments as soon as possible to enable incorporation into minutes prior to the next meeting.

- C. Financial reports will be available at least 5 calendar days in advance of the next regularly scheduled meeting in order to give Commissioners sufficient time to review reports and make comments. Commissioners should contact the Treasurer with their comments as soon as possible to enable incorporation into the financial report prior to the next meeting.
- D. When a Consent Agenda is adopted, the minutes shall identify each item approved, adopted, or received through the Consent Agenda, either by listing the items in the minutes or by attaching the final adopted agenda to the minutes and incorporating it by reference.

VII. Dispute Resolution

- A. The Office of the ANC is the primary authority when resolving disputes regarding the operational procedures of ANC 1E.
- B. The ANC 1E bylaws are the governing document for ANC 1E.
- C. DC Law supersedes any rule, regulation, or parliamentary procedure.

VIII. Reimbursement of Expenses

- A. Reimbursement of Commissioner expenses must be approved by a majority vote of the Commission.

APPENDIX A: ANC 1E COMMITTEES

These committees report to ANC 1E and are expected to coordinate closely with the given SMD commissioner(s) on affected issues. The term for the Chairperson and Co-Chairperson of a committee is one year, but the number of times one may be reelected is not limited. The Chairperson and Co-Chairperson are voted on by the ANC 1E Commissioners. The Committee is expected to promote membership and maintain a list of its members. Except for the Executive Committee (created in the Bylaws) and the Committee of the Whole, Membership and Chairperson positions are open to all ANC 1E residents.

COMMITTEE OF THE WHOLE

The Committee of the Whole is composed of ANC 1E Commissioners, and holds monthly meetings at least 8 calendar days before the general meeting to discuss the next meeting agenda, share draft resolutions, and letters of support or descent. The Chairperson must be notified of all agenda item requests on or before the COW meeting date. Anything requiring an ANC vote should be presented on or before the COW meeting date. Participation is limited to ANC 1E Commissioners.

ZONING AND ECONOMIC DEVELOPMENT COMMITTEE

The ZED is responsible for the following:

- Identify appropriate issues in regards to job creation, business development, housing development and policy, and project development.
- Identify appropriate issues in regards to land-use planning, zoning, historic preservation, and regulations
- Draft resolutions for ANC 1E's consideration
- Coordinate public meetings as necessary. If a public meeting is held, a participant sign-in sheet and meeting notes shall be provided to ANC 1E within 30 calendar days of the meeting date.
- Research and report findings and provide recommendations to ANC 1E
- Track and notify ANC 1E of all relevant hearing dates.
- Review applications for licenses with the Alcoholic Beverage and Cannabis Administration, and make protest recommend to the full ANC

TRANSPORTATION AND PUBLIC SPACE COMMITTEE

The Committee is responsible for the following:

- Identify appropriate issues in transportation, mobility, pedestrian safety, and public spaces, which includes, but is not limited to, public parks, sidewalks, and recreation centers.
- Consider and recommend strategies for increasing community safety in accordance with Vision Zero goals within the Commission area.

- Analyze and provide feedback on relevant proposed plans and projects, as well as legislation and agency decisions that impact community safety in line with these goals.
- Work with neighborhood groups representing vulnerable road users to receive feedback on the Commission's efforts toward Vision Zero goals.
- Identify appropriate issues in regards to DDOT actions and policy.
- Draft resolutions for ANC 1E's consideration.
- Coordinate public meetings as necessary. If a public meeting is held, a participant sign-in sheet and meeting notes shall be provided to ANC 1E within 30 calendar days of the meeting date.
- Research and report findings and provide recommendations to ANC 1E.
- Track and notify ANC 1E of all relevant hearing dates.

PUBLIC SAFETY AND ENGAGEMENT COMMITTEE

The Public Safety and Engagement (PSE) Committee is responsible for the following:

- Identify appropriate issues in community safety, MPD, and public engagement.
- Identify appropriate issues in regards to MPD, FEMS, and other public safety agencies actions and policy
- Draft resolutions for ANC 1E's consideration
- Coordinate public meetings as necessary. If a public meeting is held, a participant sign-in sheet and meeting notes shall be provided to ANC 1E within 30 calendar days of the meeting date.
- Research and report findings and provide recommendations to ANC 1E
- Track and notify ANC 1E of all relevant hearing dates.
- Review and process grant applications submitted to ANC 1E (see Appendix B for more details)

APPENDIX B: GUIDELINES FOR ANC 1E GRANT APPLICATIONS

I. Preface:

Under DC law, ANCs may award grants to organizations for public purposes. ANC 1E reserves the right to fund or not fund any legal grant application at its sole discretion, without explanation.

