

**University of Louisville
Staff Senate — Candidacy Application**

Name: _____

Job Title: _____

CSD/Department: _____

Email: _____ Phone: _____

Building & Room No: _____ Campus: _____

Supervisor: _____

By placing my signature on this application, I hereby enter my name as a candidate for senator of the University of Louisville Staff Senate and certify that:

- I have been a permanent staff member of the university for a period of at least six consecutive months;
- I am not a member of any other university governing body;
- I have considered the amount of time I will have to expend in attending regular staff senate meetings¹, committee meetings², and in carrying out the other duties of my office;
- I have attached a statement of no more than 100 words, describing my function within the university and/or goals if elected;
- I understand that if I am not elected to represent my own work-unit, I have the option to be considered as a candidate for future at-large³ elections, should they occur, throughout the duration of the current fiscal year, as indicated below.

Select one of the following:

Yes, I would like to be considered for an at-large seat on the Staff Senate.

No, I do not want to be considered for an at-large seat at this time.

Signature of Applicant: _____ Date: _____

Fax this form and your candidacy statement to
(502) 852-1642

Or send via campus mail to:

**UofL Staff Senate Office
Credentials & Nominations Committee
Room 8G, Houchens Building, Belknap Campus**

OFFICE USE ONLY

Date received:

Eligibility verified by:

1. Senate meetings are held in the afternoon of the 2nd Monday of each month. Attendance at every meeting is encouraged and expected. University of Louisville Staff Senate By-Laws allow for only four (4) absences from regular monthly meetings during a fiscal year (July 1 to June 30). After five (5) absences the seat shall be deemed vacant and a call for nominations made to elect a new senator.
2. Each senator is appointed to one of the Staff Senate's standing committees which meet on average once a month. In addition, senators may be appointed to represent the Staff Senate by serving on a university-wide committee. Meeting schedules for these committees vary, but also usually meet once a month.
3. Periodically, there are senate vacancies representing work-units throughout the university, for which no nominations for election are received. These seats are declared at-large, and the staff senate elects nominees from the at-large ballot to represent these work-units. At-large applications are retained in the senate office for the remainder of each fiscal year.