

EXECUTIVE ORDER 93-48

WHEREAS: national and community service is a valuable and effective means for Louisianians to meet the country's critical, unmet educational, environmental, human, and public safety needs; and

WHEREAS: community service builds a lifelong ethic of service, citizenship, and understanding among Louisianians, and unites citizens of all ages, races, and backgrounds to build civic-minded, cooperative, and caring communities; and

WHEREAS: community service programs foster a spirit of pride in citizenship and provide participants with the skills and educational opportunities necessary for the long-term prosperity of the state; and

WHEREAS: active support and collaboration from the private sector, the public sector, and the non-profit sector are essential in developing and implementing community service programs; and

WHEREAS: the National and Community Service Act of 1993 requires that a bipartisan, policy-making Commission be established for the implementation of the federal legislation in Louisiana.

NOW THEREFORE I, EDWIN W. EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested in me by the Constitution and laws of the State of Louisiana, do hereby establish the Louisiana Serve Commission, and do hereby order and direct as follows:

SECTION 1: The Louisiana Serve Commission ("Commission") is established in the Office of the Lieutenant Governor to encourage community service as a means of community and state problem-solving; to promote and support citizen involvement in government and private programs throughout the state; to develop a long term, comprehensive vision and plan for action for community service initiatives in Louisiana; to act as the state's policy-making body for the Corporation on National and Community Service; and to serve as the state's liaison to other national and state organizations which support its mission.

SECTION 2: Members of the Commission shall be appointed by the Governor in collaboration with the Lieutenant Governor, on a bipartisan basis. The Commission shall consist of no fewer than 15 and no more than 25 members. Not more than 50 percent of the Commission plus one member shall be from the same political party. To the greatest extent possible, it shall be balanced according to race, ethnicity, age, disability, and gender characteristics. In establishing the Commission, the Governor shall appoint one-third of the initial members for a term of one year; one-third for a term of two years, and one-third for a term of three years. Following expiration of these initial terms, all appointments shall be for three-year terms. Members may only serve two consecutive terms. The Commission shall include the following:

1. An individual with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth,

2. An individual with expertise in involving older adults in service,

3. A representative of community-based agencies or of community-based organizations within the State,

4. The Superintendent of the Department of Education, or his or her designee,

5. A representative of local governments in the State,

6. A representative of local labor organizations in the State,

7. A representative of business,

8. An individual between the ages of 16 and 25 who is a participant or supervisor in a service program,

9. A representative of the Corporation for National and Community Service as a non-voting, ex officio member,

10. The Lieutenant Governor as a non-voting ex officio member, and

11. The Governor as a non-voting, ex officio member.

SECTION 3: The Commission may include the following:

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 Native American tribes,

4. Members selected from among out-of-school youth or other at-risk youth, and

5. Representatives of entities that receive assistance under the Domestic Volunteer Service Act of 1973.

SECTION 4: Not more than twenty-five percent of the Commission members may be employees of state government, though additional state agency representatives may sit on the Commission as non-voting, ex officio members.

SECTION 5: Vacancies among the members shall be filled by the Governor to serve for the remainder of the term.

SECTION 6: The Officers of the commission shall be Chair, Vice-Chair, Secretary, and Treasurer. All officers shall be elected by the voting Commission members from among their ranks and shall serve for a term of one year. Vacancies in any offices shall be filled with an election by the Commission for the remainder of the unexpired term.

SECTION 7: It shall be the responsibility of the Chair to preside at all meetings of the Commission; to appoint all committee chairs; to assist all chairs in the planning of committee activities; to supervise all chairs as to the management of committee plans; to authorize and execute the wishes of the board; to call all special meetings of the board; to call all special meetings with the approval of the Lieutenant Governor; and to be an ex-officio member of all committees.

SECTION 8: The Vice-Chair shall assist the Chair, and in the absence of the Chair, perform those duties. The Vice-Chair shall accept special assignments from the Chair and perform other duties as delegated by the Commission.

SECTION 9: The Secretary shall be responsible for the minutes of the meetings of the Commission and the Executive Committee; shall keep an updated list of names, addresses, and telephone numbers of all Commission and Standing Committee members; and shall keep a record of attendance at meetings.

