



BORRIS L. MILES

STATE SENATOR • DISTRICT 13

COMMITTEES: AGRICULTURAL, WATER, & RURAL AFFAIRS • HEALTH & HUMAN SERVICES • NATURAL RESOURCES & ECONOMIC DEVELOPMENT • NOMINATIONS

July 18, 2018

Dear Family,

Senate District 13 is home to the best, the brightest and the most diverse constituents in Texas. I want to be sure we are tapping into our homegrown talent to serve on the state boards and commissions. These boards play a vital role in our government and impact many in our community. In fact, I began my career in public service as an appointee to a state board.

As a member of the Senate Nominations Committee, I am seeking residents of Senate District 13 who are interested in volunteering their time to serve on a state board or commission. There are over 300 state boards and commissions, ranging in multiple fields from healthcare, business, criminal justice, crime victims advocacy, gang violence, education and much more. All of these fields are in need of new voices and I want to help you through this process.

All applications for Texas boards and commissions is handled by the Appointments Office in the Office of the Governor. As a member of the Senate Nominations Committee, I am in regular contact with the Appointments Office.

If you are interested in volunteering to serve on a board or commission, please contact my office. We will help get you started on your application and walk you through the process. For more information and to apply, contact Rob Borja at rob.borja@senate.texas.gov.

Keep the Faith, Keep the Fight,

A handwritten signature in black ink, appearing to be "Borris L. Miles".

Borris L. Miles
Senator, District 13

CAPITOL OFFICE:
P.O. Box 12068
AUSTIN, TEXAS 78711
(512) 463-0113
FAX: (512) 463-0006
DIAL 711 FOR RELAY CALLS

CENTRAL HOUSTON OFFICE:
5302 ALMEDA ROAD, SUITE A
HOUSTON, TEXAS 77004
(713) 665-8322
FAX: (713) 665-0009

FIFTH WARD OFFICE:
3300 LYONS AVENUE, SUITE 301
HOUSTON, TEXAS 77020
(713) 223-0387
FAX: (713) 223-0524

FORT BEND OFFICE:
1600 TEXAS PARKWAY, SUITE 209
MISSOURI CITY, TEXAS 77489
(281) 261-2360
FAX: (281) 261-4726

borris.miles@senate.texas.gov



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Serve Texas on a Board or Commission

Senator Borris L. Miles, a member of the Senate Nominations Committee, encourages citizens to express their thoughts, volunteer their time and talents, and to actively participate in their state government by serving on a board or commission. Texans interested in volunteering to serve are encouraged to find out more and submit an application. Applications are handled by the Governmental Appointments Office in the Office of the Governor. The Governor's appointments must then be approved by the Senate.

You can apply for multiple boards and commissions with just one application. You should not limit yourself to boards and commissions in your professional field. Many seek public members who can bring different perspectives to that appointed board or commission.

Information About the Process:

Senator Miles encourages you to visit the Nominations section of the Governor's web site to learn more. On the web site, you can find out information about the process, a list and description of boards and commissions, and online applications. An application guide and sample application are attached.

<http://gov.texas.gov/organization/appointments>

How Senator Miles Can Help:

As a member of the Senate Nominations Committee, Senator Miles is in regular contact with the Appointments Office. When you apply, please be sure to let Senator Miles' office know that you have submitted an application and to which boards and commissions you have applied to so that he can alert the Appointments Office about your application. Senator Miles can also write a letter of support for your application.

Rob Borja, Senator Miles' Chief of Staff, is responsible for handling Nominations applications. Please contact him if you are applying, would like a letter of support from Senator Miles or have any questions about the process.

Rob Borja, Chief of Staff
512-463-0113, rob.borja@senate.texas.gov

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Guide to the Appointment Application

GENERAL NOTES ON COMPLETING THE APPLICATION

- Please respond to each question and provide your answers in the space allotted. If you need additional space for any question, you may attach a separate sheet.
- Your application will be considered incomplete if
 - it is not signed;
 - you do not answer every applicable question; or
 - you do not include a resume.
- A brief resume is required, but it will not substitute for completing the information where it is requested on the application.
- *Any information provided on the application or attached may be subject to the Texas Public Information Act. This means that an individual requesting copies of the information in your file or requesting to view your file may be provided access to that information.*
- Judicial candidates must complete the Appointment Application as well as a Judicial Questionnaire.
- Attorneys and current or former judges must complete the State Bar and Judicial Conduct Release.
- Appointment to a Board or Commission may require the annual filing of a Personal Financial Statement (PFS) Form with the Texas Ethics Commission.

Section 1. Personal Information

- Provide your full name and your spouse's full name. Please note the "Preferred Name" field if there is a particular name by which you prefer to be addressed.
- The "Home Address" field should be completed with a street address where you are registered to vote.
- The "Mailing Address" field should be completed if the mailing and physical address are different.
- The State Senator (please note, this is not U.S. Senator) and State Representative fields may be completed with only their last names and first initials. You may verify your State Senator and State Representative at: <http://www.fyi.legis.state.tx.us/Home.aspx>

Section 2. Photograph

- Provide a photograph that will fit into the space provided. Black and white or color prints are acceptable. Digital photographs may be submitted via e-mail. Photographs do not need to be studio quality, but please remember that they are subject to Public Information Requests.

