

DHMH PROCEDURE

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

OPERATIONS - OFFICE OF APPOINTMENTS AND EXECUTIVE NOMINATIONS

PROCEDURE 02.08.01.P2

Version Effective: March 1, 2016

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;

Department of Health & Mental Hygiene

Office of Regulation and Policy Coordination

201 West Preston Street – Room 512 - Baltimore Maryland 21201-2301

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ACTOR**ACTION 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;
- Secretary, DHHM**
12. Approves and signs the recommendation for appointment and returns it to the Office of Appointments and Executive Nominations;
- Administrator, 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.

APPROVED:



Van T. Mitchell, Secretary

March 1, 2016
Effective Date