II. Policy:

A. Public Meeting Requirement

The ANC may not award a grant except pursuant to a majority vote of the ANC at a public meeting following a public presentation of the grant request.

B. Permissible Grants

Any grant that serves the best interests of the public in ANC 1E, as determined by consideration of a complete and timely application, and a majority vote of ANC 1E held at a public meeting of the same. Exceptions include those grants that ANC1E is expressly forbidden by law from funding.

C. Prohibited Grants

1. Awards for non-public purposes or where services are provided for personal gain.
2. Awards conditioned on a grantee's political position, or on support of a position taken by the Commission.
3. Awards to an agency or program funded by the District government.
4. Awards where funds will be used to purchase food or entertainment, or support festivals.
5. Awards to an individual.
6. Awards that will fund or duplicate existing government services.
7. Awards that provide funding to compensate individuals for services usually performed by adult volunteers or organization officers.
8. Awards that will be used to support religious or partisan advocacy activities.
9. Awards that may be used to pay salaries or support fundraising activities.

D. Amount(s)

1. No organization may apply for or receive more than \$3,000 in ANC 1E funds, in any 12-month period, except by special exception 3/4 majority vote of the Commission at a public meeting.
2. No grant expenditure shall exceed the total amount allotted for the same in the annual budget.

III. Process:

A. Public Notice

The grant application itself, the timeline for consideration, and ANC 1E's grant guidelines will be published in advance so as to provide proper notice for any organizations that may want to apply.

B. Competition

The grant application process will be competitive.

C. Timing

1. Grants may be considered throughout the year.
2. Grant application must be received 30 calendar days prior to their consideration at an official meeting of ANC 1E

D. Consideration and Recommendation by Public Safety and Engagement Committee

1. Applications will be considered by a Public Safety and Engagement Committee.
2. Public Safety and Engagement Committee will consider applications, present their recommendations at the Committee of The Whole Meetings, and the full ANC will vote on approving or denying the grant application at ANC Public Meetings.

D. Use of an Approved Application Form

1. The ANC must approve a grant application for use in its process.
2. Grant applications will not be considered unless they are submitted using the approved application.

E. Exceptions

ANC 1E may, at its sole discretion, choose to accept, consider and fund legal grant applications submitted less than 30 calendar days prior to their consideration provided that all other requirements of the application process are met and the Commission votes to consider it by a 3/4 majority at a public meeting.

IV. Application Requirements:

A. Citizen and ANC Sponsorship:

Prior to submitting an application for funding, in order to attest for the need and desire for the proposed activity in the community, the organization requesting the grant must first obtain:

1. A citizen sponsor (presumably the applicant) who resides within the geographic boundaries of ANC 1E (option); and,
2. The support, sponsorship and guidance of an ANC Commissioner to assist in the grant application process and take the responsibility for requisite follow up documentation. Preferably this will be the commissioner who resides in

the Single Member District where the citizen sponsor resides or where the applicant organization is based or where the primary public benefit of the grant will take place.

B. Who Can Apply:

Only organizations based within the geographic boundaries of ANC 1E, or those organizations which directly serve the people of ANC 1E may make grant requests. The organization must propose to provide services, public in nature, that will benefit persons who reside or work within the Commission area. However, the services may not duplicate those already performed by the District government.

C. Required Information for Consideration and Payment Shall Include:

1. A clear, complete, and signed grant applications with all 26 questions answered (pages 4-9);
2. A clear, complete, and signed grant closeout form after the event (pages 11-12).

V. Financial Reporting Requirements

A. Required Documentation

Payment of grant awards must be supported by documentation, including vouchers, grant request letter or proposal, and minutes of the meeting in which the Commission approved the grant.

