

**Procedures Related to Membership
for the Florida Department of Education
Commissioner's Task Force on Holocaust Education**

From time to time, adjustments must be made to the membership of the Commissioner's Task Force on Holocaust Education. The process for requesting a member appointment or removal from the Task Force has been outlined below:

- The Chair of the Commissioner's Task Force on Holocaust Education shall be responsible for identifying membership needs of the Task Force.

- If a member of the Task Force needs to be excused from future service, the Chair shall provide the Commissioner with justification including:
 - The reason for removing the member from the Task Force, and
 - Verification that any applicable fiscal obligations involving the departing member have been reconciled appropriately.

- If an appointment of a new member to the Task Force is necessary, the Chair shall provide the Commissioner with a written request for such an appointment and a justification including:
 - The reason for adding to the Task Force.
 - A description of the role(s) and responsibilities to be assumed by the new member.
 - A brief biography of the nominee for appointment, including specific qualifications related to the work of the Task Force, and
 - A signed statement from the nominee verifying that no conflict of interest exists between the nominee and any associate of the Commissioner's Task Force on Holocaust Education.

- Any notification or requests concerning a change in membership should include a current list of Task Force members and a brief description of their role.

- All appointments to the Commissioner's Task Force on Holocaust Education shall be approved and notified by the Commissioner in writing.