

**Wisconsin Department of Natural Resources  
Natural Resources Board Agenda Item**

**SUBJECT:** Manual Code for Natural Resources Board and Department Secretary's Appointments

**FOR:** December 2013 Board meeting

**TO BE PRESENTED BY:** Kristy Rogers, Customer and Employee Services Division Administrator

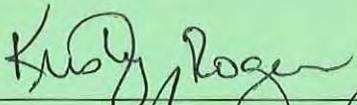
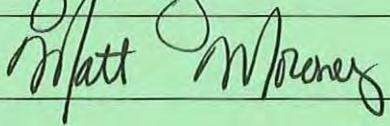
**SUMMARY:**

Both the Natural Resources Board and the Department Secretary nominate and appoint citizens to committees, boards, and councils. It is the policy of the Department and the Natural Resources Board to conduct fair, timely and appropriate appointments in an open and public manner. The attached manual code codifies this process for all appointments.

**RECOMMENDATION:** Approve the manual code for appointments

**LIST OF ATTACHED MATERIALS (check all that are applicable):**

- |                                                 |                                                                                |
|-------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Background memo        | <input type="checkbox"/> Type name of attachment or type N/A if not applicable |
| <input checked="" type="checkbox"/> Manual code | <input type="checkbox"/> Type name of attachment or type N/A if not applicable |

Approved by	Signature	Date
Not applicable, Bureau Director		
Kristy Rogers, Administrator		11/19/2013
Cathy Stepp, Secretary		11/20/13

State of Wisconsin  
Department of Natural Resources  
Natural Resources Board and Secretary's Office  
Committee Appointments and Nominations #TBD

\_\_\_\_\_  
Matt Moroney, Deputy Secretary    Date

**I. SCOPE**

This manual code applies to the appointments and nominations of people to formal committees, boards, councils, etc. by the Natural Resources Board (Board) and Secretary's Office (Secretary). "Formal" committees, boards, councils, etc. are those that are set forth in statute, administrative code, or Governor's directives. Examples include the Snowmobile Council, Urban Forestry Council, etc.

**II. POLICY**

It is the Board and Secretary's policy to conduct fair, transparent, and timely appointments/nominations to committees, boards, councils, etc.

**III. PROCEDURE**

*Note – There may be specific legal requirements which supersede the process established in this manual code.*

**A. Application Process.**

1. Appointment/nomination opportunities will be announced at least three weeks prior to the application deadline via the following:
  - a. The Office of the Secretary and Volunteer pages of the Department's website
  - b. News release issued statewide
  - c. Other communication tools as appropriate, including applicable email distribution lists, Twitter, etc.
2. All interested applicants must complete the application form provided by the Department. The form will be made available on the Department internet page and upon request. Applicants must sign the form. Electronic signatures will be accepted.

**B. Review and Selection Process.** The Board/Secretary may designate a person or small team to review the applications and make a recommendation for final decision. All applications will be evaluated and an appointment/nomination will be made taking into consideration the following:

1. Applicable legal requirements.
2. Applicant's related experience/expertise related to the committee, board, council, etc.
3. Applicant's affiliations with other organizations, councils, government boards, etc.
4. A character and background check. The department will conduct a character and background check of all final applicants. The character and background check will include checking references and reviewing the public records of the Wisconsin Court System Circuit Court Access database and the Department's citation database. Upon becoming aware of information indicating prior illegal activity or character issues, the Board/Secretary will make appropriate inquiries into the activities and character

of the candidate and determine their suitability for the proposed appointment/nomination.

Note: Applicants have the limited right to request that their identity and records related to their application be kept in confidence pursuant to Wisconsin Statutes 19.36(7)(b). This right preserves the applicant's identity from being released in response to a public record request unless; they are appointed to the position or are a finalist for the position as defined by s. 19.36(7)(a), Wis. Stats. All application forms will include this information along with a notification that a character and background check will be conducted as part of the process.

C. Announcement of Appointment/Nomination. The Board/Secretary will strive to announce appointments/nominations within 2 business days of a final decision. The communication plan will be specific to each appointment/nomination and may need to be coordinated with other partners including the Governor's Office, the pertinent council, etc. At a minimum, the Board/Secretary will communicate the decision using the communication tools that were initially used to announce the opportunity.

#### **IV. BACKGROUND**

At various times the Board and Secretary make appointments to councils, boards and committees. They are also called upon to make nominations for other legislatively mandated or gubernatorial councils, boards and committees. This manual code establishes the process for appointing and nominating members to these groups.