B. Timetable for Financial Reporting

All funds granted must be used in a manner consistent with the grant application approved by the Commission. Within 60 calendar days after a grantee receives the grant award, or within 30 calendar days after the event/activity, whichever is later, the grantee must forward to the Commission a statement as to the use of the funds including:

1. Receipts totaling the grant amount
2. Refund (if all funds disbursed by the ANC were not spent)

C. Extensions

Should grantee need an extension to file the report, the grantee must submit a request for extension in writing (email is acceptable) prior to the expiration of the 60 (or 30) calendar days. The Chairperson, Treasurer and/or Commission will review the request and approve or deny the request within 10 calendar days of the receipt of the request. An extension may be granted for up to an additional 15 calendar days.

D. Enforcement

Failure to comply with information submission requirements set forth in Section IV B will result in the applicant being barred from receiving future grants from ANC 1E for a period of one calendar year beginning the 61st day after the date

on the grant check, or after the 31st date of the project, whichever is later. ANC 1E may also request the assistance from the District of Columbia Office of the Attorney General to recover the awarded funds.

E. Responsibilities of the Commissioner Sponsor

The commissioner sponsor will be responsible for assisting the Treasurer in obtaining requisite follow up paperwork.) Individual Commissioners who fail to assist in follow up paperwork can be disallowed from sponsoring grants for a period of up to 1 year by a majority vote of the Commission.

APPENDIX C:
GUIDELINES FOR ANC 1E RECORD NUMBERING AND DOCUMENT STYLE

I. Purpose

These guidelines establish basic standards for numbering, naming, identifying, publishing, and maintaining ANC 1E official documents. The purpose of these guidelines is to make Commission records easier to identify, find, cite, publish, and maintain across changes in Commission officers.

II. Public Records Definition

Nothing in this Appendix alters, amends, limits, or supersedes the statutory definition of “public record” or any applicable law, regulation, or official guidance governing public records. To the extent any provision of this Appendix conflicts with applicable law, applicable law controls. For purposes of this Appendix, “public record” has the meaning set forth in D.C. Code § 2-502(18):

“Public record” includes all books, papers, maps, photographs, cards, tapes, recordings, vote data (including ballot-definition material, raw data, and ballot images), or other documentary materials, regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body. Public records include information stored in an electronic format.”

III. Official Document Definitions

For purposes of these guidelines, official documents refer to records created, received, adopted, approved, transmitted, published, or maintained by ANC 1E in connection with the business, actions, proceedings, administration, or public communications of the Commission, with exceptions as identified below.

- A. **Governing Documents.** For purposes of these guidelines, “governing documents” are the documents adopted by ANC 1E that establish, regulate, or direct the structure, authority, procedures, operations, or administration of the Commission, including the Bylaws, Standard Operating Procedures, special rules of order, standing rules, adopted policies, and any adopted amendments to those documents.

- B. **Resolutions.** For purposes of these guidelines, a “resolution” is a formal written proposal submitted for Commission consideration that, if adopted, expresses the will, position, directive, authorization, recommendation, finding, request, or official action of the Commission. A resolution remains a resolution whether it is introduced, pending, amended, adopted, rejected, withdrawn, postponed, referred, or otherwise disposed of by the Commission.

- C. **Minutes.** For purposes of these guidelines, “minutes” are the official written

record of the proceedings of a Commission meeting, as defined by Robert's Rules of Order, and in compliance with all laws and Commission governing documents.

- D. **Drafts and Working Materials.** For purposes of these guidelines, drafts, working notes, internal formatting files, and preliminary materials are not official Commission documents unless they are circulated for Commission consideration, attached to a public agenda or meeting packet, adopted or approved by the Commission, transmitted on behalf of the Commission, posted for public use, or retained as part of the Commission's official records.

IV. Use of Resolutions for Official Actions and Documents

- A. **Resolution Guidance.** A resolution should be used for any action that states the Commission's official position, makes a formal recommendation to another public body, adopts or amends Commission policy, authorizes a significant expenditure or grant, approves an official letter on behalf of the Commission, or creates, amends, or rescinds a Commission rule.
- B. **Administrative Guidance.** Routine administrative documents, including agendas, notices, minutes, reports, templates, records indexes, draft materials, formatting files, and other ministerial or preparatory documents, need not be adopted by resolution unless they state, amend, or transmit an official action, position, policy, or authorization of the Commission.
- C. **Ordinary Motions Preserved.** Nothing in this section limits the Commission's ability to approve a matter by ordinary motion where a resolution is not required by District law, the Bylaws, these Standard Operating Procedures, or the nature of the action.

