SECRETARY’S APPOINTMENTS

ACTOR
Administrator, Office of Appointments and Executive Nominations

ACTION REQUIRED
1. Notifies the appropriate Administrator/Executive Director of pending vacancies on the Board/Commission/Council within his/her jurisdiction;

2. After discussion with the appropriate Administrator/Executive Director, requests names of nominees for pending vacancies from appropriate stipulated institutions, professional organizations, civic and non-profit organizations. Provides Biographical Information Form and Appointee Exemption Disclosure Forms, if required, for nominees to complete;

3. Specifies statutory as well as additional criteria which the Department will consider in selecting candidates in order to provide balanced representation on the board/commission/council (e.g., minority representation, geographic location, etc.)

4. Determines reappointment criteria which the Department will consider, if an incumbent member of a board/commission/council is eligible for reappointment;

5. Provides information on the group functions and meetings to the organizations institutions, and associations.;

6. If a reply is not received within the requested time frame, contact the organization, association, or institution to check on status;

7. Acknowledges receipt of nominations and corresponding application documents from the organizations, associations and institutions;
ACTIONS REQUIRED

8. Reviews Biographical Information Form and Appointee Exemption Disclosure Form for completeness, compliance with statutory requirements, and Departmental criteria;

9. Reviews resumes of nominees;

10. Selects the candidate to be recommended for appointment;

11. Forwards the recommendation for appointment to the Secretary through the appropriate Deputy Secretary, or designee;

12. Approves and signs the recommendation for appointment and returns it to the Office of Appointments and Executive Nominations;

13. For Secretarial appointments:
   a. Drafts appointment letter
   b. Prepares a commission (Certificate of Appointment) for signature of the Secretary
   c. Appointment letter and certificate are then signed and mailed as follows:
      1. Original appointment letter to appointee
      2. Copy of appointment letter to Administrator/Executive Director
      3. Commission (Certificate of Appointment) to appropriate Clerk of the Court if the board/commission/task force is by statute or is an executive nomination;

14. Updates the board’s membership roster, database and file to reflect the new appointment.