Section 3. State Board(s), Commission(s), or Task Forces of Interest to You

- Provide one or more entities for which you wish to be considered. A list of appointed positions is available on the Governor's website at <http://governor.state.tx.us/appointments/positions>.
- Make a notation if you want to be considered for an appointment in a general field (*e.g.*, higher education, health care, or technology). However, listing specific entities is the preferred option.

Section 4. Employment Information

- "Profession" refers to a general description of your training or education (*e.g.*, attorney, chiropractor, or office manager).

Section 5. Education/Training

- Under "Other" list any specialized training not specifically requested.

Section 6. Employment History

- List your employers and other requested information detailing your employment history for a minimum of the previous ten years.

Section 7. References

- Provide a minimum of five personal **and** professional references. If you are self-employed or retired, please include persons who know you in a professional or business capacity (as opposed to personal capacity), such as a banker or business colleague.

Section 8. Professional Memberships

- List all organizations that you currently belong to in a professional or business capacity, including any state bar associations. If you wish to include past memberships, please list the dates.

Section 9. Volunteer Participation

- List any civic, community and/or religious activities and indicate whether you participate currently or participated formerly. If you have served in a leadership capacity in the past, list these under "Title/Position" and note as such (*e.g.*, Past President or Former Committee Chair).

Section 10. Military Service

- Provide the requested information if you have served in the military.

Section 11. Social Media Information

- Provide the requested information if you have a social media account.

Section 12. Spouse Information

- Many statutes that govern boards and commissions restrict the employment of an appointee's spouse. This information is necessary in order to ascertain any possible conflicts of interest.

Section 13. Miscellaneous Information

Most of these questions are self-explanatory, but there are a few items which need further explanation:

- "Material interest" is defined as (a) serving on the governing board of directors or (b) a ten (10) percent or greater ownership. This does not apply to any mutual funds in which you do not exercise authority in investment decisions.
- If you have a payment plan worked out and are current on those payments, then you are not considered to be in default or delinquent on a loan or taxes.

- If you have ever served on any local, state or federal government board, commission or committee or in any elected or appointed office, please list each entity, your position and indicate whether you received compensation or reimbursement. If you receive neither, complete these fields with “no.”
- On the question concerning licensing by a Texas state agency, you should include any licenses issued by a state agency (e.g., concealed handgun license or any occupational or professional license). Do not include your driver license or recreational licenses (e.g. hunting and fishing) in this section.

Section 14. Certification

- This section includes information from applicants that is confidential in nature and may or may not be required to be released under a Public Information Request. Please make sure that this page prints separate from the remainder of the Application.
- *Any information provided on the application or attached may be subject to the Texas Public Information Act. This means that an individual requesting copies of the information in your file or requesting to view your file may be provided access to that information.*

OPTIONS FOR SUBMISSION OF APPLICATION

- The application is available for downloading on the Governor’s web site at <http://governor.state.tx.us/appointments/application>. You may complete the application on your computer, print it, and submit via mail, fax, overnight delivery, or hand delivery. You may also e-mail it to the Appointments Staff, but we require an original signature on the last page, which can be faxed.

Submit to:

Appointments Staff
Office of Governor Greg Abbott

Mailing Address

PO Box 12428
Austin, Texas 78711

Overnight Delivery

State Insurance Building
1100 San Jacinto
Austin, Texas 78701

Physical Address

Capitol Extension
Room E1.008

Phone/Fax

(512) 463-1828
(512) 475-2576 (fax)

E-mail Address

ServingTexas@gov.texas.gov (with scanned signature page)



GOVERNOR GREG ABBOTT

OFFICE OF THE GOVERNOR

APPOINTMENT APPLICATION

1. Personal Information

2. Photograph

Full Legal Name			(Photo may be attached as a separate attachment/document)
Preferred Name			
Spouse's Name			
Physical Home Address			
City, State Zip ,			
Mailing Address			
City, State Zip ,			
County	Work Telephone - -	Home Telephone - -	
Cellular - -	Preferred E-mail Address		
Secondary E-Mail Address (if applicable)			
			State Senator
			State Representative

3. State Board(s), Commission(s), Task Force(s) or Areas of Interest to You:
 The list of all entities to which the Governor makes appointments and areas of interest may be found at: <https://gov.texas.gov/organization/appointments/positions>. If you are applying for a judicial or district attorney appointment, please list the position below.

4. Employment Information

Employer	Employer's Address	Present Job Title
		Profession
Present Job Description		

Name _____

5. Education/Training

Type of School	Name and Location of School	Year Graduated	Degree and Field of Study
High School			
Undergraduate			
Graduate			
Other			

6. Employment History

Employer	Position	Dates	Location

7. References

Name	Employer	City	Telephone	Relationship
			- -	
			- -	
			- -	
			- -	
			- -	

8. Professional Memberships (including any state bar memberships)

Organization	Title/Position	Current/Former

9. Volunteer Participation

Organization	Title/Position	Current/Former

10. Military Service

Are you or have you ever been a member of the Armed Forces of the United States: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Branch	Dates of Service	Type of Discharge

Name _____

11. Social Media Information

Do you use, or have you ever used, any of the following? If "yes," provide additional information.

