

Sunset Advisory Commission

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Boards and Commission Registry Update: October 21, 2020

BACKGROUND

The Vermont State Archives and Records Administration (VSARA) is responsible with the State Boards and Commission Registry pursuant to [3 V.S.A. § 116a](#). The Registry will include, at a minimum, the names of the members of each State board and commission, their term length and expiration, and their appointing authority. In addition, the Registry will include the date of creation of each State board and commission as well as any amendments.

REGISTRY PREPARATION & ADMINISTRATION

The administration of the State Boards and Commission registry has the following requirements and, in preparation, these requirements necessitate several preliminary steps to occur, such as (1) reviewing and compiling information from each State board and commission's statutes; (2) determining which platform will serve best for the registry using existing or planned technologies within the Office of the Secretary of State; and (3) creating and testing the registry.

1. Register all state boards and commissions to assure they are defined, logged and up to date in the registry;
2. Define each seat on each state board and commission by appointing authority, term and special requirements to assure each seat is defined, logged and up to date in the registry;
3. Register and record each current appointment to each seat on each board and commission;
4. Register and record every change in appointment to each seat on each board and commission;
5. Develop and maintain forms, procedures, etc. to gather new appointing authority and appointee information;
6. Monitor when the General Assembly creates, dissolves or changes a State board or commission; changes the composition of a board or commission; and changes a seat, including a change to appointing authority or term.

7. Update the registry when the General Assembly creates, dissolves or changes a State board or commission; changes the composition of a board or commission; and changes a seat, including a change to appointing authority or term; and
8. Serve as the primary administrator for the registry and the registry contact for State Boards and Commissions, their appointees, potential applicants, and the public at large.

CURRENT STATUS

The Vermont State Archives and Records Administration has completed the first stage of preparation, which is reviewing and compiling information from each State board and commission's enabling statute. As of this fall, we have a preliminary register that itemizes every state board and commission and each "seat" on every board and commission. The preliminary registry is in the form of a dataset that contains the following information:

Board or Commission:

- Citation of enabling statute;
- Administrative attachment, if any; and
- How the chair is appointed or elected.

Member or "Seat"

- Member type (ex officio, regular, alternative);
- Qualification requirements, if any;
- Term duration, including term cycle, start date where required, and term limits;
- Reappointment criteria, if applicable; and
- Appointing authority and if consent of the Senate is also required.

The current dataset contains 240 state boards and commissions and 2,250 members or "seats," of which 1,011 are appointed by the Governor. The Vermont State Archives and Records Administration is currently reviewing the accuracy of the dataset and will move to the next stage, which is determining which platforms will serve best for the registry and online portal, once this work is complete. We are hoping to identify and secure the necessary technologies for the registry and online portal by the start of the 2021-2022 legislative session; the Office of Minnesota Secretary of State's [Boards and Commissions](#) portal remains as a model.¹

¹ As of October 20, 2020, the State of Minnesota has 246 boards and commission and 3,585 members or "seats."

We also plan to absorb the cost of resourcing the technical development and implementation of the registry and online portal and the cost of administering the registry (boards and commission registrar) into our current budget by using existing staff and technologies. After the registry and online portal are operational and the boards and commission registrar position is appropriately assigned internally, the Vermont State Archives and Records Administration will initiate communications to boards and commissions to add current appointee information to the registry. We will also provide boards and commissions with instructions for providing up-to-date appointee information to on a regular basis.