



LAREDO COLLEGE

APPLICATION FOR APPOINTMENT TO THE BOARD OF TRUSTEES

Trustee Position No. 3

Thank you for your interest in serving on the Laredo College Board of Trustees. Pursuant to Texas Education Code § 130.082 and Laredo College Board Policies BBA(LEGAL) and BBC(LOCAL), the Board of Trustees is accepting applications from qualified individuals for appointment to Trustee Position No. 3.

Application period opens	Friday, September 25, 2026, at 8:00 a.m.
Application deadline	Thursday, October 8, 2026, at 5:00 p.m.
Anticipated Board Meeting to Fill Vacancy	Monday, October 12, 2026, at approximately 6:00 p.m.

TERM OF APPOINTMENT

Based on applicable election filing deadlines and legal guidance, the individual appointed to fill this vacancy is anticipated to serve until the November 2028 election, at which time the position will be filled by election in accordance with applicable law.

1. APPLICANT INFORMATION

Full legal name: _____

Residential address: _____

City / State / ZIP: _____

Mailing address, if different: _____

Primary telephone: _____

Email address: _____

Current occupation/title: _____

Employer: _____

Length of continuous residence within the Laredo College District: Years: _____

Months: _____

2. ELIGIBILITY CERTIFICATION

Please initial each statement. Eligibility is subject to verification under applicable law and Board policy.

Initials: _____ I am a citizen of the United States.

Initials: _____ I am at least eighteen (18) years of age.

Initials: _____ I have continuously resided in the State of Texas for at least twelve (12) months immediately preceding the date of appointment.

Initials: _____ I have continuously resided within the territory from which the office is elected for at least six (6) months immediately preceding the date of appointment.

Initials: _____ I am registered to vote in the territory from which the office is elected.

Initials: _____ I have not been finally convicted of a felony from which I have not been pardoned or otherwise released from the resulting disabilities.

Initials: _____ I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

3. REQUIRED APPLICATION MATERIALS

A complete application packet must include each of the following:

- ☐ Completed and notarized application form
- ☐ Letter of Intent
- ☐ Current résumé or curriculum vitae
- ☐ Copy of a valid government-issued photo identification

Incomplete or late application packets may not be considered.

4. LETTER OF INTENT INSTRUCTIONS

Submit a Letter of Intent, not to exceed four (4) pages, that addresses:

1. Your interest in serving on the Laredo College Board of Trustees.
2. Your qualifications, experience, knowledge, and skills relevant to Board service.
3. Your leadership experience, civic involvement, volunteer service, and commitment to the community.
4. Your understanding of the mission of Laredo College and the role and responsibilities of a trustee.
5. Any additional information you would like the Board to consider.

5. ACKNOWLEDGMENT OF TRUSTEE RESPONSIBILITIES

Initials: _____ I understand that members of the Board of Trustees serve as public officials and must comply with applicable law and Board policy.

Initials: _____ I understand that trustees are expected to attend regular and special meetings of the Board.

Initials: _____ I understand that trustees must complete applicable orientation, training, and continuing education requirements.

Initials: _____ I understand that application materials submitted to Laredo College may be subject to disclosure under applicable law.

Initials: _____ I understand that appointment may occur only through official action of the Board of Trustees at a duly called meeting.

Initials: _____ I understand that submission of an application does not guarantee an interview or appointment.

Initials: _____ I understand that trustees are expected to disclose any business, financial, contractual, familial, employment, or other relationship that may create an actual or perceived conflict of interest involving Laredo College in accordance with Texas Local Government Code and applicable Board policy.

Initials: _____ I understand that service on the Laredo College Board of Trustees is a public service position and that trustees serve without compensation or salary.

6. APPLICANT CERTIFICATION AND NOTARIZATION

I certify that the information contained in this application and all supporting materials is true, complete, and correct to the best of my knowledge. I further certify that I satisfy the eligibility requirements prescribed by applicable Texas law and Laredo College Board policy for appointment to the Board of Trustees. I understand that a material misrepresentation, omission, or falsification may result in disqualification from consideration or other action permitted by law.

Applicant signature: _____

Printed name: _____

Date: _____

STATE OF TEXAS §

COUNTY OF _____ **§**

SWORN TO AND SUBSCRIBED before me by _____ on this _____ day of _____, 2026.

Notary Public, State of Texas: _____

My Commission Expires: _____ Notary Seal:

7. APPLICATION SUBMISSION INFORMATION

Deadline: All application materials must be received by Thursday, October 8, 2026, at 5:00 p.m.

Physical submission required: Deliver the complete application packet directly to Dr. Veronica G. Martinez, Elections Liaison, in Memorial Hall, Room 211.

Office location	Memorial Hall, Room 211 Laredo College, West End Washington Street Laredo, TX 78040
Questions / email	lcboardelections@laredo.edu
Telephone	(956) 764-5944
Standard hours	Monday-Thursday: 8:00 a.m.-6:00 p.m. Friday: 8:00 a.m.-12:00 noon Saturday-Sunday: Closed

Submission notice: Applications must be physically submitted to Dr. Veronica G. Martinez at Memorial Hall, Room 211, during the standard hours of operation listed. Applications submitted by email, mail, or drop box **will not be accepted**. Applicants are responsible for ensuring that the complete application packet is received by the deadline and should request confirmation showing the date and time received.

FOR ADMINISTRATIVE USE ONLY

Date received: _____

Time received: _____

Received by: _____

Packet complete: ☐ Yes ☐ No

Eligibility review: ☐ Pending ☐ Complete

APPLICANT PACKET CHECKLIST

- ☐ Completed and notarized application form
- ☐ Letter of Intent, maximum four pages
- ☐ Current résumé or curriculum vitae
- ☐ Government-issued photo identification
- ☐ Application packet submitted by the deadline