SECTION 10: The Treasurer shall oversee the preparation of all funding applications. The Treasurer shall also report on finances to the Commission at each meeting.

SECTION 11: All of the functions and records of the Louisiana Serve Commission in its present form shall be transferred to the Commission established by this Executive Order.

SECTION 12: The Standing Committees shall advise and assist the Commission in carrying out its duties and responsibilities. Committee Chairs shall be appointed by the Commission Chair from among Commission members, but the committees' members need not be limited to Commission members. The Commission Chair, in consultation with the Committee Chairs, shall name the committees' members. Standing Committees of the Commission shall include the following:

1. **Executive Committee:** The Executive Committee shall be responsible for the overall planning function of the Commission. The Executive Committee shall act on behalf of the Commission between meetings in instances which expedient action is necessary. The Executive Committee shall present a report of interim actions and decisions to the Commission for ratification or rejection,

2. **Program Committee:** The Program Committee shall receive grant applications for statewide programs and make recommendations to the Commission on the acceptance of applications. The Program Committee will also be responsible for evaluating the progress of programs,

3. **Finance Committee:** The Finance Committee shall oversee the finances of the Commission and develop and implement strategies to leverage public and private funding at national, state, and local levels,

4. **Personnel Committee:** The Personnel Committee shall develop and maintain personnel policies and procedures that support the work of the Commission,

5. **Marketing Committee:** The Marketing Committee shall create and implement strategies which stimulate awareness and increase involvement in Louisiana's service programs, and

6. **Nominating Committee:** The Nominating Committee shall be responsible for developing a list of qualified applicants for the Commission. As vacancies occur in the Commission, the Nominating Committee shall be responsible for evaluating and selecting, from the pool of applicants, Commission nominees for each vacancy. The Governor and the Lieutenant Governor will select among those nominated when filling vacancies. The Nominating Committee shall follow the selection procedures set forth in the federal legislation in regards to Commission membership, diversity, party affiliation, and representation.

SECTION 13: Other committees shall be constituted on an "as need" basis by the Chair of the Commission. These ad hoc committees may include: Youth and Conservation Corps Committee, Serve America Committee, Delta Service Corps Committee, and other such committees that may be of assistance to the Commission at any given time.

SECTION 14: The Commission shall meet quarterly, but may meet as often as necessary to conduct business as a Commission. Failure to attend at least 75 percent of called meetings in any calendar year may result in removal from the Commission. A quorum shall consist of a simple majority of voting members.

SECTION 15: The Commission shall, in the performance of its tasks and functions:

1. Administer the State's grant program in support of national service programs including selection, oversight, and evaluation of grant recipients,

2. Ensure that its funding decisions meet all federal and state statutory requirements,

3. Recommend innovative, creative, statewide service programs to increase civic participation and unite all citizens of Louisiana in a common purpose; and stimulate increased community awareness of the beneficial impact of service programs in Louisiana,

4. Provide public recognition and support of individual service efforts and successful or promising private sector initiatives and public/private partnerships which address community needs,

5. Develop and implement a centralized, organized system of obtaining information and technical support concerning community service, recruitment, service projects, training methods, materials, and activities throughout Louisiana and share information and support upon request,

6. Promote strong interagency collaboration, utilizing local, state, and federal resources to reinforce, expand, and initiate quality service programs as an avenue for maximizing resources and provide that model on the State level,

7. Serve as the state's liaison and voice to appropriate national and state organizations which support its mission,

8. Prepare a national three-year service plan for the State which follows state and federal guidelines,

9. Prepare the financial assistance applications to the Corporation on National and Community Service on behalf of the State,

10. Assist in the preparation of the Serve America grant application of the Louisiana Department of Education,

11. Prepare the State's application for approval of service positions such as the National Service Educational Award,

12. Make technical assistance available to enable applicants for assistance to plan and implement service programs; and to apply for assistance under the federal service laws such as the National and Community Service Act of 1993,

13. Assist in the provision of health care and child care benefits to participants in national service programs that receive assistance,

14. Develop a state system for the recruitment and placement of participants in programs that receive assistance under the national service laws and disseminate information concerning national service positions,

15. Coordinate its functions (including recruitment, public awareness, and training activities) with any division of the federal ACTION program or the Corporation for National and Community Service,

16. Provide the Governor and Lieutenant Governor with an annual report which describes its activities during the previous year. These annual reports shall be submitted not later than 60 days after the close of each fiscal year, and

17. Act as a vehicle of the Lieutenant Governor's Office, using that office to obtain the capacity to organize a staff to implement, recruit, and organize community service programs

and to promote the ethic and civic responsibility of service. The Commission may hire unclassified staff, consultants, attorneys, and other such persons the Commission may deem necessary in carrying out its mandate in accordance with the policies of the Office of the Lieutenant Governor.

