

**DISTRICT OF COLUMBIA  
COMMISSION ON OUT OF SCHOOL TIME GRANTS AND YOUTH OUTCOMES  
DRAFT BYLAWS  
Approved [insert date]**

**Article I.  
NAME**

The name of this body shall be the District of Columbia Commission on Out of School Time Grants and Youth Outcomes, herein referred to as the OST Commission.

**Article II.  
PURPOSES AND ACTIVITIES**

**Section 1. Legal Authority**

The OST Commission was established through the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016; DC Act A21-0679; § 2-1555.02 effective April 7, 2017.

**Section 2. Purpose**

Pursuant to the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016:

The Commission shall develop a District-wide strategy for equitable access to out-of-school time programs and to facilitate interagency planning and coordination for out-of-school time programs and funding.

**Section 3. Duties**

Pursuant to the Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016, the OST Commission shall:

- (a) Set the goals and scope of an annual, community-wide needs assessment, which the Office of Out of School Time Grants and Youth Outcomes, herein referred to as the Office shall conduct, to identify and prioritize needs for out-of-school time programs and establish targets for out-of-school time funding;
- (b) Draft and approve a strategic plan for out-of-school time programs and funding at least every three years,

The strategic plan shall draw on the data gathered and analyzed by the Office, including the annual community-wide needs assessment, to identify and resolve gaps in the distribution of out-of-school time programs and funding, with a particular emphasis on at-risk students, geographic distribution of out-of-school-time programs and funding, and program quality.

- (c) Review, on a regular basis, the efforts of the Office to fulfill the goals and priorities of the strategic plan.
- (d) Review, on a regular basis, the efforts of other relevant District agencies to cooperate in achieving the strategic plan, including review of the allocation of out-of-school time funding in school budgets, to the extent such data is available, and how such allocation aligns with need.

- (e) Identify areas for improved collaboration, problem-solving, and cooperation among District agencies regarding out-of-school time programs and funding.
- (f) Inform and approve plans for assessing the quality of out-of-school time programs developed by the Office.

**Section 4. Additional Activities**

Pursuant to Office of Out of School Time Grants and Youth Outcomes Establishment Act of 2016, the OST Commission shall also:

- (a) Elect a chairperson and vice-chairperson from its membership.
- (b) Draft and publish rules of procedure for its operation including rules governing nominations and election of leadership, governance structure, meetings, and attendance.

**Article III.**  
**MEMBERS**

**Section 1. Membership and Composition**

The Commission shall consist of a maximum of 21 members who represent key community stakeholder constituencies or are District agency administrative heads or their designees, including:

- (a) The Executive Director of the Office of Out of School Time Grants and Youth Outcomes;
- (b) The Deputy Mayor for Education;
- (c) The State Superintendent of Education;
- (d) The Chancellor of the District of Columbia Public Schools;
- (e) The Executive Director of the Public Charter School Board;
- (f) The Director of the Department of Parks and Recreation;
- (g) The Chairperson of the Council committee with jurisdiction over matters related to public education; and
- (h) at least 8 nongovernmental members, appointed by the Mayor. The Mayor shall appoint the nongovernmental members of the Commission, with the advice and consent of the Council, in accordance with section 2(f) of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code g I-523.01(f)).
  - 1) Nongovernmental members of the Commission shall be representative of the District's various geographic neighborhoods and stakeholder constituencies, including consumers and providers of youth development programs, organizations that advocate for the needs of youth, and District higher education, philanthropic, workforce development, and cultural institutions; provided, that, at the time of appointment:
    - (a). At least one member is a consumer of youth development programs in the District; and
    - (b). At least two members are representatives of organizations providing youth development programs in the District.

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**Section 2. Terms**

Nongovernmental members shall serve regular terms of three (3) years and may be reappointed for a single three (3) year term; except that, of the members first appointed, the Mayor shall designate four (4) to serve terms of two (2) years.

An individual who has served two (2) consecutive regular terms on the OST Commission may serve additional regular terms after a break in service on the OST Commission of at least two (2) years. No individual may serve more than six (6) regular terms on the OST Commission.

A member appointed to fill a vacancy shall be appointed only for the remainder of the predecessor's term. A vacancy appointment shall not count toward the term-limits otherwise provided in this subsection.

**Section 3. Vacancies**

Should a vacancy occur through death, incapacity, or resignation of a member or expiration of a member's term, the OST Commission shall notify the Mayor, through the Mayor's Office of Talent and Appointments, of the vacancy in writing within 30 days.

**Section 4. Meeting Attendance**

- (a) Each member, or a designated representative, shall attend all meetings of the OST Commission.
- (b) Attendance shall include physical presence or participation by conference call, internet, web, or by use of other technology including teleconference.
- (c) A member who has a reasonable excuse not to attend a regularly scheduled meeting shall provide an explanation of the absence to the Chair prior to the meeting, unless prior notice was not possible.
- (d) Any member who, without offering a reasonable excuse, fails to attend two (2) consecutive meetings of the OST Commission shall be deemed to have resigned from the OST Commission, and a vacancy created.

