U.S. DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

MARY McLEOD BETHUNE COUNCIL HOUSE NATIONAL HISTORIC SITE ADVISORY COMMISSON

CHARTER

1. **COMMITTEE'S OFFICIAL DESIGNATION.** The official designation of the Commission is the Mary McLeod Bethune Council House National Historic Site Advisory Commission (Commission).

2. **AUTHORITY.** The Commission is established by Section 4 of Public Law 102-211 (16 U.S.C. 461 note), and in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix 2.

3. **OBJECTIVES AND SCOPE OF ACTIVITIES.** The Commission is to fully participate in an advisory capacity with the Secretary of the Interior in the development of a General Management Plan for the historic site. The Commission will also, as often as necessary, but at least semiannually, meet and consult with the Secretary on matters relating to the management and development of the historic site.

4. **DESCRIPTION OF DUTIES.** The duties of the Commission are solely advisory and are as stated above in paragraph 3.

5. **AGENCY OR OFFICIAL TO WHOM THE COMMISSION REPORTS.** The Commission will report to the Secretary through the Director, National Park Service or the Designated Federal Officer (DFO).

6. **SUPPORT.** Support for the Commission is provided by the National Park Service.

7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS.** The annual operating costs associated with supporting the Commission's functions are estimated to be $50,000, including all direct and indirect expenses and .25 in Federal staff years support.

8. **DESIGNATED FEDERAL OFFICER.** The DFO is the Acting Superintendent, National Parks–East, National Park Service, who is a full-time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all Commission and subcommittee meetings, prepare and approve all meeting agendas, attend all Commission and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Secretary.

9. **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS.** The Commission will meet approximately 2-4 times annually, and at such times as designated by the DFO.

10. **DURATION.** Continuing.

11. **TERMINATION.** The Commission will not meet or take any action without a valid current charter. Although the provisions of Section 14(b) of the FACA requiring a biennial rechartering are inapplicable to the Commission, pursuant to 16 U.S.C. 1a-14(a), the Department will conduct a biennial review of the Commission to determine if its goals and objectives have been fulfilled.

12. **MEMBERSHIP AND DESIGNATION.** The Commission is composed of 15 members appointed by the Secretary of the Interior for 4-year terms, as follows:

    a. Three members appointed from recommendations submitted by the National Council of Negro Women, Inc.

    b. Two members appointed from recommendations submitted by other national organizations in which Mary McLeod Bethune played a leadership role.

    c. Two members who shall have professional expertise in the history of African American women.

    d. Three members who shall have professional expertise in archival management.

    e. Three members who shall represent the general public.

    f. Two members who shall have professional expertise in historic preservation.

    The Chair and other officers of the Commission will be elected by a majority of the members of the Commission to serve for terms established by the Commission. Members will be appointed for 4-year terms. All members serve at the discretion of the Secretary.

    The Commission shall make such bylaws, rules, and regulations as it considers necessary to carry out its functions, and as may be consistent with Federal law.

    A vacancy on the Commission will be filled in the same manner in which the original appointment was made.

    Members of the Commission and its subcommittee members serve without compensation. However, while away from their homes or regular places of business, Commission and subcommittee members engaged in Commission or subcommittee business, approved by the DFO, may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in Government service under Section 5703 of Title 5 of the United States Code.

Members will be appointed as representatives or special Government employees. Individuals appointed as special Government employees are required to have ethics training and may be required to file on an annual basis a Confidential Financial Disclosure Form.

13. **ETHICS RESPONSIBILITIES OF MEMBERS.** No Commission or subcommittee member shall participate in any specific party matter including a lease, license, permit, contract, claim, agreement, or related litigation with the Department in which the member has a direct financial interest. In addition, the Department of the Interior will provide materials to those members serving as special Government employees, explaining their ethical obligations with which members should be familiar. Consistent with the ethics requirements, members will endeavor to avoid any actions that would cause the public to question the integrity of the Commission's operations, activities, or advice. The provisions of this paragraph do not affect any other statutory or regulatory ethical obligations to which a member may be subject.

14. **SUBCOMMITTEES.** Subject to the DFO's approval, subcommittees may be formed for the purpose of compiling information and conducting research. However, such subcommittees must act under the direction of the DFO and must report their recommendations to the full Commission for consideration. Subcommittees must not provide advice or work products directly to the Agency. The Commission Chair, with the approval of the DFO, will appoint subcommittee members. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.

15. **RECORDKEEPING.** The records of the Commission, and formally and informally established subcommittees of the Commission, shall be handled in accordance with General Records Schedule 26, Item 2 and other approved Agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

Sally Jewell

Secretary of the Interior

MAY 1 2 2015

Date Signed

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Date Filed