



Interagency Committee of State Employed Women (ICSEW)  
Committee Policies and Procedures

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Governor appointees must be registered to vote in the state of Washington.

**PROCEDURE**

A position is vacated when an ICSEW representative notifies the Governor's Office of a resignation or when the Executive Board recommends removal of a representative to the Governor's Office. The ICSEW Membership Chair will notify the Governor's Office of any resignations. The Governor shall appoint a replacement to fill the unexpired portion of a 2-year term for a vacated position.

Steps to becoming a member:

- Confirm vacancy—current or anticipated.
- Obtain your supervisor's support.
- Obtain your agency or institutional head's (Secretary, Director, Administrator, etc.) support.
- Complete a Boards and Commissions application.
- Develop a current resume'.
- Forward your Boards and Commissions application and current resume' to your agency or institutional head for inclusion in their nomination letter.
- Have your agency or institutional head send their nomination of you with your Boards and Commissions application and current resume' to the Governor's Office.
- When the members term is expired the member recruits for a replacement according to their agency procedure.
- The member is responsible to inform the membership chair of coming and going alternates.

**RELEVANT LAW AND OTHER RESOURCES**

Boards and Commissions Application

[ICSEW Bylaws](#)

[ICSEW Membership Roles and Responsibilities](#)

Sample Nomination Letter

Board Approved:

6/24/2004