

Tennessee Department Of State
Division of Publications

Open Appointments

Notice of Vacancy

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

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.

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.)

Term: _____ to _____

This form was prepared by:

Name: _____

Phone: _____

Email: _____

Date Submitted: _____

Office Use Only
Form Received: _____

