

# Government of the District of Columbia



## ANC Minutes Attestation Policy

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### **1. Purpose**

The Office of the Advisory Neighborhood Commissions (OANC) is committed to upholding the integrity of Quarterly Financial Reports (QFRs) and the required underlying documents, including meeting minutes (“Minutes”). Frequently, the OANC receives draft Minutes, undated Minutes, Minutes dated several months past the meetings they record, poorly formatted Minutes, and Minutes of indeterminate origin which the OANC cannot accept as valid supporting documentation for QFRs. The disparity of formats, timeliness, and authority of Minutes across all forty-six (46) Advisory Neighborhood Commissions (ANCs) causes significant delays in the review of and approval of QFR reports, including reports filed by Commissions who otherwise maintain high standards of recordkeeping and submission to the OANC. This policy is set forth to improve the OANC’s QFR review process, leading to quicker QFR review, approval, and release of ANC quarterly allotments.

### **2. Authority**

D.C. Official Code § 1–309.15 provides the Executive Director of the Office of Advisory Neighborhood Commissions with the authority to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions, including the implementation of new programming and services to assist Commissioners in serving District residents; providing Commissioners with technical assistance related to government email accounts; and serving as the primary source of advice for Commissioners with respect to their official statutory responsibilities; and to issue rules (i.e. policies and procedures) to implement the provisions of this section of the Code.

The OANC is specifically directed to provide assistance to the Commissions in the area of reviewing quarterly financial reports to ensure compliance with current law, monitoring Commission expenditures, and training chairpersons and treasurers regarding required financial reports under D.C. Official Code §§ 1-309.12(d)(2)(A-C); and has the authority to review and approve QFRs and the required attachments under D.C. Official Code §§ 1-309.13(j)(1). Further, 1-

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309.13(j)(2) directs that no quarterly allotments shall be forwarded to a Commission until the OANC has received all necessary documents and approved a QFR. In addition, the OANC has the authority to issue rules with respect to review of QFRs under D.C. Official Code § 1-309.15(e).

### 3. Applicability

This policy applies to ANC meeting Minutes submitted to the OANC as part of the Quarterly Financial Reports and is retroactive to January 2025. It sets a standard of what the OANC will accept as final, authoritative Minutes, as required by statute.

### 4. Policy

ANCs are statutorily required to maintain Minutes of all public meetings. These Minutes must document approval of ANC annual budgets, expenditures not documented in ANC annual budgets, and approval of all QFRs. Accordingly, the OANC will only accept final Minutes, officially adopted by a Commission, and authoritative in nature. Minutes should contain a signature attesting to that adoption, as described in section 4.1 below. The OANC will review minutes that do not satisfy 4.1 on a case-by-case basis. Failure to submit minutes that are clearly final and authoritative in nature will delay review of associated QFRs and may delay the release or lead to the withholding of applicable quarterly allotment funds.

#### 4.1 Principles

- 4.1.1 Minutes submitted with the QFR must be final. Final Minutes are minutes that have been approved by the ANC in accordance with *Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition ("RONR")* § 41:9, and should be signed by an officer in the Commission in accordance with *RONR* § 48.7. The final Minutes should clearly state the date they were adopted by the Commission.
- 4.1.2 The signature shall be of an officer of the Commission attesting that the Minutes were officially adopted. A Commission may wish to note if the Minutes were prepared by someone other than the attestor.
- 4.1.3 The signature shall have a date that the attestor signed.
- 4.1.4 Signature on the Minutes may be accomplished by any of the below methods:
  - 4.1.4.1 *Wet Signature.* The Minutes may be signed by hand and scanned. An alternative is inserting an image of the signor's wet signature into the document.
  - 4.1.4.2 *Electronic.* The Minutes may be signed with an electronic signature method using Box, DocuSign or a similar program.