**Section 5. Compensation**

Members of the OST Commission shall serve without compensation.

**Article IV.  
MEETINGS**

**Section 1. Annual Meeting**

The Annual Meeting of the OST Commission shall be the last regularly scheduled meeting of each fiscal year.

**Section 2. Regular Meetings**

The OST Commission shall meet at least quarterly. Regular meetings of the OST Commission shall be public and held at such time and place to be determined by the OST Commission.

**Section 3. Special Meetings**

Special meetings of the OST Commission may be called by the Chair, the Vice Chair, or at the written request of one-third (1/3) of the members of the OST Commission to the Chair, with a minimum of three (3) days notice. (Chair shall consult *Robert's Rules of Order Newly Revised*.)

**Section 4. Notice of Meetings**

- (a) The annual schedule of OST Commission meetings stating the place, day, and hour of the meeting, shall be posted on the District of Columbia central calendar and District Register.
- (b) Notice of annual and regular meetings, and the draft agenda for such meetings, shall be delivered in writing to each OST Commission member at least five (5) days before the meeting and posted for the general public at least two (2) days before the meeting.
- (c) Special meetings may be held a minimum of three (3) days after notice of the meeting is delivered.
- (d) Delivery in writing may be accomplished in person or by email, fax, or mail using the contact information on file with the OST Commission. Delivery of notice of a special meeting may also be accomplished by telephone using the contact information on file. Delivery does not require proof that the person actually received the notice.

**Section 5. Agenda/Order of Business**

The Chair, in consultation with the Office and OST Commission members, shall determine the agenda. The agenda for each meeting shall set forth the order of business.

**Section 6. Quorum**

The attendance of one-third (1/3) of the voting members of the OST Commission shall constitute a quorum at each meeting. In the absence of a quorum at any meeting of the OST Commission, an officer and/or the OST Commission members in attendance may adjourn the meeting until a quorum is present.

**Section 7. Minutes**

Draft detailed minutes of all meetings shall be prepared by the Office or designee, and posted and delivered to OST Commission members within three (3) business days following the meeting.

**Section 8. Voting**

Any proposed or required action to be taken at any meeting of the OST Commission shall be limited to the voting members of the OST Commission. Voting members of the OST Commission shall be those members serving current terms of appointment, or whose terms have expired, but whose successors have not been appointed and sworn.

The Executive Director of the Office of Out of School Time Grants and Youth Outcomes is the only non-voting member of the OST Commission, except when required in order to break a tie vote. In all other instances, the non-voting member may provide only input and/or recommendations to be considered by voting members. Votes may be made electronically, by phone, in writing, or in person.

**Section 9. Conflict of Interest**

In the event an issue, proposal, or similar matter is presented to the OST Commission which involves a potential conflict of interest between the OST Commission and a member of the OST Commission, as determined by the affected member or as ruled by the Chair, the affected OST Commission member shall be recused from any discussion, except for points of clarification requested by the OST Commission or a committee, and shall not vote on that matter.

**Section 10. Fiscal Year**

The fiscal year term is October 1 to September 30.

**Article V.**  
**OFFICERS**

**Section 1. Officers**

The Officers of the OST Commission shall consist of a Chair and a Vice Chair. Officers shall exercise such powers and perform such duties as may be provided by these Bylaws, or as determined from time to time by resolution of the OST Commission.

**Section 2. Chair**

The Commission shall elect one member as Chairperson of the OST Commission, who shall:

- (a) Hold office for a term of one (1) year, and is eligible for re-election;
- (b) Preside at all meetings of the OST Commission;
- (c) Carry out the directives of the OST Commission;
- (d) Ensure that the officers of the OST Commission perform their assigned tasks;
- (e) Nominate Standing Committee members and Standing Committee Chairs;
- (f) Supervise the work of the Standing Committees and serve as an ex-officio member of each Standing Committee;
- (g) Conduct the affairs of the OST Commission in such a manner that will carry out the purposes and objectives of the OST Commission;
- (h) Speak, write and act on behalf of the OST Commission in a manner consistent with the purposes and objectives of the OST Commission;
- (i) Perform all other duties as are normal to the position of Chair.

**Section 3. Vice Chair**

The Vice Chair will be elected by the OST Commission, will hold office for a term of one (1) year, and is eligible for re-election. The Vice Chair of the OST Commission shall:

- (a) Perform all tasks assigned by the Chair;
- (b) Assist the Chair in the supervision of the work of the Standing Committees;
- (c) Perform all duties of the Chair in the absence, inability, or incapacity of the Chair;
- (d) Perform all other duties as are normal to the position of Vice Chair.

