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**FEB 23 1996**

**OKLAHOMA SECRETARY  
OF STATE**

**Frank Keating**  
Governor

State of Oklahoma  
**Office of the Governor**

**EXECUTIVE DEPARTMENT**

**EXECUTIVE ORDER 96-08**

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I, Frank Keating, Governor of the State of Oklahoma, by virtue of the authority vested in me by the Constitution and the laws of Oklahoma, in order to permit the State of Oklahoma to participate in the National Community Service Trust Act of 1993, do hereby designate the Oklahoma Community Service Commission as the entity that oversees administration of the State's participation.

The duties of the Oklahoma Community Service Commission shall be to:

1. Develop and update annually a three-year service plan for service programs in Oklahoma that will enable the State to use service and volunteerism to address Oklahoma's critical needs. The Commission shall submit a three-year plan adopted upon a two-thirds vote of approval of the Commission, to the Governor no later than June 7, 1996. Upon the approval of the Governor, the Commission shall make application to the Corporation for National and Community Service, the federal domestic volunteer agency, and to other sources for funding. Thereafter, the Commission shall oversee implementation of the plan and provide an annual review and update to the Governor.

The three-year plan and its annual update shall be developed through a process that is inclusive and participatory and is coordinated in such a manner to ensure consensus in determining a service vision, strategies, goals, programs, and projects for Oklahoma.

The Commission shall be responsible for the coordination, review, and comment on the Learn and Serve America School-based program, and the Learn and Serve America Higher Education program in such a manner that those two programs are consistent with the state's three-year service plan. Copies of the three-year plan and subsequent revisions shall be made available to the Oklahoma Legislature and the general public. The plan shall include program priorities for allocation of formula and competitive funding within the State and provide the following:

- a. Strategies to improve and strengthen the existing infrastructure of volunteer and service programs in both nonprofit and government sectors;

- b. Building opportunities for people to provide volunteer service to solve problems in the priority areas of education, environment, public safety, and human services;
- c. Identification of service gaps and programming to meet Oklahoma's needs;
- d. Identification and replication of successful programs to meet local and national service goals;
- e. Stimulating opportunities for innovative projects by national and community service participants that will not displace or duplicate the functions of existing workers.

2. Develop a competitive selection process for the distribution of formula funds received pursuant to the provisions of the Act to government and community organizations within the State. The process shall reflect the priorities of the State plan and specify performance standards for all service participants, service program operations, and service sites.

3. Develop an evaluation plan that applies to the performance of individual projects as well as the overall State plan, and which will ensure accountability of program operations and financial expenditures.

4. Provide technical assistance and training to government and community programs in program planning, application for funding, performance monitoring and assessment.

5. Perform any other duties required by the Corporation on National Service.

6. Ensure coordination of service programs of all types in Oklahoma to maximize utilization of resources.

The Commission shall consist of not fewer than 15, and not more than 25 voting members, of which no more than fifty percent (50%) of the members, plus one additional member, may be from the same political party. The Commission shall include the following individuals as voting members:

1. The State Superintendent of Public Instruction;
2. One representative of a community-based agency or organization;
3. One representative of local government;

4. One representative of a for-profit business;
5. One representative of a labor organization;
6. One participant in a local national service program, described in 42 U.S.C.A. § 12572(a);
7. Up to three young adults, between 16 and 25 years of age, who are participants or supervisors in a service program;
8. One representative of education, training, and support programs for disadvantaged youth;
9. One representative of service and volunteer programs for older adults;
10. Public members with knowledge or experience in some aspect of service, service learning, volunteerism, human service, education, environment, or public safety.

The Governor may appoint non-voting members whose assistance and participation would be beneficial to the work of the Commission. These members may include, but are not limited to the following officers or their designee:

1. Any member of the Governor's Cabinet;
2. The Chancellor of Higher Education;
3. The Director of the Oklahoma Department of Volunteerism or the successor of that position; or
4. The Director of the Oklahoma Student Loan Authority.

The Commission bylaws shall provide that all future appointments to the Commission shall be for three-year terms. If a vacancy occurs, a new member shall be appointed by the Governor and serve for the remainder of the term for which the predecessor of such member was appointed. Members may be reappointed for one additional term.

The Commission bylaws shall provide that the Chair will be elected annually from among the Commission members and may be re-elected by a simple majority.

The Commission shall appoint, with the approval of the Governor, Advisory Groups in the areas of Native American Programs, Human Resources, Environment, Education, and Public Safety. These groups shall advise the Commission how best to achieve the requirements of the

Act to include maximum citizen, service group and volunteer group participation in the programs and affairs of the Commission.

The Commission shall submit a detailed quarterly status report to the Governor on the first day of February, May, August, and November of each year, beginning May 1, 1996. As part of these quarterly reports, the Commission shall make provision for financial and performance audits of the Commission, its activities, accounts and programs to be done by a private, non-governmental entity.

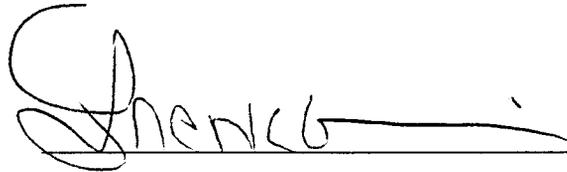
The Commission, by majority vote, shall retain a permanent director to serve at the Commission's pleasure.

1. The staff and operating expenses of the Commission shall be met through a combination of federal and private funds, including actual and in-kind contributions from private and non-profit organizations, for the purpose of administering its programs.

2. Members of the Commission shall not be compensated for their services. Members may be reimbursed for their reasonable expenses incurred in the performance of their duties in the same manner as state employees as set out in the State Travel Reimbursement Act.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, Oklahoma this 23<sup>rd</sup> day of February, 1996.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA



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Attest:



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Secretary of State

Assistant