

Section I: Purpose:

The purpose of the Women's Suffrage Centennial Commission is to encourage, plan, develop and execute programs, projects and activities to commemorate the ratification of the 19th Amendment, to catalog and coordinate activities and programs developed by or with federal entities, encourage private organizations and state and local governments to organize and and participate in activities commemorating the centennial of the ratification of the 19th Amendment, and to facilitate and coordinate activities throughout the United States relating to the centennial of the passage.

The Women's Suffrage Centennial Commission (WSCC) is also designed to serve as a clearinghouse for the collection and dissemination of information about events and plans for the centennial of the passage of the 19th Amendment and to develop recommendations for Congress and the President for commemorating the centennial of the passage and ratification of the 19th Amendment.

The activities of the Commission will be in compliance with the Federal Advisory Committee Act (FACA).

As deemed necessary, the activities of the subcommittees will be in compliance with the Federal Advisory Committee Act (FACA).

Section II: Authority

The United States Congress has determined that the establishment of the Commission is in the public interest. The WSCC is subject to the Federal Advisory Committee Act (FACA), as established under its chartering legislation, filed with the Congress on (May 5, 2017).

Section III: Membership Selection and Appointment

The WSCC shall be composed of 14 members as designated in its enabling statute, Pub. L. 115-31 Appendix C.

- a) Two members shall be appointed by the President;

- b) Two members shall be appointed by the Speaker of the House of Representatives;
- c) Two members shall be appointed by the minority leader of the House of Representatives;
- d) Two members shall be appointed by the majority leader of the Senate;
- e) Two members shall be appointed by the minority leader of the Senate;
- f) One member shall be the Librarian of Congress, or the designee of the Librarian;
- g) One member shall be the Archivist of the United States, or the designee of the Archivist;
- h) One member shall be the Secretary of the Smithsonian Institution, or the designee of the Secretary; and
- i) One member shall be the Director of the National Park Service, or the designee of the Director.

Membership includes the responsibility to attend WSCC meetings personally.

Section IV: Meeting Procedures

The WSCC will meet at as required. Meetings will be called by the Chairman, in consultation with the Designated Federal Official (DFO) at least every 6 months and according to the following considerations:

A. Agenda: The DFO, to maintain FACA compliance, will coordinate with the Executive Director and with GSA to publish the agenda for all meetings. The Executive Director will distribute the agenda to the members prior to each meeting. Under the DFO's direction, GSA will publish an outline of the agenda with the notice of the meeting in the Federal Register. Items for the agenda may be submitted to the DFO and/or the Chairman or Executive Director by any member of the Commission.

B. Minutes and Records: The Board's DFO will prepare minutes of each meeting and will distribute copies to each Commissioner. Minutes of open meetings will be available to the public upon request. The minutes will include a record of the persons present (including the names of Commission members, names of staff, and the names of members of the public from whom written or oral presentations were made) and a complete and accurate description of the matters discussed and conclusions reached, and copies of all reports received, issued or approved by the Commission.

Minutes of closed meetings will also be available to the public upon request, subject to the withholding of matters about which public disclosure would be harmful to the interests of the Government, industry, the Commission or others, and which are exempt from disclosure under the Freedom of Information Act (FOIA).

All documents, reports, or other materials prepared by, or for, the Commission constitute official government records and must be maintained according to FACA policies and procedures.

C. Open Meetings. Unless otherwise determined in advance, all meetings of the WSCC will be open to the public. All materials brought before, or presented to, the Commission during the conduct of an open meeting, including the minutes of the proceedings of an open meeting, will be available to the public for review or copying at the time of the scheduled meeting.

Members of the public may attend any meeting or portion of a meeting that is not closed to the public and may, at the determination of the Chairman, offer oral comment at such meeting. The Chairman may decide in advance to exclude oral public comment during a meeting, in which case the meeting announcement published in the Federal Register will note that comment written comment may be submitted. Members of the public may submit written statements to the WSCC at any time.

D. Closed Meetings: Meetings of the WSCC will be closed only in limited circumstances and in accordance with applicable law.

Where the DFO has determined in advance that discussions during a Board meeting will involve matters about which public disclosure would be harmful to the interests of the government, industry, the Commission or others, an advance notice of a closed meeting, citing the applicable exemptions of the Government in the Sunshine Act (GISA), will be published in the Federal Register. The notice may announce the closing of all or just part of a meeting. If, during the course of an open meeting, matters inappropriate for public disclosure arise during discussions, the Chairman will order such discussion to cease and will schedule it for closed session. Notices of closed meetings will be published in the Federal Register at least 15 calendar days in advance.

Section V: Voting

When a decision or recommendation of the WSCC is required, the Chairman will request a motion for a vote. Any member, including the Chairman, may make a motion for a vote. A second after a proper motion will be required to bring any issue to vote.

Section VI: Role of Commission Officials

Chairperson: The Chairperson works with the Executive Director to establish priorities, identify issues which must be addressed, determine the level and types of staff and financial support required, and serves as the focal point for the Commission's membership. In addition, the Chairperson is responsible for certifying the accuracy of minutes developed by the Board to document its meetings.

Designated Federal Officer: The DFO serves as the government's agent for all matters related to the Board's activities. By Law, the DFO must: (1) call the meeting of the Commission by initiating publishing through GSA; (2) attend all meetings; (3) adjourn the meetings when such adjournment is in the public interest; and (4) Chair meetings of the Board, when so directed by the Chairman, or his designee.

In addition, the DFO is responsible for providing adequate staff support to the Commission, including the performance of the following functions: (1) Notifying members of the time and place for each

meeting; (2) Maintaining records of all meetings, including subcommittee or working group activities, as required by Law; (3) maintaining the roll; (4) Preparing the minutes of all meetings of the Board's deliberations, including subcommittee and working group activities; (5) maintaining official WSCC records and filing all papers and submissions prepared for or by the WSCC, including those items generated by subcommittees and working groups; (6) acting as the Commission's agent to collect, validate and pay all vouchers for pre-approved expenditures; and, (8) preparing and handling all reports, including the annual report as required by FACA.

Section VII: Expenses and Reimbursement.

Expenses related to the operation of the WSCC will be borne by the Women's Suffrage Centennial Commission. Expenditures of any kind must be approved in advance by the Executive Director.

The Federal government will pay travel and per diem for non-government Commission members at a rate equivalent to that allowable for federal employees.