

The Procurement Advisory Council advises the Board of Public Works on problems with the procurement process and recommends improvements of that process. In accordance with recommendations of the Governor's Ad-Hoc Committee to Study Article 21—Procurement, and as authorized by COMAR 21.02.01.09, the Board of Public Works originally established the Council on October 13, 1983. The Council was reconstituted in 1986 to include the Treasurer of the State; the President of the University of Maryland; the Secretaries of Budget and Fiscal Planning, General

Services, and Transportation; and a public member. The Secretary of the Board of Public Works serves as chairperson (Code State Finance and Procurement Article, sec. 11–106).

A procurement advisor, appointed by the Board of Public Works, develops and implements procurement regulations, analyzes procurement problems and issues, staffs the Procurement Advisory Council, and advises the Board on procurement-related matters.

## **SECRETARY OF STATE**

Winfield M. Kelly, Jr., *Secretary of State*

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The office of Secretary of State was created by a Constitutional Amendment in 1837 to replace the Governor's Council. Appointed by the Governor and confirmed by the Senate, the Secretary of State attests to the Governor's signature on all public papers and documents as may be required (Const. 1867, Art. II). The office is the repository for all executive orders and proclamations and is responsible for their distribution (Code State Government Article, secs. 3–404, 3–405). The Secretary of State maintains records of all commissions issued and appointments made by the Governor and annually reports this information to the General Assembly (Code State Government Article, sec. 7–105). The following functions have been assigned the Secretary of State:

### **TRADEMARKS AND SERVICE MARKS**

Telephone: 974–2844

If an applicant's mark is registrable, a certificate of registration is issued by the Secretary of State. Applications and information concerning registration are available upon request (Code 1957, Art. 41, secs. 3–101 through 3–114).

### **NOTARIES PUBLIC**

Telephone: 974–3420

The Secretary administers the State's notary statutes and issues notary public commissions. Applications, notary public manuals, and related information are available from this office (Code 1957, Art. 68).

### **CONDOMINIUMS**

Telephone: 974–2841

The Secretary of State and the Attorney General are charged with enforcing provisions of the Maryland Condominium Act. Residential condominiums offered for sale in the State of Maryland must be registered with the Secretary of State.

Registration forms and information are provided upon request (Code Real Property Article, secs. 11–127 through 11–130).

### **SPECIAL POLICE AND RAILROAD POLICE**

Telephone: 974–2843

The Superintendent of the Maryland State Police recommends to the Governor whether a person should receive a railroad police appointment or a special police commission. The Governor may accept or reject this recommendation. The Secretary of State assists the Governor in this process (Code 1957, Art. 41, sec. 4–901; Art. 23, sec. 256).

### **EXTRADITIONS**

Telephone: 974–2844

Extradition is a process by which one state surrenders a person accused or convicted of an offense to another state having authority to try the charge. This process is administered by the Secretary of State on behalf of the Governor.