CANDIDATES AND VOTERS

1. Who can be a CANDIDATE?

All candidates for Hall/Apartment Council Executive Board positions must live in the residence hall or university apartment that he/she will represent, have and maintain a cumulative QPA of at least 2.0 throughout his/her term of office, must be in good standing with the University and the Office of Residence Life, and must reside in a university residence hall or university apartment building during the current academic year.

2. Who are eligible VOTERS?

For council executive board positions, eligible voters are identified as students living in the candidate’s respective residence hall or university owned apartment building.

REGISTRATION

1. FORMS NEEDED TO REGISTER

a) Registration Form: Official document that contains the candidate's name, the position sought, residence hall or apartment name, address and phone number of candidate, and the candidate’s MU ID number. This form may be found on the last page of this packet.

   1) The candidate may run for one position only.
   2) All positions of interest should be indicated on the registration form and ranked in order of preference.

b) Bio-sheet - A sheet of paper no bigger than 8.5x11 that is to be filled out by the candidate and shall include name of candidate, position sought, interests, and qualifying experience. This may be a short essay, a creative collage, or a combination of both etc. This Bio-sheet may be viewed by eligible voters prior to Election Day.

2. All candidates: Registration is due by **Friday September 6th by Noon**. Registration packets may be turned into the Hall Director/Apartment Manager of each respective hall/apartment either directly to their office, or their mailbox.

Responsibilities of the Hall/Apartment Council Executive Board Officers

All Hall Councils meet weekly on Tuesday nights. Times and places will vary according to council’s preference. These responsibilities are a general outline as exact responsibilities
will vary from hall to hall. Please contact your Hall/Apartment Director for a copy of the constitution for your individual hall/apartment council for a more exact description.

**President**
1) Preside as chairperson over the Council
2) Carry out the policies and actions of the Council
3) Chair the Council’s Executive Board
4) Represent and be the spokesperson for the Council
5) Work closely with the Advisor (Hall Director/Apartment Manager)
6) Actively evaluate the Council, its subsequent programs, and activities throughout the year

**Vice-President**
1) Work with the chair people of the Council Committees and represent the concerns of the chair people to the Executive Board
2) Evaluate the Council Committees and make recommendations to the committees on improvements
3) Act as Chair and preside over Council meetings in absence of the President
4) Assist the President and perform all such duties as the President shall request of him/her

**Secretary**
1) Keep accurate records of all Council business
2) Prepare and distribute written agendas and minutes
3) Act as Vice-President in his/her absence
4) Keep accurate attendance

**Treasurer**
1) Assist in the collections and disbursements of funds
2) Keep accurate records of all monetary transactions
3) Be aware of the guidelines and restrictions pertaining to the use of funds
4) Prepare and give a financial report at each meeting
5) Assist in the preparation of each semester’s budget

**Historian** (Position offered in Abbottsford only)
1) Document activities of the Council
2) Assist in the preparation of the Scrapbook for the Hall Council
3) Assist in Bids for Council Leadership Awards

**Publicity Coordinator** (Position offered in Apartments Council only)
1) Serve as spokesperson for the President
2) Create and coordinate publicity for apartments council programs
3) Perform all such duties as the President shall request of him/her

**Communications Coordinator** (Position offered in Schroeder hall only)
1) Organize and photograph Hall events
2) Manage, populate, and promote all hall affiliated social media platforms
Residence Hall Association Representative(s)

1) Act as the Residence Hall Association (RHA) representative(s) for the Council
2) Attend weekly RHA meetings at 7:30pm on Mondays
3) Serve as a member of at least one RHA committee and attend committee meetings
4) Seek input from the Council and report it to RHA
5) Report the activities of RHA to the Council

Requirements of all Council Executive Board Members

1) Attend all Council meetings on Tuesdays
2) Attend all Executive Board meetings
3) Attend TRAC (Training Resident and Apartment Councils) on Sunday, September 15th, 2013

TIMELINE OF ELECTIONS

Thursday, August 29: O-Fest from 5-8pm
Come learn more about Hall and Apartment Councils, and the Residence Hall Association.

Monday, September 2 – In Hall Orientation session at 8 pm for Cobeen, McCormick, and Schroeder

Tuesday, September 3 – In Hall Orientation session at 8 pm for Straz, Carpenter, Abbottsford, McCabe, Mashuda, O'Donnell, and Apartments
Packet with Registration forms will be available at the meeting and front desks.

Friday, September 6: Registration Form Due at Noon
-Turn in registration form and candidate bio sheet to your Hall Director or Apartment Manager.

Thursday, September 12: Council Executive Board/MUSG Hall Senator Elections

Friday, September 13: Press Conference, outside MUSG offices at 1 pm
Make sure to attend and find out if you’ve won!

Sunday, September 15: TRAC (Training Resident and Apartment Councils) 12-3:30
Required of all Executive Board members
Learn more about your positions and attend various program sessions

Monday, September 16: 1st RHA meeting (for RHA Representatives only) as 7:00pm in the Carpenter student suite

Tuesday, September 17: 1st Hall/Apartment Council Meeting
CANDIDACY REGISTRATION FORM
FALL 2013- SPRING 2014

CANDIDATE’S NAME:

FIRST          M.I.            LAST

CANDIDATE’S MARQUETTE UNIVERSITY ID NUMBER:  CANDIDATE’S RESIDENCE HALL/ APARTMENT BUILDING and ROOM NUMBER:

[The nine digit number starting with 005, which may be located on your MUID card.]  [Example: CARPENTER TOWER, 1507]

PRIMARY POSITION of INTEREST:  CANDIDATE’S CELL PHONE NUMBER:

ALL OTHER POSITIONS OF INTEREST:  [Please list a number, including area code, where you can be reached after the primary election, in order to be contacted about your candidacy options]

MAREQUETTE EMAIL ADDRESS:

______________________________________________________

I certify that the above information is true and agree to abide by the rules set out for the election by the election committee.

Signature of Candidate:       Date:  

PLEASE HAND IN YOUR COMPLETED REGISTRATION FORM ALONG WITH YOUR COMPLETED BIO-SHEET BY NOON ON FRIDAY, SEPTEMBER 6th.

This registration form along with the bio-sheet may be handed into the office or mailbox of the Hall Director/Apartment Manager of the respective hall/apartment building.

Questions? E-mail RHA.VicePresident@marquette.edu or call [414] 288-5851 to receive more information from the RHA elections committee.