



City of East Providence

Office of the Mayor

Executive Order 2025-001

December 2, 2025

ESTABLISHING THE CITY OF EAST PROVIDENCE SEMIQUINCENTENNIAL (250TH ANNIVERSARY) COMMISSION

WHEREAS, the year 2026 marks the 250th anniversary of the adoption of the Declaration of Independence of the United States of America, a milestone of profound historical and civic significance; and

WHEREAS, the City of East Providence seeks to commemorate this national SemiQuincentennial through inclusive, educational, and celebratory programming that reflects the City's history, diversity, and civic values; promotes public understanding of the American experiment in self-government; and encourages community engagement and pride; and

WHEREAS, it is in the public interest to establish a commission to plan, coordinate, and promote City-sponsored events and forums related to the 250th Anniversary of United States Independence in conjunction with the Office of the Secretary of State.

NOW, THEREFORE, by the power vested in me as Mayor of the City of East Providence and pursuant to Chapter 2, Article III, Section 2-41 of the East Providence Home Rule Charter, there is hereby established the City of East Providence SemiQuincentennial Commission ("Commission") as an advisory body within the Executive branch of the City of East Providence.

Section 1. Composition and Appointment

- A. Membership. The Commission shall consist of eleven (11) voting members.
- B. Appointment Authority. Members shall be appointed by the Mayor.
- C. Desired Expertise. Appointees should collectively reflect expertise or experience in history, education, arts and culture, veterans' affairs, civic engagement, community organizing, public events management, communications, and/or related fields, and should reflect the diversity of the East Providence community.
- D. Ex Officio Liaisons. The Mayor may designate non-voting liaisons from relevant City departments (e.g., Recreation, Planning, Police, Fire, Schools, Senior Center, Public Works) to support logistics and coordination.
- E. Officers. At its inaugural meeting, the Commission shall elect from among its members a Chair, Vice Chair, and Secretary.

Section 2. Terms; Vacancies; Removal

- A. Terms. Members shall serve from the date of appointment through December 31, 2026, unless extended pursuant to Section 11.
- B. Vacancies. The Mayor may fill any vacancy for the remainder of the unexpired term.
- C. Removal. Members serve at the pleasure of the Mayor and may be removed for cause, including persistent absence, misconduct, or neglect of duty.

Section 3. Meetings; Quorum; Procedures

- A. Open Meetings. The Commission shall conduct its business in accordance with applicable open meetings, public records, and ethics requirements.
- B. Frequency. The Commission shall meet at least monthly beginning no later than [30] days from the effective date of this Order, and more frequently as needed.
- C. Quorum. A majority of the (11) appointed voting members shall constitute a quorum. Actions shall be by majority vote of members present, unless otherwise required by law.

Section 4. Mission and Responsibilities

The Commission is charged to:

- A. Plan and coordinate City-sponsored events, programs, and public forums commemorating the 250th Anniversary of United States Independence, including but not limited to educational programs, lectures, panel discussions, exhibitions, performances, parades, ceremonies, and community service activities.
- B. Promote inclusive engagement, ensuring outreach to veterans, youth, seniors, educators, cultural organizations, businesses, civic groups, and historically underrepresented communities.
- C. Identify and recommend partnerships with schools, libraries, museums, historical societies, veterans' organizations, neighborhood associations, faith-based and cultural institutions, and local businesses.
- D. Develop a comprehensive events calendar for calendar year 2026, including proposed dates, venues, program descriptions, accessibility considerations, and estimated budgets.
- E. Establish content guidelines that are historically informed, nonpartisan, and respectful, and that encourage civil dialogue on the ideals and continuing work of American democracy.
- F. Coordinate logistics with City departments regarding permitting, public safety, accessibility, traffic, sanitation, insurance, and risk management.
- G. Propose branding, communications, and public information strategies, including a dedicated webpage, social media, and promotional materials.
- H. Identify funding opportunities, including municipal allocations [subject to applicable appropriation], grants, sponsorships, donations, and in-kind support; and recommend any necessary fee schedules, consistent with law and City policy.
- I. Recommend opportunities for legacy projects or commemorations (e.g., historical markers, tree plantings, public art, educational resources) that may extend beyond 2026, with associated maintenance considerations.
- J. Collect and preserve program materials for archival purposes in coordination with the City Clerk and relevant repositories.

Section 7. Deliverables and Timelines

- A. Organizational Meeting. Within [30] days of the effective date, convene an organizational meeting, elect officers, and adopt initial workplan.
- B. Preliminary Plan. Within [60] days of the effective date, submit to the Mayor and City Council a Preliminary Program Plan outlining proposed events, partnerships, budget estimates, and a communications strategy.
- C. Final Plan. No later than March 1, 2026, submit a Final Program Plan with detailed schedule, budgets, risk assessments, accessibility measures, and staffing/volunteer needs.
- D. Monthly Reports. Beginning [Month ending March 31, 2026], submit monthly progress reports to the Mayor and City Council.

Section 9. Compensation and Support

A. Members shall serve without compensation.

B. The City shall provide reasonable administrative support, meeting space, and assistance from designated staff liaisons, subject to availability and budgetary constraints.

Section 10. Community Engagement and Accessibility

A. The Commission shall ensure that events and forums are broadly accessible, with consideration to language access, disability accommodations, and transportation needs.

B. The Commission shall provide opportunities for public input through surveys and listening sessions.

Section 11. Sunset; Extension

Unless extended by further Executive Order or ordinance, the Commission shall sunset on March 31, 2027 following submission of the Post-Event Report. The Mayor may extend the Commission's term as necessary to complete its duties.

Section 12. Effective Date: This order shall take effect immediately.

So Ordered:



Roberto L. DaSilva
Mayor