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Once downloaded to desktop, fill in information, and THEN click "Submit" button.

Board ID# \_\_\_\_\_  
Position ID# \_\_\_\_\_

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Tennessee Department Of State  
Division of Publications

## Open Appointments

### Notice of Vacancy

One copy of this form to be completed for **EACH** vacant position.

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Tennessee Code Annotated 10-7-605 requires the chair of an existing agency or the appointing authority to notify of vacancies as follows:

- Vacancies due to scheduled end of term require notice at least forty-five (45) days before vacancy occurs.
  - Newly created agency requires notice of fifteen (15) days after the creation.
  - Unscheduled vacancies require notice within fifteen (15) days after the vacancy occurs.
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**Board Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Appointing Authority:** \_\_\_\_\_

**Name of Previous Member or Indicate New Position:** \_\_\_\_\_

**Vacancy Reason:**  Scheduled Termination  New Position  Unscheduled Termination

**Date of Vacancy:** \_\_\_\_\_

**Does current member continue to serve until reappointed or replaced?:**  Yes  No

**Is current member eligible for reappointment?**  Yes  No

**Vacant Position Qualifications:** (Indicate all statutory requirements the appointee of this particular position must fulfill; e.g.: appointee must reside in West Tennessee, must represent private citizens, or must represent industry or teachers, etc.)

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**Term:** \_\_\_\_\_ to \_\_\_\_\_

**This form was prepared by:**

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

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Office Use Only**  
**Form Received:** \_\_\_\_\_