Facebook	<input type="checkbox"/> Yes <input type="checkbox"/> No	Username
Twitter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Handle @
Instagram	<input type="checkbox"/> Yes <input type="checkbox"/> No	Username
LinkedIn	<input type="checkbox"/> Yes <input type="checkbox"/> No	Profile
Google+	<input type="checkbox"/> Yes <input type="checkbox"/> No	Username

12. Spouse Information **This Section Not Applicable**

Spouse's Employer	Job Title/Position
Does your spouse conduct any business with or before the Texas Legislature or any other state entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list agencies:

13. Miscellaneous Information

Note: "Material interest" is defined as (a) serving on the governing board of directors or (b) a ten (10) percent or greater ownership. This does not apply to any mutual funds in which you do not exercise authority in investment decisions.

Have you filed federal income tax returns for the past five (5) years? If no, give details. Yes No

Are you, your spouse, or any company in which you have a material interest currently delinquent in any local, state or federal taxes? If yes, give details. Yes No

Have you ever defaulted on a personal, business or student loan? If yes, give details. Yes No

Type of Loan	Date	Details

Have you, your spouse, or any company in which you have a material interest or of which you have been an officer or principal been involved in any bankruptcy proceeding? If yes, give details including dates. Yes No

Do you currently serve, or have you ever served, on any local, state or federal government board, commission or committee or in any elected or appointed office? Yes No

Entity	Position	Dates	Compensated (Y/N)	Reimbursed (Y/N)

Name _____

13. Miscellaneous Information (Continued)

Are you or your spouse related to a local, state, or federal public official?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Official and Title		Relationship	

Do you or your spouse have any material interest in, or are either of you employed by, any company that does business with or receives funds from the State of Texas? If yes, give full name and details:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Company	Details		

Are you or your spouse an officer, director, employee or paid consultant of a trade association? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list association and position:	Self
	Spouse

Have you or your spouse ever been registered as a lobbyist or received compensation to represent someone before a local, state, or federal government?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Self or Spouse	Entity Represented	Entity Lobbied	Dates	

Have you, your spouse, or any company in which you or your spouse have a material interest been party to litigation? If yes, give details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

In the last five years, have you, or any company in which you have a material interest, been licensed by a Texas state agency? If yes, give details.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Agency	Type of License	License #	Expiration	

Have you ever been delinquent in child support payments? If yes, give details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Not	Applicable

Name _____

13. Miscellaneous Information (Continued)

To the best of your knowledge, has any federal, state or local law enforcement or regulatory agency (on behalf of itself or any other person or entity) filed or investigated any grievance or complaint against you, your spouse, or an entity in which you have a material interest? If yes, give details and disposition (investigated, dismissed, reprimanded)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency	Date	Details and Disposition

To the best of your knowledge, have you, your spouse, or any company in which you have a material interest been investigated, reprimanded, fined or suspended from doing business with any state or federal agency? If yes, give details and disposition (investigated, reprimanded, fined, suspended)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency	Date	Details and Disposition

Have you ever been convicted in a criminal proceeding (excluding traffic violations), placed on probation, required to perform community service, or had a criminal proceeding disposed of by pre-trial diversion, deferred prosecution, deferred adjudication, or some similar proceeding?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the charge, the date of the offense, the city and/or county and state in which it allegedly occurred, and the disposition thereof.		

14. Certification

Full Legal Name	
Date of Birth / /	Texas Driver License or DPS ID#
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Birth
Date of naturalization (if not a citizen upon birth) / /	
Ethnicity: (optional; check all that apply) <input type="checkbox"/> White <input type="checkbox"/> African American	
<input type="checkbox"/> Hispanic <input type="checkbox"/> Asian American <input type="checkbox"/> Native American <input type="checkbox"/> Other	

Notes:

- Appointment to a Board or Commission may require the annual filing of a Personal Financial Statement (PFS) Form with the Texas Ethics Commission.
- A resume must be attached in order for this application to be considered complete.
- All current and former attorneys must also complete the State Bar and Judicial Conduct Release Form.
- Judicial and district attorney candidates must also complete the Judicial Questionnaire and the State Bar and Judicial Conduct Release Form.
- Any information provided on the application or attached may be subject to the Texas Public Information Act. This means that an individual requesting copies of the information in your file may be provided access to that information.

CERTIFICATION OF APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give the Office of the Governor full authority to conduct background investigations pertinent to this application. I specifically authorize the Texas Department of Public Safety to conduct a background investigation and to disclose the results of that investigation to the Governor or his authorized representative.

Applicant's Signature

Date

Submit by one of the following:
Appointments Staff (512) 475-2576 fax
Office of the Governor
PO Box 12428
Austin, Texas 78711

ServingTexas@gov.texas.gov (with scanned signature page)