

# DHMH PROCEDURE

<http://dhmh.maryland.gov/pages/op02.aspx>

OPERATIONS — OFFICE OF APPOINTMENTS AND EXECUTIVE NOMINATIONS

DHMH PROCEDURE 02.08.01.P1

Version Effective: March 1, 2016

## GOVERNOR'S APPOINTMENTS

### ACTOR

**Administrator, Office of  
Appointments and Executive  
Nominations**

### ACTION REQUIRED

1. Notifies the appropriate Board/Commission of the pending vacancy and requests the Board's criteria for the selection of nominees.
2. After discussing criteria with the Board/Commission Administrator or Executive Director, the Administrator proceeds as follows:
  - a. If the vacancy is for a professional member, requests nominations from the appropriate stipulated association(s).
  - b. If the vacancy is for a consumer member, requests nominations from consumer and civic associations. Contacts the consumer applicants on file, or recruits candidates from contacts throughout the State. A Biographical Information Form and an Appointee Exemption Disclosure Form are sent to all prospective consumer or public members.
3. Through correspondence with the appropriate association:
  - a. Specifies the statutory nomination and recommendation requirements as well as criteria which the Department will consider in selecting candidates. To provide diversity on the board or commission, race, gender and geographic location is considered.
  - b. Specifies reappointment criteria that the Department will consider if an incumbent member of a board/commission is eligible for reappointment.

**Department of Health & Mental Hygiene**  
**Office of Regulation and Policy Coordination**  
201 West Preston Street – Room 512 - Baltimore Maryland 21201-2301  
Phone 410 767-6499 FAX 410 767-6483

**ACTOR****ACTION REQUIRED**

	<p>c. Provides information on the Board/Commission functions and time commitments. Provides Biographical Information Form and Appointee Exemption Disclosure Form to associations for professional nominees to complete.</p> <p>4. If a reply is not received within stipulated time frame, contacts the association to check on status.</p> <p>5. Acknowledges receipt of lists of nominees from the association and others.</p> <p>6. Checks Biographical Information Form and Appointee Exemption Disclosure Forms or completeness, compliance with statutory requirements, and Department criteria.</p> <p>7. Prepares interview worksheet and coordinates with the interviewer, as appropriate, to provide applications and related materials for interview, if necessary. The interviewer will interview nominated professional members and potential consumer members.</p>
<b>Interviewer</b>	<p>8. The interviewer rank orders candidates using the appointment criteria and interview results and forwards to the Administrator.</p>
<b>Administrator, Office of Appointments and Executive Nominations</b>	<p>9. Forwards recommendations for the professional member and/or consumer member vacancy, with all back up information to the Secretary through the appropriate Deputy Secretary.</p>
<b>Deputy Secretary</b>	<p>10. Approves the recommendation for appointment and returns to the Administrator to forward to the Secretary for consideration.</p>
<b>Secretary, DHHM</b>	<p>11. Approves the recommendation for appointment and returns it to the Administrator, Office of Appointments and Executive Nominations; or, if the recommendation is not approved, returns it to the Office of Appointments and Executive Nominations for additional information.</p>
<b>Office of Appointments And Executive Nominations</b>	<p>12. Sends the signed letter, all back-up information on recommendations, the nomination letter from the association, and any other relevant information to the Governor's Appointments Office.</p>

ACTOR

ACTION REQUIRED

13. If a copy of the Governor's appointment letter is not received within 8 weeks, contacts the Governor's Appointments Office to check on its progress.
14. Upon receipt of a copy of the Governor's appointment letter, sends a copy to the Board/Commission Administrator or Executive Director along with an updated membership roster and all corresponding application documents.
15. Updates the board's membership roster in the office database and board binder to reflect the new appointment.

**APPROVED:**



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Van T. Mitchell, Secretary

**March 1, 2016**  
**Effective Date**