**Article VI.**  
**STANDING COMMITTEES**

**Section 1. Standing Committees**

At all times there will be the following Standing Committees:

- (a) Strategic Plan

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- (b) Needs Assessment Committee will set the goals and scope of an annual, community-wide needs assessment, which the Office shall conduct to identify and prioritize needs for out-of-school time programs and establish targets for out-of-school time funding
- (c) Quality

**Section 2. Composition**

- (a) Each Standing Committee shall be composed of at least three (3) but no more than seven (7) members. The Chair of each Standing Committee shall be selected from the voting members of the OST Commission. The remaining members of each Standing Committee shall be composed of voting and non-voting members of the OST Commission. The Chair of the OST Commission shall nominate the Chair and members of each Standing Committee for confirmation by the OST Commission.
- (b) The Chair of the OST Commission may remove the Chair or any members of any Standing Committee. Such removal may be appealed to the OST Commission.
- (c) Each Standing Committee shall, at all times, contain at least one (1) OST Commission member who is not the Standing Committee Chair.
- (d) Each OST Commission member shall be a member of a least one (1) Standing Committee at all times.

**Section 3. General Activities**

- (a) Each Standing Committee shall advise and aid the OST Commission in all matters designated by the OST Commission.
- (b) Each Standing Committee shall meet at least quarterly each year, and shall record the proceedings of such meetings. The minutes of these proceedings shall be submitted to the Chair of the OST Commission, or a designee, within three (3) days of the conduct of said meeting.
- (c) Each Standing Committee may prescribe rules and regulations for the call of and the conduct of meetings of the Standing Committee and other matters relating to its procedure, consistent with these Bylaws.
- (d) Each Standing Committee shall provide oral and/or written reports of its activities at regularly scheduled meetings of the OST Commission.
- (e) All Standing Committee meetings shall be open to all current members of the OST Commission, and to the public except when convened in Executive Session. Schedules of all Standing Committee meetings shall be disseminated to members of the OST Commission.

**Section 4. Standing Committee Descriptions and Purposes**

- (a) Strategic Plan Committee shall draw on the data gathered and analyzed by the Office, to identify and resolve gaps in the distribution of out-of-school time programs and funding, with a particular emphasis on at-risk students, geographic distribution of out-of-school-time programs and funding, and program quality. In addition, the Committee will regularly review the efforts of the Office to fulfill the goals and priorities of the strategic plan and regularly review the efforts of other relevant District agencies to cooperate in achieving the strategic plan, including review of the allocation of out-of-school time funding in school budgets, to the extent such data is available, and how such allocation aligns with need.
- (b) Needs Assessment Committee shall set the goals and scope of an annual, community-wide needs assessment, which the Office shall conduct to identify and prioritize needs for out-of-school time programs and establish targets for out-of-school time funding.

- (c) Quality Committee shall inform and approve plans for assessing the quality of out-of-school time programs developed by the Office.

**Article VIII.**  
**SPECIAL COMMITTEES**

- (a) The Chair shall have the power to call for the establishment of special committees as needed to accomplish the goals of the OST Commission.
- (b) The Chair of the OST Commission shall nominate the Chair of each Special Committee for confirmation by the OST Commission.
- (c) The Chair of the OST Commission may remove the Chair or any members of any the Special Committee. Such removal may be appealed to the OST Commission.
- (d) Each Special Committee shall, at all times, contain at least one (1) OST Commission member who is not the Special Committee Chair.
- (e) Each Special Committee shall provide oral and/or written reports of its activities at regularly scheduled meetings of the OST Commission.
- (f) All Special Committee meetings shall be open to all current members of the OST Commission and to the public.
- (g) The composition of each Special Committee shall be determined by the OST Commission.

**Article VIII.**  
**EXECUTIVE COMMITTEE**

The Executive Committee shall be comprised of the officers of the OST Commission, and the Chairs of each of the Standing Committees specifically created by these Bylaws. The Executive Committee shall act for the OST Commission on urgent business requiring action that cannot await the next OST Commission meeting in a manner consistent with its best determination of what the members of the OST Commission would decide under the circumstances. All actions taken by the Executive Committee shall be reported to the OST Commission as soon as possible, and no later than the OST Commission's next regularly scheduled meeting, and are subject to revision, alteration or revocation by the OST Commission.

**Article IX.**  
**PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the OST Commission in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and any special rule of order that the OST Commission may adopt or may be prescribed by law or Mayor's Order(s). The ruling of the Chair shall be final as to any contested procedure not clearly covered by the foregoing authority.

**Article X.**  
**AMENDMENTS**

These Bylaws may be amended at any regular or properly called meeting of the OST Commission by a two-thirds (2/3) vote of the members present, provided a quorum of one-third (1/3) of the members are present, and provided any proposed amendment has been delivered

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previously in writing to the members at least thirty (30) days prior to the meeting at which the vote is to be taken. Amendments made to these Bylaws shall become effective on the date on which the amendment is approved by vote of the OST Commission.

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Approved by a unanimous vote of the members of the District of Columbia Commission on Out of School Time Grants and Youth Outcomes on this XXth day of XXXXX 2018.

Attested by:

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Commissioner

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