



LUNA COMMUNITY COLLEGE

STAFF SENATE

ANNOUNCEMENT

Annual Election Guidelines

Staff Senate candidate nominations shall be made in writing to the Staff Senate, care of David Kavanaugh, dkavanaugh@luna.edu, by 5:00p.m., by May 25, 2021. All nominations will be accepted only if dated/postmarked **before** deadline. (May 25, 5:00 p.m.)

A current list of all staff, listed within their respective membership groups, will be available online, or sent out along with a Nomination Form. Staff Senate By-Laws and Constitution is available on the Staff Senate page of the Shared Governance section of the Luna website. Staff members are only allowed to nominate and vote within their designated membership group.

All nominees wishing to campaign must abide by LCC Policies regarding advertisements or postings, as well as the campaigning and voting policies stated in the Staff by-laws. in order to avoid disqualification. See Article III, Section 4 of SS By-Laws (pg.4)

Election forms (voting ballots) will take the place of paper ballots this year. Sec./Treas., Karen Wezwick (outgoing) will collect all nominations forms from Carolyn Chavez, after they have been verified. Karen will assist Sandra Rivera to create the voting ballot for each group, and Sandra will send the ballot out to the members of that membership group. Staff will have until Friday, June 18th, 4:00 p.m. (**THAT WEEK only**) to submit their vote, after which time, the results will be printed, and verified with the assistance of two HR persons.

Results of elections will be sent out as soon as counting is completed--Friday, June 18th, and then posted on the Luna website, and/or announced via Special Announcement or the next printing of the Luna Light.

The first Staff Senate Meeting following elections will be held in July, when the newly elected senators will be sworn in and inducted, to begin their Staff Senator duties. Newly elected members are encouraged to attend the June Regular Meeting.

Important Dates:

- May 25, 2021 – Deadline for Nominations accepted up until 5:00 p.m.
- Email voting (only) – starts (upon receipt of voting notice/ballot) June 11, 2021 ends **June 18, 2021, 4:00 p.m.**