SECTION 16: The Commission may also enter into contractual agreements with not-for-profit and governmental organizations for any non-policy making functions it deems necessary. Such functions may include, but are not limited to, the operation of national service programs, organizing service conferences, providing professional training services, program oversight and financial management, grant writing, grant reporting, program analysis, public policy analysis, and all other non-policy Commission duties mandated by the federal legislation described herein.

SECTION 17: All state departments and agencies shall cooperate with the Commission in the performance of its responsibilities. The Commission may request, and state agencies and departments shall provide, such policy and technical information as is required by the Commission in the discharge of its responsibilities.

SECTION 18: The Commission is authorized to accept funds and in-kind services from other public and private sources at national, state, and local levels, as authorized by the National and Community Service Trust Act of 1993. No per diem allowance shall be paid to members of the Commission. Members of the Commission and staff may receive necessary travel and subsistence expenses in accordance with state law.

SECTION 19: The provisions of this Executive Order shall be effective upon signature and shall remain in effect until amended, modified, or rescinded by operation of law.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this 28th day of December, 1993.

Edwin Edwards
Governor

ATTEST BY
THE GOVERNOR
Fox McKeithen
Secretary of State

EXECUTIVE ORDER 94-1

WHEREAS: the town of Grambling, Louisiana possesses enormous potential for economic development opportunities; and

WHEREAS: the town of Grambling's natural, physical, and human resources remain largely untapped; and

WHEREAS: the town of Grambling and the State of Louisiana would benefit economically and otherwise if Grambling's resources were developed to their fullest potential; and

WHEREAS: the town of Grambling and the State of Louisiana would greatly profit from the creation of a Task

Force which would assist the town of Grambling in attracting new business and industry and in aiding existing business and industry in order to promote economic development in that area.

NOW THEREFORE, I, EDWIN W. EDWARDS, Governor of the State of Louisiana, by virtue of the authority vested in me by the Constitution and laws of the State of Louisiana, do hereby order and direct the following:

SECTION 1: The Grambling Economic Development Task Force is hereby created within the Executive Department, Office of the Governor.

SECTION 2: The Task Force shall be composed of the following members:

- A. The Governor or his designee;
- B. The Lieutenant Governor or her designee;
- C. The Mayor of Grambling;
- D. The Lincoln Parish Police Juror representing Ward 2-A;
- E. The Lincoln Parish Police Juror representing Ward 2-B;
- F. The State Representative representing Grambling;
- G. The State Senator representing Grambling;
- H. The President of Grambling State University;
- I. The President of Grambling State University's Student Government Association; and
- J. Ten at large members, representing Grambling citizenry and businesses, to be appointed by the Governor.

SECTION 3: Members of the Task Force shall serve at the Governor's pleasure.

SECTION 4: The Governor shall appoint a chairperson from the membership of the Task Force. The Task Force may elect such other officers from their membership as it deems necessary.

SECTION 5: The members of the Task Force shall receive no per diem or other compensation for their services and shall receive no reimbursement for expenses incurred in the performance of his or her duties.

SECTION 6: The duties and functions of the Task Force shall include, but shall not be limited to, the following:

A. Conducting a study of potential economic development opportunities in the Grambling area, including those development opportunities which would utilize the area's natural, physical, and human resources;

B. Submitting a written report, based on the aforementioned study, to the Governor. Such report shall pinpoint potential economic development opportunities and shall outline a plan of action for the economic development of the Town of Grambling. The Task Force shall submit a preliminary report to the Governor or his designee within six months from the effective date of this executive order. The Task Force shall submit a final report within eight months of the effective date of this executive order;

C. Disseminating economic development information to potential business and industry, existing business and industry, and local elected officials in order to promote and encourage economic development in the Grambling area;

D. Any other duties and functions as required by the Governor.