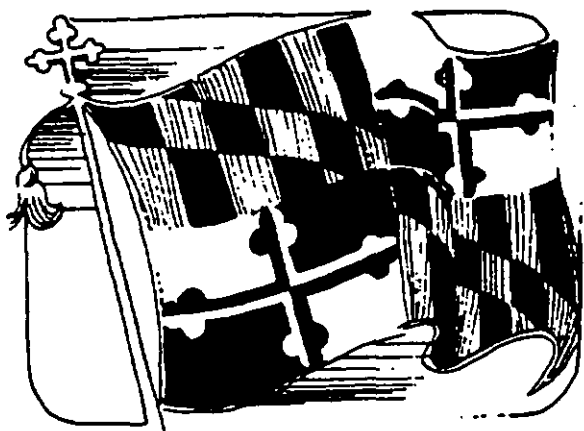


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OFFICE OF THE
**SECRETARY
OF STATE**

HISTORY & DUTIES

Parris N. Glendening, Governor
Kathleen Kennedy Townsend, Lieutenant Governor
John T. Willis, Secretary of State

1995



John T. Willis

Secretary of State

HISTORY

The Office of the Secretary of State was created in 1838 by an amendment to Maryland's first State Constitution of 1776. In the early years of the office, the Secretary of State probably spent much time quite literally at the right hand of the Governor. The Secretary of State's responsibilities included authenticating official records that required the Governor's signature, and keeping a permanent copy of various important papers.

The duties of the Secretary of State have increased as State government has become larger and more complex and as the needs of the citizens of Maryland have changed. Because of the close functional and constitutional relationship between the Governor and

Secretary of State, the Office of the Secretary of State is often assigned responsibilities for State programs or regulations and assists the Governor of Maryland in recording, protecting and communicating official State actions. The Secretary of State also provides important services to local governments, sister states and for international activities.

DUTIES

◆ CHARITABLE ORGANIZATIONS DIVISION

Through the Charitable Organizations Division, the Secretary of State's office:

- Regulates charitable organizations, professional solicitors and fund-raising counsel that do business in the State of Maryland.

- Administers the Charitable Giving Information Program, created by legislation to increase public awareness, encourage questions about charitable giving, and provide a means for individuals to report suspected violations of the charitable law. This program is readily available by calling 1-800-825-4510.

- Administers the Maryland Charity Campaign, an annual drive which seeks charitable giving from Maryland State Employees and Retirees.

For more information, call (410) 974-5534.

◆ CERTIFICATIONS

Several types of certifications are processed in the Secretary of State's office, including:

- Persons appointed by the Governor to state commissions and Cabinet posts.

- Elected officials.

- Portions of the *Annotated Code of Maryland*, which records the current laws of this state.

- **Candidates for Maryland's presidential primary.**

- **Official documents, such as police records, corporate good-standing certificates, and those used for birth, death, marriage, and divorce. Such documents are submitted for international use for adoptions, dual citizenship procedures, business transactions, and school record transfers.**

For more information, call (410) 974-5521.

◆ **COMMUNITY OUTREACH**

Through the Office of Community and Government Affairs, the Secretary of State's office serves as a liaison for the Governor and Executive Department to local governments and the general public. Efforts in this area include:

- **Frequent visits to Maryland's local jurisdictions.**

- **Establishment of state/local partnerships with municipal and county officials.**

- **Representation of the State at public and official events.**

For more information, call (410) 974-5535.

◆ **REGISTRATIONS**

- **A developer of a residential condominium is required to file with the Secretary of State's office a disclosure statement for a proposed regime.**

- **A developer of a time-share project is required to file with the Secretary of State's office a public offering statement for the proposed project.**

- **Any person who adopts and uses a trademark may file an application for registration of the mark in the Secretary of State's office.**

- **Any person who wishes to become a Notary Public in the State of Maryland must**

apply through the Secretary of State's office. The office reviews the application and forwards it to the State senator of the district in which the applicant lives for approval. Upon approval, the office processes the notary commission and notifies the applicant of the appointment by the Governor. There are over 80,000 notaries in the State of Maryland.

For information regarding condominiums, time-shares or trademarks, call (410) 974-5531. For information regarding notaries public, call (410) 974-5520.

◆ DIVISION OF STATE DOCUMENTS

The responsibilities of the Division are to compile, edit, publish, and distribute:

- **COMAR:** a compilation of all Maryland's administrative regulations,
- *Maryland Register:* COMAR's temporary supplement, published biweekly with four cumulative index issues,
- *Maryland Contract Weekly:* devoted exclusively to State contract solicitation and award notices,
- *Maryland Information Retrieval System (MIRS):* a system of computer searchable databases of Maryland statutes and regulations, including proposed and emergency regulations.

For information, call (410) 974-2486.

◆ OTHER RESPONSIBILITIES INCLUDE

- **Extraditions.** The Secretary of State's office administers the extradition process on behalf of the Governor. Under this process, one state surrenders to another an individual accused or convicted of an offense within the jurisdiction of the demanding state.

For more information, call (410) 974-5530.

• **International Relations.** The Secretary of State's office welcomes foreign dignitaries, ambassadors, business executives and other guests. The Secretary often represents the Governor at official meetings in Maryland and abroad.



A conservator polishes a Rockville monument.

• **Military Monuments Commission.** The Secretary of State chairs the Governor's Commission on Military Monuments, created in 1989 to restore the military monuments which honor those Marylanders who have fought in our country's wars.

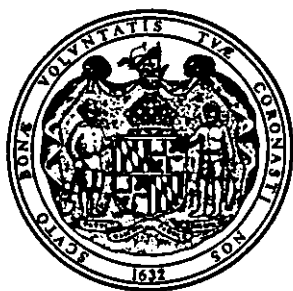
For more information, call (410) 974-5539

• **Business disclosures.** Every person who has done business of \$10,000 or more with the State, a county, incorporated municipality or other political subdivision in a calendar year is required to file, by February 1 of the following

year, a report of political contributions in excess of \$100 to candidates for elective office in the State. In addition, a business entering into contracts or leases with the State totalling \$100,000 or more in a calendar year is required to file a list with the name and address of any resident agent of the business, each officer of the business and each person who has beneficial ownership of the business, within 30 days of when the total value of the contracts or leases reaches \$100,000.

For more information, call (410) 974-5521.

THE GREAT SEAL



The Great Seal of Maryland is used by the Governor and the Secretary of State to authenticate the Acts of the Legislature and for other official purposes.

The Secretary of State was given an additional responsibility in 1853 when he was made official custodian of the Great Seal of Maryland. Since that year, the Secretary of State has had physical custody of the successive Great Seals, and is responsible for applying the seal to those official documents where required by law or custom. The original die of the Great Seal of 1876 (now damaged) was created in accordance with Joint Resolution No. 5 of the 1876 General Assembly session. The seal was engraved upon brass and executed in Paris in late 1878 or early 1879. This embossing seal, impressed an image of the Great Seal directly into the paper. Today the seal is embossed or printed onto foil disks that are later applied to the document.

OFFICE OF THE SECRETARY OF STATE
State House
Annapolis MD 21401

To: