



## STAFF SENATE 2021 ELECTION NOMINATION FORM

Thank you for your interest in Luna Community College (LCC) Staff Senate. Senators may be nominated through self-nomination or by another staff member within the same membership group. Nominations will be accepted for two weeks--May 11, 8:00am through May 25, 5:00pm. **This nomination form must be completed to run for office.**

I \_\_\_\_\_, \_\_\_\_\_ nominate the staff member: listed  
below:                      Name                      Title

Name \_\_\_\_\_ LCC ID#: \_\_\_\_\_

Department Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

AGREEMENT (must be completed by the **candidate**):

- I \_\_\_\_\_ understand and agree to the duties and responsibilities listed below.
- I have read and understand the Staff Senate Constitution and Bylaws.
- I plan to represent the entire Luna Community College staff, as well as the staff in my specific membership group while serving as a Staff Senate Senator.
- I agree to abide by the attendance requirements listed in the Bylaws.
- I plan to serve as a staff member for the term of office in accordance with the Bylaws.
- I understand that I can only nominate/be nominated by a staff member within my membership group.

I hereby enter my name as a candidate for the Staff Senate of Luna Community College:

**Nominee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Nominator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Interested parties must submit this form and a brief statement regarding their intended contribution to the Staff Senate nomination collection designee, by the deadline date of Friday, May 25, 2021 no later than 5:00pm, by way of an **email**, which will automatically have the date and time stamp.*

Return this completed form to: David Kavanaugh, Staff Senate designee and volunteer for collecting 2021 Staff Senate Nomination Forms.

Questions: email: [dkavanaugh@luna.edu](mailto:dkavanaugh@luna.edu) or contact any Staff Senate Representative.

**DUTIES & RESPONSIBILITIES:**

1. Staff Senate Regular meetings are held monthly and are open to all employees. Attendance by all Senators is **required**. In the event a member of the Senate has a total of 3 unexcused absences from Senate meetings within one Fiscal year, that member's seat will be declared vacant by the Executive Board (Chair, Vice-Chair & Secretary/Treasurer). Staff Senate Executive Board meets quarterly--also required.
2. The Senate will establish Ad-hoc Committees that current Senate members will be appointed to serve on. In addition, Senators may be appointed to represent the Staff Senate by serving on other institutional committees. Meeting schedules for these committees vary, but generally meet once a month. Attendance/participation is expected.

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Eligibility Verified By: \_\_\_\_\_