

# **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

## **ADMINISTRATIVE ISSUANCE SYSTEM**

Mayor's Order 2013-171  
September 19, 2013

**SUBJECT:** Re-Establishment of the District of Columbia Commission for National and Community Service

**ORIGINATING AGENCY:** Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by section 422(2) and (11) of the District of Columbia Home Rule Act, approved December 24, 1973, 87 Stat. 790, Pub. L. 93-198, D.C. Official Code § 1-204.22(2) and (11) (2012 Supp.), and in accordance with the provisions of the National and Community Service Trust Act of 1993, Pub. L. 103-82, it is hereby **ORDERED** that:

### **I. ESTABLISHMENT**

There is hereby established in the Executive Office of the Mayor, the District of Columbia Commission for National and Community Service (hereinafter referred to as the "Commission").

### **II. PURPOSE**

The purpose of the Commission is to encourage community service and volunteer participation as a means of community and state problem-solving; to promote and support voluntary citizen involvement in government and private programs throughout the District of Columbia; to develop a comprehensive vision and strategic plan for community service initiatives in the District of Columbia; and to serve as the District's liaison between national and other state organizations in concert with the District of Columbia strategic plan.

### **III. FUNCTIONS**

The Commission shall:

- A. Ensure that its funding decisions meet all federal and District of Columbia statutory requirements;

- B. Recommend innovative, creative, citywide service programs to increase volunteer participation in all age groups and community-based problem solving among diverse participants;
- C. Develop and implement a centralized, organized clearinghouse to offer information and technical support concerning volunteerism and community service recruitment projects, training methods, materials, and activities throughout the District of Columbia; and
- D. Promote strong interagency collaboration as an avenue for maximizing volunteer participation throughout the District of Columbia.

#### **IV. COMPOSITION**

- A. The Commission shall consist of twenty-five (25) voting members appointed by the Mayor on a nonpartisan basis. Not more than 50 percent of the Commission plus one member may be from the same political party. To the extent possible, it shall be balanced according to race, ethnicity, age, disability, and gender characteristics.
- B. A member may represent none, one, or more than one of the following categories, but each of the following categories shall be represented by a voting member on the Commission:
  - 1. An individual with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth;
  - 2. An individual with expertise in promoting the involvement of older adults (age 55 and older) in service and volunteerism;
  - 3. A representative of a community-based agency or community based organization within the District;
  - 4. The State Superintendent of Education or his or her designee;
  - 5. Representatives of local labor organizations in the District of Columbia;
  - 6. Representatives of business entities;
  - 7. An individual between the ages of 16 and 25 who is a participant or a supervisor of a service program for school-age youth, or of a campus-based or national service program;
  - 8. A representative of a national service program; and

9. A representative of the volunteer sector.
- C. The Commission's voting members may include, but are not limited to:
1. Members selected from among local educators;
  2. Members selected from among experts in the delivery of human, educational, environmental, or public safety services to communities and persons;
  3. Representatives of culturally and ethnically diverse communities in the District of Columbia;
  4. Members selected from among out-of-school youth or other at-risk youth;
  5. A representative from an institution of higher education in the District of Columbia; and
  6. Representatives of entities that receive assistance under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4950 *et seq.*).
- D. Not more than 25 percent of the Commission's voting members may be employees of the District government, though additional District agency representatives may sit on the Commission as non-voting, *ex officio* members.
- E. The Mayor shall appoint, as a non-voting member of the Board, a representative designated by the federal Corporation for National Service. Additionally, the Mayor may, at his or her discretion, appoint non-voting members who shall serve at the pleasure of the Mayor.
- F. The Chairperson shall be elected from among the voting members of the Commission by the voting members of the Commission.

## V. TERMS

- A. Members of the Commission shall serve for 3-year terms.
- B. A member appointed to fill an unexpired term shall serve for the remainder of that term. Members may not serve more than two consecutive terms.
- C. Vacancies among the members shall be filled by the Mayor to serve for the remainder of the unexpired terms.

- D. *Ex officio* and non-voting members shall serve at the pleasure of the Mayor.

## **VI. COMPENSATION**

Members shall serve without compensation. However, expenses of the Commission may be reimbursed, when approved in advance by the Commission Chairperson or his or her designee, and shall become obligations against funds designated for that purpose.

## **VII. ORGANIZATION**

The Commission shall determine its own rules of procedure and the duties and responsibilities of all officers, which should be included in its bylaws. The Commission is authorized to provide for the establishment of such committees, subcommittees and task forces as it deems necessary; provided, that the chairperson of each committee, subcommittee or task force shall be a member of the Commission.

## **VIII. COMMITTEES AND SUBCOMMITTEES**

The committees and subcommittees shall advise and assist the Commission in carrying out its duties and responsibilities. The Commission shall appoint committee chairs, and the committees' members need not be limited to the Commission members. The Commission Chairperson, in consultation with the committee chairs, shall name the committees' members. Committees on the Commission shall include, but not be limited to:

- A. Volunteer Recognition: The committee on Volunteer Recognition shall assist with the implementation of the Mayor's awards relating to exemplary volunteer service in the District of Columbia; work with the individual communities to develop local recognition programs; and explore additional opportunities to recognize individuals and organizations addressing community needs through volunteer service.
- B. Programing and Evaluation: The committee on Programing and Evaluation shall participate in the grant review process and attend site visits to evaluate programs.
- C. Community Development: The committee on Community Development shall develop and implement strategies to secure local, federal and private resources in support of Serve DC – Mayor's Office on Volunteerism.

**IX. MEETINGS**

The Commission shall meet at least quarterly. Failure to attend at least 75 percent of called meetings in any calendar year shall result in removal from the Commission. A quorum shall consist of a simple majority of voting members.

**X. DUTIES AND RESPONSIBILITIES**

The Commission shall, in the performance of its duties and responsibilities:

- A. Serve as a citywide advocate for community service;
- B. Facilitate and encourage communication and collaboration among and between individuals, communities, and organizations, public and private;
- C. Identify and provide training and technical assistance for community service programs;
- D. Encourage volunteer recognition activities and greater citizen participation in community service;
- E. Foster coordination of local services by encouraging District government agencies to collaborate;
- F. Provide resource information concerning funding and model programs in community service;
- G. Develop a process of continuous improvement and evaluation for both Commission activities and national service programs in the state; and
- H. Administer and implement policies of the Corporation for National and Community Service.

**XI. MISCELLANEOUS**

- A. The Executive Office of the Mayor shall serve as the fiscal agent in the execution of duties under the Commission. The Commission shall take necessary steps to coordinate volunteer programs with other public or private programs or projects carried out in the District of Columbia. District government agencies shall cooperate with the Commission in disseminating information about the availability of assistance under this Order.


- B. All members currently serving on the Commission shall continue to serve for the remainder of their term and are eligible for reappointment pursuant to Section V of this Order. The date the current members were installed for their current terms shall be the anniversary date for all subsequent appointments.

**XII. RESCISSION**

This Order rescinds Mayor's Order 2000-113, dated July 21, 2000, and all prior Mayor's Orders to the extent of any inconsistency.

- XIII. EFFECTIVE DATE:** This Order shall become effective immediately.

  
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VINCENT C. GRAY  
MAYOR

ATTEST:   
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CYNTHIA BROCK-SMITH  
SECRETARY OF THE DISTRICT OF COLUMBIA