V. Document Identifiers

- A. **Resolution Numbering.** ANC 1E shall use a consistent numbering format for all resolutions. Resolution numbers shall follow this format: #1E-YYYY-NNN.
1. **Examples.** For example, a resolution labeled Example: #1E-2026-001. In this format:
 - 1E identifies Advisory Neighborhood Commission 1E.
 - YYYY identifies the calendar year of adoption.
 - NNN identifies the resolution's three-digit annual sequence number.
 2. **Annual Sequence.** ANC 1E shall maintain one annual sequence for all resolutions adopted in a calendar year. A resolution's three-digit annual sequence shall not be reused in the same calendar year. If a number is assigned and the resolution is later withdrawn, failed, superseded, rescinded, or not considered, the number shall

remain associated with that record. If a number is assigned in error and no resolution is created, the Secretary may mark the number as voided or reserved rather than reusing it.

- B. **Minutes.** Minutes shall not be assigned individual document numbers. Minutes are meeting records and shall be identified by the date and type of meeting to which they relate. The title, document name, and file name for minutes shall identify the date and type of meeting for which the minutes serve as the official record, rather than the date on which the minutes are drafted, approved, revised, uploaded, or posted.

VI. Resolution Formatting & Tracking

- A. **Templates.** The Secretary shall create, maintain, and make available standard templates for all official documents. Commissioners shall use the applicable standard template when drafting, introducing, or submitting a resolution for Commission consideration. The templates should provide for consistent formatting, identification, tracking, public filing, and records management of Commission resolutions, including any metadata block, title block, introduction clause, latest action line, signature block, certification language, and external reference information deemed necessary for Commission records and public use.
- B. **External Reference Numbers.** If a resolution is filed with the ANC Resolution Portal or another external filing system, the external reference number may be added to the metadata block or noted near the certification or signature block. External reference numbers are for tracking and cross-reference purposes only and do not replace the Commission's resolution number. For example: ANC RESOLUTION PORTAL ID: RES-6854.
- C. **Maintenance.** The Secretary shall maintain these guidelines and may apply them to Commission records, agendas, minutes, resolutions, notices, letters, reports, forms, templates, public listings, and other administrative documents.
 - i. **Non-substantive updates allowance.** The Secretary may make non-substantive updates to any template and to any administrative documents to ensure compliance with this manual and to improve formatting, clarity, consistency, document organization, records management, accessibility, or public usability.
 - ii. **Commission notification.** The Secretary shall notify the Commission at the next regular public meeting of any change made to any document under this Appendix C. Upon objection by any Commissioner, the change shall be submitted to the Commission for approval by majority vote at the same meeting, unless the Commission schedules consideration for a later meeting. The change shall remain in effect unless rejected or modified by

the Commission.

- iii. **Substantive updates prohibition.** No commissioner, including the Secretary, may alter the meaning, effect, requirements, procedures, deadlines, voting thresholds, officer responsibilities, Commissioner rights, or Commission-approved substance of any adopted rule, action, resolution, minutes, policy, Bylaws provision, or Standard Operating Procedure.

D. **Commission Authority.** The Commission may require changes to these guidelines, templates, or related administrative documents by majority vote.

VII. **Status Labeling**

Each official document should include a status label, where applicable, to identify its current procedural status and help distinguish drafts, pending items, adopted actions, approved records, amended records, and superseded materials.

A. **Resolution status.** Each resolution should include a Latest Action line showing the most recent action taken on the resolution and the date of that action. The Latest Action line should generally follow this format: LATEST ACTION: [ACTION], [Month Day, Year]. Recommended latest action labels include, but are not limited to, Introduced, On Agenda, Adopted, Referred, Withdrawn, Failed, Amended, or Superseded.

B. **Minutes status.** Minutes shall be labeled by status as Draft, Approved, or Amended, as applicable.

1. **Draft.** Draft minutes shall be labeled Draft until approved by the Commission.
2. **Approved.** Minutes shall be labeled Approved once approved by the Commission. Approved minutes shall identify the date on which they were approved.
3. **Amended.** If approved minutes are later corrected or amended by the Commission, the minutes shall be labeled Amended and shall identify the date on which the correction or amendment was approved. Once approved, minutes shall not be altered except to reflect corrections or amendments approved by the Commission through the applicable parliamentary procedure.

VIII. **Effect of Numbering**

Failure to assign, include, or correctly format a document number shall not invalidate an otherwise lawful action of the Commission.