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31 CHAMBERS STREET
NEW YORK CITY

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N. Y. 10007

Executive Order No. 101
December 8, 1986

VOTER ASSISTANCE PROGRAM

By virtue of the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. Voter Assistance Program.

(a) The New York City Voter Assistance Program is hereby established to provide access to voter registration forms for persons who utilize the services of New York City agencies and institutions.

(b) The Mayor shall appoint a Voter Assistance Coordinator, who shall supervise the administration of the Voter Assistance Program.

Section 2. City Agencies.

(a) This section shall apply to the following city agencies, and such other agencies as may be designated by the Voter Assistance Coordinator:

Department of Consumer Affairs
Department of Employment
Department of Health
Department of Housing Preservation and Development
Department of Parks and Recreation
Department of Personnel
Police Department
Department of Social Services
Department of Transportation

(b) During the hours and in the places in which it is open to the public, each agency subject to this section shall, at locations where it is suitable and practical to do so, make mail

registration forms available to persons who wish to register to vote. The Commissioner of each such agency shall appoint a liaison to ensure agency compliance with the Voter Assistance Program. Each such agency shall also designate employees who shall be available to assist the public in filling out the mail registration forms. If an agency determines that it cannot make space or employees available for the Voter Assistance Program, the agency shall so inform the Voter Assistance Coordinator, and shall prominently display the address of the nearest office where mail registration forms are available.

(c) Employee assistance under this section shall include explanation of the mail registration process and the questions contained on the mail registration form. Employees shall maintain a position of strict neutrality with respect to a person's party enrollment.

(d) No employee shall accept a completed mail registration form. The agency shall prominently display the proper address to which such forms may be mailed.

(e) The Voter Assistance Coordinator shall ensure sufficient distribution of mail registration forms to agencies subject to this section, and shall provide for instruction of designated employees regarding the Voter Assistance Program.

Section 3. Cooperative Efforts.

The Voter Assistance Coordinator shall attempt to enlist the cooperation of other public agencies, not-for-profit institutions and private firms in operating programs similar to the Voter Assistance Program. Such agencies, institutions and firms shall include but not be limited to the following:

- Brooklyn Public Library
- New York Public Library
- Queens Borough Public Library
- City University of New York
- Board of Education
- Health and Hospitals Corporation
- New York Housing Authority
- community boards
- banks
- department stores

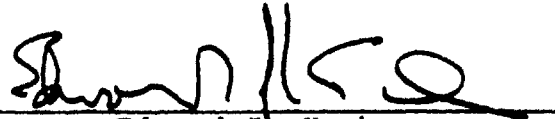
Section 4. Other Duties of the Voter Assistance Coordinator.

(a) The Voter Assistance Coordinator shall solicit comments and proposals from the public or interested entities concerning the Program.

(b) The Voter Assistance Coordinator shall report to the Mayor on or by December 31st of each year on the progress of the Voter Assistance Program, including its operations at city agencies and its cooperative efforts. The report shall include suggestions for the improved administration of the Program.

Section 5. Effective Date.

This Order shall be effective thirty days after it is issued.

A handwritten signature in dark ink, appearing to read "Edward I. Koch", is written over a horizontal line.

Edward I. Koch
M A Y O R