Proposed Standing Rules for the

MARY McLEOD BETHUNE COUNCIL HOUSE

NATIONAL HISTORIC SITE ADVISORY COMMISSION

**NAME**

The official designation of the Commission is the Mary McLeod Bethune Council House National Historic Site Advisory Commission.

**AUTHORITY**

The Commission’s authority is outlined in the official charter. The Commission is established by Section 4 Public Law 102-211 and in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. Appendix 2.

**DUTIES**

The duties of the Commission are solely advisory.

The Commission will participate in an advisory capacity and shall consult on all matters relating to the management and development of the Historic Site.

**MEMBERSHIP**

The Commission is composed of 15 members appointed by the Secretary of Interior for four-year terms. (Delineation of the official composition of members is outlined in the Charter.) All members serve at the discretion of the Secretary.

Members serve without compensation.

Travel expenses and per diem may be allowed with the approval of the Designated Federal Officer (DFO).

Vacancies are filled in the same way the original appointment was made.

**MEETINGS**

The Commission shall meet approximately 2-4 times a year, and at such times as designated by the Superintendent, National Parks-East, National Park Service DFO, or called by the Chair in consultation with the Superintendent.

Meetings may be virtual, hybrid, or in person.

The subcommittees will meet regularly to advise the full commission.

**OFFICERS**

The officers are a Chair and a Vice Chair.

Officers are elected for a two-year term.

The Chair shall

1. maintain a close liaison with the DFO to establish priorities and identify issues to be addressed.
2. preside over all meetings and appoint committee chairs and committee members.
3. provide leadership and guidance to the Commission.
4. provide clear communications to the Commission members and committees.
5. be responsible for the official reports.
6. serve as an ex- officio member of all committees.

The Vice Chair shall

1. perform all the duties of the Chair in the absence,

 or at the request of the Chair.

1. serve on a subcommittee or as a subcommittee chair.

**COMMITTEES**

The Standing Subcommittees are:

1. Archives
2. Communications and Community Engagement
3. Enhanced Interpretation
4. Rules/Policies

**ELECTION/ TERM OF OFFICE**

The term of office is two years.

Officers are elected by a majority vote of the Commissioners present and voting.

Elections are held at the designated Annual Meeting.

**ETHICS**

All Commission members shall abide by the Ethics and Responsibilities as outlined in the Charter.

**RECORDS**

All reports of the Commission and sub-committees are filed with the Designated Federal Officer. Minutes of Commission meetings are recorded, certified by the Chair and filed in accordance with the federal guidelines.

**ATTENDANCE**

Commission members are expected to attend a minimum of 50% of the Commission meetings and the subcommittee meetings.

**QUORUM**

A quorum is a majority of the members on the Commission.

**PARLIAMENTARY AUTHORITY**

All matters not covered by the Official Charter shall be governed by Robert’s Rules of Order, Newly Revised.

**AMENDMENTS**

These Standing Rules may be amended by a two-thirds vote of the Commissioners present and voting. Any member may propose an amendment.