

## Vacant Elected Official Replacement Procedure

### Frederick County (Maryland) Republican Central Committee

**Adopted November 18, 2009**

**Purpose:** The Frederick County Republican Central Committee (hereinafter referred to as “FCRCC”) is sometimes obligated by law to fill vacancies for elected officials who leave office early for various reasons. This procedure will be used to achieve fairness and transparency in nominating a replacement of an elected or appointed official that has vacated an office, or is soon to vacate the office. This particular FCRCC policy shall apply to filling vacant seats in districts wholly or mainly located within the geographical boundaries of Frederick County. When vacant positions overlap into portions of neighboring counties, a coordinated arrangement shall be arranged with the Republican Central Committee of the respective county to either participate in the selection process as described herein or to formally waive their right to participate.

**Procedure:** This procedure will start with a Nominating Committee (“NC”) appointed by the Chair of the FCRCC to replace an incumbent. This procedure is authorized by the Constitution and Bylaws of the Frederick County Republican Central Committee, Article VII, and Section 3. The process may take as many as nineteen (19) days from Committee formation to completion of a recommendation of a replacement to the Maryland Governor, but may be accelerated if deemed necessary by the Chair.

**Process:**

1. FCRCC is notified of the vacated seat or the intent to vacate the current Elected Officials seat.
2. **Within 3 days:** Chairman of FCRCC will appoint a NC of 3 or more members, but always consisting of an odd number of members. All NC meetings will be closed to the public, but any member of the FCRCC who has not applied for the vacant seat may attend in any NC meeting. Members may be drafted from outside the FCRCC. However, if current FCRCC members are also competing for the vacant position they shall not be allowed to participate in this selection process except as that specified herein as a candidate for the vacancy.
3. **Within 5 days of #2:** NC will draft a job description for the vacant position.
  - From job description, interview questions will be generated and written to ensure fairness during interviews.
  - NC will draft advertising schedule for the vacated position. Every effort will be made to properly advertise the vacated position via Email to the FCRCC database, to include Frederick-area Republican Clubs; once in the local print media and via radio announcements. FCRCC will determine and have final decision over appropriate advertising schedule and media exposure based on availability and cost.

- Goal is to have all advertising completed within five (5) business days (Monday thru Friday), and no less than 48 hours before cutoff date and time to receive applications.
  - FCRCC will determine cutoff date for applications and assure that it is clearly stated in all advertisements in as much as no exceptions will be granted for an application if cutoff date is missed.
4. **Within 3 days of #3:** NC will review resumes and narrow the total submissions to the top three (3) most qualified contenders. If consensus cannot be reached verbally, secret paper ballots will be used and voting will continue until applications are narrowed to top three contenders.
  5. **Within 7 days of #4:** Top three (3) applicants will be personally interviewed by FCRCC. FCRCC shall decide which applicant will be recommended to the Maryland Governor to fill the vacated seat. If majority consensus cannot be reached verbally, secret paper ballots will again be used and voting will continue until recommendation is decided. FCRCC will prepare recommendation to Governor and alert the nominee and verify continued interest in proceeding.

#### **Applications to Fill Vacancies.**

1. Any duly registered Republican individual who meets constitutional and residency requirements of the vacant position to serve in that position may apply to be considered as a candidate to fill a vacancy.
2. Any individual wishing to apply as a candidate to fill the vacancy shall submit, prior to the Application Deadline, a statement of intention to apply as a candidate along with a completed application form. In addition, candidates shall submit a detailed resume/and or completed questionnaire prior to the Application. Please refer to Attachment and Appendices for submission requirements.
3. Any candidate shall send his or her application via certified mail to the officially published mailing address.
4. Any application materials postmarked by the Application Deadline will be deemed as timely filed.
5. The Chair shall confirm receipt of an application within three (3) days of receipt by the FCRCC.
6. Any applications or application materials not timely filed shall not be considered.

**NOTE: Changes in the stated policy and dates listed herein are subject to change at the discretion of the Chair and Committee if deemed necessary.**

## **ATTACHMENT # 1 –APPLICATION SUBMISSION REQUIREMENTS**

### **WHAT ARE THE REQUIRED PARTS OF THE COMPLETE APPLICATION?**

A complete application for a vacancy consists of three required parts (forms are included as appendices with this attachment):

1. Completed *Declaration of Intent to Apply for Vacancy* (Appendix A)
2. Completed *Applicant Questionnaire* (Appendix B)
3. Resume not exceeding two single-sided 8.5” x 11” sheets.

Please note that applications lacking any one of the enumerated items above will be deemed incomplete and returned to the applicant. All completed application materials will become the property of the FCRCC and will not be returned. **All application materials and the responses contained therein will be used solely for the purpose of evaluating candidates for the advertised vacancy and for no other purpose.** Application materials and information therein will remain entirely confidential and will not be shared with anyone other than officers and members of the Nominating Committee.

The FCRCC, its members, officers, and persons affiliated therewith will assume no liability for any damages incurred by applicants in connection with the process to fill a vacancy, including, but not limited, any information in the application materials becoming public.

### **WHAT SHOULD CANDIDATES EXPECT AT THE COMMITTEE INTERVIEW?**

Candidates will be required to attend a interview with the FCRCC. Applicants will be alerted beforehand of the date, time and location.

At the hearing, all candidates will be interviewed in an order to be determined by lottery on the date of the hearing. Each candidate will be required to answer questions by the Committee lasting up to thirty (30) minutes. Candidates will then be allowed a two-minute closing statement. **Each candidate must therefore be prepared for an interview lasting approximately thirty five (35) to forty (40) minutes.**

### **WHAT IF I HAVE ADDITIONAL QUESTIONS NOT COVERED HEREIN?**

Please contact the Chairman of the FCRCC.

