DHMH POLICY

http://www.dhmh.state.md.us/policies/inpolm.htm

OPERATIONS-OFFICE OF APPOINTMENTS AND EXECUTIVE NOMINATIONS
DHMH POLICY 02.08.01
Version Effective Date: August 1, 2003

POLICY ON APPOINTMENTS OF BOARD, COMMISSION, COUNCIL, ADVISORY COMMITTEE, AND TASK FORCE MEMBERS

SHORT TITLE: Appointments to Boards & Commissions

I. EXECUTIVE SUMMARY

Within DHMH, the Secretary or his/her designee, has the authority to appoint, reappoint, or recommend to the Governor for appointment or reappointment members of regulatory/ licensing boards and commissions and non-regulatory/licensing boards, commissions, councils, task forces, and advisory committees, hereinafter referred to as "entities". The Secretary may request information on nominees under consideration. Submission of nominees for the Secretary's consideration must follow the procedures designated by the Administrator of the Office of Appointments and Executive Nominations.

The Administrator shall be primarily responsible for recommending nominees, through procedural channels, to the Secretary. The Administrator is responsible for assuring that nominees submitted through the appropriate channels to the Secretary for his/her consideration, fulfill the statutory requirements and Departmental criteria for appointment to the respective entities.

II. BACKGROUND

This version of policy 02.08.01 supersedes an earlier version, dated April 6, 1998. The chief changes are in formatting, editing, and web links which have not affected the substantive meaning of the policy. One title of Executive Director was changed to Administrator.

In creating the various entities within DHMH, the General Assembly has given the Secretary the authority to appoint or recommend to the Governor for appointment those persons who the Secretary believes meet the criteria for appointment to each entity. Over the past two decades, the number of entities within DHMH has increased to include more than 700 members. The channeling of nominees for appointment through the Office of Appointments and Executive Nominations provides a centralized capability for the processing of appointments in accordance with legislated and Departmental requirements, as applicable, within the mandated time frame.

III. POLICY STATEMENTS

A. The Secretary, DHMH, shall appoint or reappoint, or recommend to the Governor for appointment or reappointment, members of entities within the Department.

B. The Administrator, Office of Appointments and Executive Nominations shall serve as the primary liaison on appointments with other State agencies and the Governor's Appointments Office.

C. The Administrator is responsible for development and implementation of procedures for processing appointments in a timely manner.

D. The Administrator shall serve as the liaison on all Secretarial appointments for non-legislated entities created by administrations within the Department. After discussion with the appropriate contact person, the Administrator shall, in conjunction with the Program Director, contact the appropriate professional, civic, and/or consumer organizations throughout the State, so that a broad range of candidates can be presented for the Secretary's consideration.

E. In seeking nominees for appointment, the Administrator, on the advise of the Attorney General's Office, is responsible for interpreting statutory requirements and appropriate Departmental criteria.

F. Reappointments of eligible incumbent members of entities will be considered.

G. The Administrator shall discuss with the contact person of the entity the desirability of recommending a member of the entity for reappointment. Based on the recommendation of the contact person, the Administrator, applying Departmental criteria, will evaluate the appropriateness of recommending an incumbent for reappointment.

IV. REFERENCES

- **DHMH Procedure 02.08.01.P1- Procedure for Appointments By the Governor** http://www.dhmh.state.md.us/policies/020801P1-sof.pdf

- **DHMH Procedure 02.08.01.P2- Procedure for Appointments By the Secretary** http://www.dhmh.state.md.us/policies/020801P2-sof.pdf

- **DHMH Procedure 02.08.01.P3- Procedure for Appointments to Citizen Advisory Boards** http://www.dhmh.state.md.us/policies/020801p3-sof.pdf

Approved:

/S/ Signature on file

Nelson J. Sabatini, Secretary

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- **DHMH Procedure 02.08.01.P2- Procedure for Appointments By the Secretary** http://www.dhmh.state.md.us/policies/020801P2-sof.
- **DHMH Procedure 02.08.01.P3- Procedure for Appointments to Citizen Advisory Boards** http://www.dhmh.state.md.us/policies/020801P3-sof.pdf.

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Nelson J. Sabatini

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