

# DHMH PROCEDURE

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

OPERATIONS-OFFICE OF APPOINTMENTS AND EXECUTIVE NOMINATIONS  
DHMH PROCEDURE 02.08.01.P1  
Effective August 1, 2003

## PROCEDURE FOR THE GOVERNOR'S APPOINTMENTS TO DHMH BOARDS AND COMMISSIONS WHERE THE ADVICE OF THE SECRETARY IS STIPULATED

### SHORT TITLE: 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 is sent to all prospective consumer or public members along with an affidavit to be completed.
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.

**Department of Health & Mental Hygiene**  
**Office of Regulation and Policy Coordination**  
DHMH Policy Administrator - Room 503A  
201 West Preston Street- Baltimore Maryland 21201-2301  
Phone 410 767-5934 FAX 410 333-7304

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**ACTOR**

**ACTION REQUIRED**

- b. Specifies reappointment criteria that the Department will consider if an incumbent member of a board/commission is eligible for reappointment.
- c. When requested, provides information on the Board/Commission functions and meetings. Provides biographical information forms to associations for professional nominees to complete.
- 4. If a reply is not received within four weeks, contacts the association and, if appropriate Board/Commission to check on its progress.
- 5. Acknowledges receipt of lists of nominees from the association, Board/Commission, and others.
- 6. Checks biographical information forms and affidavits for completeness, compliance with statutory requirements, and Department criteria.
- 7. Prepares interview worksheet and meets with nominated professional members and potential consumer members.
- 8. Rank orders candidates using the appointment criteria and interview results.
- 9. Forwards recommendations for the professional member and/or consumer member vacancy, with all back up information to the Secretary through the Deputy Secretary for Operations or designee.
- Deputy Secretary for Operations** 10. Approves the recommendation for appointment and forwards it to the Secretary for consideration.
- Secretary, DHMH** 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.
- Office of Appointments  
And Executive Nominations** 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.

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ACTOR

ACTION REQUIRED

13. If a copy of the Governor's appointment letter is not received within four 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.
15. Updates the board's membership roster in the office database and card file to show the new appointment.

**Approved:**

/S/ Signature on File

Nelson J. Sabatini, Secretary

August 1, 2003  
**Effective Date**

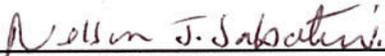
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ACTOR

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**Approved:**

  
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**Nelson J. Sabatini, Secretary**

**August 1, 2003**  
**Effective Date**