

#68

OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 68

AUGUST 25, 1976

ESTABLISHMENT OF A MAYOR'S COMMISSION

FOR DISTINGUISHED GUESTS AND THE OFFICE OF SPECIAL EVENTS

Whereas, The Mayor is frequently involved in the greeting of Heads of State, distinguished visitors and other dignitaries who are visitors to the City and in public ceremonies, receptions, celebrations and similar functions held under City auspices and;

Whereas, There exists a need to provide both a sensitive response to matters of Protocol and to maintain a more efficient, economical and effective operating structure to plan, coordinate and direct official receptions and ceremonies as they are required and;

Whereas, It is desirable to separate the protocol and operating functions, clearly define the responsibilities of each function, improve coordination of the planning and direction of such activities and;

Whereas, It would be more economical and efficient to have the Management and Direction of these functions in the Office of the Mayor.

Now, Therefore, by the power vested in me as Mayor of the City of New York, it is hereby ordered as follows:

Section 1. There is hereby established in the Office of the Mayor, the Mayor's Commission for Distinguished Guests.

The Mayor shall appoint a Chairman and members of the Commission who shall serve at the pleasure of the Mayor.

The duties of the Chairman shall include but not be limited to the following:

- (a) As Chairman of the Mayor's Commission for Distinguished Guests he shall act as special advisor to the Mayor on all matters involving the ceremonial forms and courtesies in the official City greeting of heads of State and distinguished visitors,
- (b) Act for the Mayor as official ambassador to heads of State, distinguished visitors and other dignitaries,
- (c) Represent the Mayor at designated receptions and ceremonies,
- (d) Participate in the planning of itineraries and programs for foreign visitors,
- (e) Maintain contact with the United States State Department for information on pending official and unofficial visits to New York City by heads of State and other dignitaries with special reference to protocol,
- (f) Draft guidelines on protocol matters in general,
- (g) Maintain contact with the Office of Special Events in connection with the scheduling and operational requirements of all official visits.

Section 2. There is hereby established in the Office of the Mayor an Office of Special Events to be headed by an Assistant to the Mayor designated by him and serving at the pleasure of the Mayor.

Such Mayor Assistant shall have, in connection with the Office of Special Events the following duties:

- (a) Direct, plan, and coordinate all activities of the Office.
- (b) Provide the necessary support to the Chairman of the Commission for Distinguished Guests in connection with all official receptions and ceremonies at Gracie Mansion, City Hall and other appropriate locations.
- (c) Organize, manage and direct all other public ceremonies, celebrations, receptions, and similar functions held under City auspices by order of the Mayor.
- (d) As a Member of the Mayor's Scheduling Committee review and process all requests for awards, proclamations and citations.
- (e) Coordinate the activities of the various City agencies and departments with regard to the planning and implementation of special events.
- (f) Maintain liaison with business and public relations firms for the coordination and support of City sponsored events.

§ 3. This order shall be effective immediately.

a30-s7

ABRAHAM D. BEAME, Mayor.