**APPENDIX A - - Declaration of Intent to Apply for an Elective/Appointed Office Vacancy**

I, \_\_\_\_\_, residing at \_\_\_\_\_ in (Print or type name) (Address), Maryland hereby declare my intent to apply for the announced vacancy.

It is my wish that the Republican Central Committee of Frederick County (hereinafter "FCRCC") consider me as a candidate to fill the Vacancy. By signing this declaration, I certify that I have read the FCRCC's *Policy on Filling the Vacancy of Elected Office* and the *Instructions for Applicants for the Vacancy...* I also certify that I meet all the constitutional eligibility requirements to serve in the capacity of that required for the position as announced. I acknowledge that the FCRCC will publicly release my name as a declared candidate for the vacancy. I understand that I must attend an Interview on a date and time specified by the FCRCC in order to be interviewed as a nominee. I further understand that while the FCRCC will make all reasonable attempts to keep the information in my application materials confidential among the officers and members of the FCRCC, that the FCRCC, its members, officers and persons affiliated therewith will not be liable for any damages incurred by myself or any other party in the event of a breach of said confidentiality. In addition, I acknowledge the FCRCC, its members, officers, and persons affiliated therewith will not be liable for any other damages incurred by myself or any other party as a result of my application for the announced vacancy.

\_\_\_\_\_  
Applicant's Signature---- Date

**APPENDIX B—Applicant Questionnaire for Announced Vacancy**

**NOTICE TO APPLICANTS: PLEASE ANSWER ALL QUESTIONS IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED TO ENSURE FULL CONSIDERATION OF YOUR APPLICATION. YOUR RESPONSES WILL BE KEPT CONFIDENTIAL WITH THE EXCEPTION THAT THEY MAY FORM THE BASIS FOR QUESTIONS AT THE PUBLIC HEARING.**

**Please print or type responses.**

**PART I: BASIC INFORMATION**

Full Name \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_  
How Long Have You Resided at this Address? (If less than 6 months, please provide previous address) \_\_\_\_\_  
Legislative District \_\_\_\_\_  
Date of Birth \_\_\_\_\_

**PART II: VOTER REGISTRATION INFORMATION**

Are you registered to vote at your home address? (If no, please provide address of voter registration.) \_\_\_\_\_  
Date of Voter Registration \_\_\_\_\_ Party Affiliation \_\_\_\_\_  
Have you ever held a different party affiliation (e.g., if you were previously a Democrat or Independent, but are now a Republican, please state as such and provide details about when you changed your party affiliation)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART III: WORK INFORMATION**

What is your current occupation? \_\_\_\_\_  
Employer (If self-employed, state such) \_\_\_\_\_  
Position \_\_\_\_\_  
Work Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Work Phone \_\_\_\_\_ How long have you been at this employer? \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Is your employer aware of your application? \_\_\_\_\_

**PART IV: COMMUNITY AND CIVIC INVOLVEMENT**

Please list all community and civic organizations (e.g., community associations, political clubs, religious organizations, etc.) in which you are currently or have been involved during the last five years. List any offices held in such organizations and dates. Attach additional sheets if necessary.

## **PART V: PREVIOUS CAMPAIGNS AND PUBLIC OFFICES**

1. Have you ever run for public office? (For each public office for which you have previously run, please state the office, date of campaign, political party, if any, and outcome of election; attach additional sheets if necessary.)
2. If you have previously run for county and/or state elective office in Maryland, do you currently have a candidate committee and campaign account? (If yes, please state the approximate balance of your campaign account.)
3. Have you previously held a public office to which you were elected or appointed? (For each office previously held, provide dates and details, and state whether you were elected or appointed; attach additional sheets if necessary.)
4. Have you ever worked as a campaign volunteer for anyone running for elective office in Maryland or elsewhere? Please elaborate how you worked and the extent to which you volunteered your time and talents.
5. If “yes” to the above was the candidate a Democrat or Independent? Please explain.

## **PART VI: PROFESSIONAL AND POLITICAL ACCOMPLISHMENTS**

1. Please state your major professional accomplishments. Confine your response to 250 words or less.
2. Please state your major political accomplishments. Confine your response to 250 words or less.
3. Please state why you wish to serve. Confine your response to 500 words or less.
4. If appointed, do you intend to run for election to the office you are now volunteering to fill? \_\_\_\_\_

## **PART VII: BACKGROUND QUESTIONS**

**Please answer “yes” or “no” to each of the questions below. For any questions to which your answer is “yes”, please provide details on a separate sheet.**

1. Have you ever been charged with, arrested for, or convicted of any criminal offense excluding minor traffic violations?
2. Have you ever had a professional or business license suspended or revoked?
3. Have you ever been a defendant to a civil or administrative proceeding?
4. Have you ever been delinquent on any financial obligations?

5. Have you ever filed a petition for personal bankruptcy under Chapters 7, 11 or 13 of the United States Bankruptcy Code?
6. Have you ever been fired, asked to resign, or resigned knowing you would be fired, from a place of employment for cause?
7. Can you think of anything in your past that might surface to cause you, or your selection, any embarrassment by the media?

**PART VIII: CERTIFICATION**

**I certify to the Frederick County Republican Central Committee that my responses to the questions herein are accurate and truthful to the best of my knowledge. I understand that it is my responsibility to inform the FC RCC in the event of any occurrences that would change a response in this questionnaire prior to the final selection to fill the vacancy.**

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**Applicant's Signature ---- Date**

**NOTE TO APPLICANTS: PLEASE ATTACH A RESUME NOT EXCEEDING TWO SINGLE-SIDED 8.5" x 11" SHEETS OF PAPER.**