**SOS Open Appointments**

**HPPS/BOE/BOP/CCAC application info**

***How are appointments made?***  
All applications submitted to the Secretary of State are forwarded to the Governor’s office for HPPS, BOP, and BOE. The Governor may contact applicants for further information or interviews. For the CCAC, the appointing authority is the Commissioner of DLI.  
  
Although vacancies are required to remain open for at least three weeks after they are announced, they can remain open longer. If appointed, the applicant will be contacted by the appointing authority for the state board or council.

***How do I apply?***  
Applications are required for **ALL seats with expiring terms. If you wish to re-apply for your current seat you need to submit an application.**

An Open Appointments Application may be completed and submitted online at:

<http://sos.state.mn.us/boards-commissions/current-vacancies/application-form/>

**OR:**

An application can be downloaded by visiting:

<http://sos.state.mn.us/boards-commissions/current-vacancies/application-form/> Please print, complete, and submit by email to [open.appointments@state.mn.us](mailto:open.appointments@state.mn.us) or in person or mail to:  
  
 Office of the Minnesota Secretary of State

180 State Office Building  
 100 Rev. Dr. Martin Luther King, Jr. Blvd.  
 St. Paul, MN 55155-1299  
 Phone: (651) 297-5845  
  
Applicants may also submit a cover letter, resume or other information which might be helpful to the appointing authority. Applications become public information once submitted.

***For terms ending 12/31/2016 – when can I apply?***

The SOS will publish the Notice of Vacancy list on November 7, 2016, and applications will be accepted through November 27, 2016.

***What if my current term ends on 12/31/2016?***

Per Minnesota Statute for HPPS, BOE, and BOP: The governor shall, all or in part, reappoint the current members or appoint replacement members with the advice and consent of the senate. Members appointed by the governor shall be limited to three consecutive terms. There is no limit to the number of terms CCAC members can serve. If you want to remain on a board you will need to complete the application process. Members may serve until their successors are appointed but in no case later than July 1, 2017.

If you no longer wish to serve on a board until a successor is appointed, please send a Letter of Resignation to the board’s executive secretary. The letter will then be forwarded to the board’s Chair and Secretary.

***How do I find out more?***  
A monthly notice of vacancies is posted on the Secretary of State’s (SOS) website and emailed to those who subscribe for the notice. To subscribe, visit:[**https://public.govdelivery.com/accounts/MNSOS/subscriber/new**](https://public.govdelivery.com/accounts/MNSOS/subscriber/new)

Every November the Secretary of State publishes the Minnesota Open Appointments Annual Report. The report includes a list of state boards and councils that are subject to the Open Appointments process. It also describes the agencies, their membership, and statistical information about appointments and vacancies made during the past fiscal year. The annual compilation also indicates members with terms scheduled to end in January.  
  
Many of these positions may still be open for application. The Minnesota Open Appointments Annual Report is available on this website or may be picked up from the Secretary of State Office, 180 State Office Building, Saint Paul, Minnesota 55155.

For more information, please contact Lyndy Lutz @ [lyndy.lutz@state.mn.us](mailto:lyndy.lutz@state.mn.us) or 651-284-5912.