



Maryland  
Department of Agriculture

*Maryland Horse Industry Board*

Agriculture | *Maryland's Leading Industry*

Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor  
Roger L. Richardson, Secretary  
Earl F. Hance, Deputy Secretary  
James B. Steele, Chairman

The Wayne A. Cawley, Jr. Building  
50 Harry S. Truman Parkway  
Annapolis, Maryland 21401  
TTY Users: Call via Maryland Relay  
Internet: [www.marylandhorseindustry.org](http://www.marylandhorseindustry.org)

410.841.5861 Baltimore/Annapolis  
410.841.5999 Fax  
800.492.5590 Toll Free

June 2, 2008

Dear Maryland Horse Industry Board Nominee,

Please fill out the attached documents and return them to my office at your earliest convenience. You have been nominated to serve as a member of the Maryland Horse Industry Board and if you accept, your name will be submitted for consideration by the Governor.

Thank you in advance for your assistance in this matter. If you have any questions feel free to contact my office at 410-841-5798.

Sincerely,

J. Robert Burk  
Executive Director

JRB

Encl.

OFFICE OF THE GOVERNOR  
REQUEST FOR APPOINTMENT CONSIDERATION  
BIOGRAPHICAL INFORMATION FORM

Please state below, the board or commission or general subject area in which you have an interest:

Application for:            New Appointment            Reappointment

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_       US Citizen       Registered Voter      MD resident since \_\_\_\_\_

Race: \_\_\_\_\_      Gender: \_\_\_\_\_      (Ethnic/gender data is solely to assure diversity in representation)

Home Address: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip: \_\_\_\_\_

Resident County: \_\_\_\_\_

MD Legislative District: \_\_\_\_\_      MD Congressional District: \_\_\_\_\_      Council or Commission District: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_      Zip: \_\_\_\_\_

Phones:      (Office): \_\_\_\_\_      (Home): \_\_\_\_\_  
                  (Cell): \_\_\_\_\_      (Fax): \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you ever been a party (plaintiff or petitioner/defendant or respondent) to any civil, criminal or juvenile proceeding?

No       Yes (Specify): \_\_\_\_\_

Sponsoring Organization (If Any): \_\_\_\_\_

Do you hold a Maryland license to practice a profession or trade?       Yes       No

Specify License: \_\_\_\_\_

Are you an officer or director of, or engaged in lobbying activity for, any organization?       Yes       No

Specify Organization or Activity: \_\_\_\_\_

Do you hold an elected or appointed office w/State or local government, or a political party?       Yes       No

Specify Office: \_\_\_\_\_

(Over)

Please attach a resume that includes information concerning your academic background, work experience and professional, political and civic organization affiliations. If a resume is not available, please supply requested information in spaces provided below.

ACADEMIC BACKGROUND:

WORK EXPERIENCE:

ORGANIZATIONAL AFFILIATIONS:

January, 2008

You have been selected as a nominee for appointment to an MDA Board/Commission. It is important for you to declare any conflict of interest to comply with the State Ethics Laws; therefore, we need to ask you the following questions:

- ◆ Do you have a farming business or any business that is subject to the regulatory authority of the Maryland Department of Agriculture? (i.e., weed control, animal health, weights and measures, do you hold a private applicator's permit.)
- ◆ Do you have any contracts or agreements with the Maryland Department of Agriculture? (i.e., agriculture cost-share program, agricultural land preservation easement.)
- ◆ Are you an officer or member of an outside organization whose membership is regulated by the Maryland Department of Agriculture? (i.e. Maryland Farm Bureau, local agricultural fair boards)
- ◆ Also see attached listing for additional information.

If your answer is **"Yes"** to any of these important questions, please complete the enclosed *"Appointee Exemption Disclosure"* forms (two forms and a sample form are enclosed), keep one and return the other to my office in the prepared envelope. If you have any questions, please call Dr. Keith Menchey in my office at 410/841-5880 or 1-800-492-5590, extension 5880. You may also call Assistant Attorney General Craig Nielsen at 410/841-5883.

If your answer is **"No"**, please complete **Part II** of the form indicating "No Exemption Requested," sign and return to my office in the prepared envelope.

If appointed, you will have to submit a completed form to the State Ethics Commission as instructed by the Governor's office at the time of appointment.

We would like to help you with this and answer any questions you may have. Thank you for your cooperation and we look forward to hearing from you.

Sincerely,

Roger Richardson  
Secretary

Attachments

## APPOINTEE EXEMPTION DISCLOSURE FORM

PART I:	
Name:	
Address:	
Name of Board/Commission:	
PART II:	
Please Check Item(s):	Exemption Requested: <input type="checkbox"/> No (If no, check box and skip to Part III, Signature)
	<input type="checkbox"/> Yes (If yes, check box and continue to complete rest of Part II & III.)
	I request exemption for the following: <input type="checkbox"/> Interest      And/Or <input type="checkbox"/> Employment
Name of Entity:	Maryland Department of Agriculture
Address of Entity:	50 Harry S. Truman Parkway
	Annapolis, MD 21401
Interest to be Exempted:	Current Value: <input type="checkbox"/> Under \$1,000 <input type="checkbox"/> \$1,000-\$5,000 <input type="checkbox"/> \$5,000-\$10,000 <input type="checkbox"/> \$10,000 or More
Employment to be Exempted:	Your Position/Job Title:
<p>Indicate below the reasons why the interest/employment would be in conflict of interest at the time of appointment, or the reasons why past transactions indicate that future similar transactions would cause a conflict of interest if appointed without the exemption. For example, is the entity in which the interest is held regulated by the agency/department in which you would be serving, or does it sell goods and services to these agencies? For more information regarding the kinds of relationships that may cause a conflict of interest, consult §15-502 of the Maryland Public Ethics Law, State Government Article, Annotated Code of Maryland. You may also contact the State Ethics Commission for additional information at (410) 321-3636.</p>	
PART III:	
Date:	Signature:

Mail this completed form to:  
 Maryland Horse Industry Board  
 Maryland Department of Agriculture  
 50 Harry S Truman Parkway  
 Annapolis, MD 21401