FALL ELECTIONS 2011

Take the Next Step in LEADERSHIP!

RUN to Participate in:
Hall & Apartment Council Executive Board

*Candidate Registration Packet with Full Regulations*

Questions? Contact Marquette Residence Hall Association at marqrha@marquette.edu or call (414) 288-5851
ELECTIONS FOR MARQUETTE UNIVERSITY
RESIDENCE HALL ASSOCIATION REPRESENTATIVES
AND HALL/APARTMENT COUNCIL EXECUTIVE BOARDS

INTRODUCTION

Our hope in these elections is to give leadership opportunities to you, the students, so that you may be the difference and have a positive impact in your community. We hope that you will be able to become as involved as you would like in your respective Hall and Apartment Councils. Many of the student leaders around campus such as the Residence Hall Association Executive Board members and Marquette University Student Government Executive Board members initially became involved simply by running for a position on their Hall Council. We hope that this opportunity may be a step towards your campus leadership goals as well.

These election rules are written for the purpose of electing individual Hall/Apartment Council Executive Board positions of President, Vice-President, Secretary, Treasurer, Historian, Publicity Coordinator and Marquette University Residence Hall Association (RHA) Representatives.

NO CAMPAIGNS MAY BEGIN BEFORE A CANDIDATE IS REGISTERED.

These rules, procedures, and their interpretations are officially governed by the RHA Elections Committee.

ELECTIONS COMMITTEE

1. The Residence Hall Association Executive Board shall serve as an Elections Committee, in collaboration with the MUSG elections commissioner, and with the assistance of Resident Assistants, Hall Directors and Apartment Managers in accordance with the Residence Hall Association Constitution. No member of the Committee shall support any candidate or work for any RHA campaign.
2. The Elections Committee shall have complete control over the election and campaigns.
3. The Elections Committee shall make registration materials available to potential candidates.
4. Final results are made official solely by the RHA Executive Vice-President in conjunction with the MUSG Elections Commissioner at a press conference to be held on Friday, September 16 at 4pm, AMU first floor.
5. The Elections Committee is responsible for administering penalties on candidates who deviate from the election procedures. The penalty shall be imposed according to the severity of the violation and may include disqualification.
6. No member of the Elections Committee may wear any partisan campaign material or in any way campaign for any candidate before or during elections.
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.
      3) The Hall Director/Assistant Hall Director/Apartment Manager shall notify the candidate if they have received enough votes to continue on to the final election under their preferred position.
      4) In the event that a candidate does not receive enough votes to continue on the final election in their preferred position the Hall Director/Apartment Manager shall notify the candidate if there are vacancies in other positions that they may be interested in and give the student the option of filling such a position.

   b) **Candidate Information Sheet** - A sheet of paper no bigger than 8 1/2 x11 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. The candidate information sheet may be viewed by eligible voters prior to election day in a location determined by the council advisor.
2. All candidates: Registration is due by Friday, September 2nd 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 at the hall/apartment front desk.

CAMPAIGNING

1. CAMPAIGN EXPENSES
No candidate shall spend more than 50 U.S. dollars on their campaign materials.

2. CAMPAIGN MATERIALS.
All campaigning materials must meet these general conditions:
   a) Must comply with the election procedures.
   b) Must not be physically damaging to personal property or grounds.
   c) Must not be negative or slanderous to any opponent’s campaign.
   d) Must abide by Office of Residence Life policies.
   e) Must have the candidate’s name on them.
   f) Must have the name of the position the candidate desires.

3. CAMPAIGN POSTING
a) Posters, no larger than 11” by 17”, are allowed in residence halls and apartments only. Council Executive Board and RHA Representative Candidates may only post in their respective building. Candidates may post only in areas approved by the Hall Director/Assistant Hall Director/Apartment Manager. Residents may also post signs on room doors as long as these are no larger than 11” by 17” and do not damage the door, Permission must be granted by one of the occupants of the room.

b) No campaign materials are to be distributed in the dining halls at any time.

c) Mass mailing of campaign material is prohibited. Candidates may leave a supply of campaign literature in an area for residents to pick up designated by the Hall Director/Apartment Manager.

d) Door-to-door campaigning is prohibited. Candidates may speak at a “Meet the Candidates” night at a date and time to be determined by each individual Hall Director/Assistant Hall Director/Apartment Manager.

e) Posting in the stairwells and elevators is prohibited.

f) Only one poster for a particular candidate is allowed in a given posting area.
g) All rules and regulations published in the "At Marquette" guide that concerns campaign posting must be adhered to at all times.

i) Any "one-of-a-kind item" used in campaigning must be approved by the RHA Executive Vice President prior to its use in the campaign.

j) Candidates are responsible for the removal of all campaign materials from public areas within two school days after the election.

**VOTING PROCEDURES**

1. Any student living in a residence hall or university owned apartment building may vote during an election. Residents may vote for Council Executive Board and RHA Representative Candidates online at the URL designated by Marquette University and distributed via email to all eligible voters.

2. Each student may vote once during the Primary Election on **Thursday, September 8th** and once during the Final Election on **Thursday, September 15**. A valid Marquette ID number will be required.

3. If a person who is ineligible to vote attempts to enter a ballot, the ballot will be disqualified.

**BALLOTS AND TABULATION OF BALLOTS**

1. Each eligible voter will receive an email with a link to the website where they may vote both in the primary election and final election.

2. A candidate's name shall appear on the ballot as it appears on his/her registration form.

3. Ballot position will be determined by alphabetical order of the candidates' last name.

4. A minor error (e.g., a minor misspelling) shall not be considered grounds for delay or invalidation of an election.

5. The Elections Committee will determine the winners when the online votes have been confirmed by RHA and MUSG.
RULES ENFORCEMENT

1. Violations concerning posting, eligibility, or other concerns should be reported to the Executive Vice President Ushma Patel as soon as possible at ushma.patel@marquette.edu or marqrha@marquette.edu.

2. A deduction of a percentage of votes to be determined by the Elections Committee, but not to exceed 10% of the total amount of votes cast, based on the severity of the violation may be used against an offending candidate.
   a) This deduction would come from the overall vote total of the offending candidate.
   b) For this method of enforcement to be carried out, the alleged grievance must be filed within one hour after the polls have closed on Election Day.
   c) The Elections Committee must determine the percentage to be deducted prior to the final count of votes so that the results will not influence the determination of the percentage of votes to be deducted.

3. Any act of cheating in the election tally (e.g., voting twice online) will result in disqualification.

ELECTIONS

1. PRIMARY ELECTION
   a) The Primary election will be held on Thursday, September 8th online on the designated voting website during a designated timeslot which will be provided in an email to eligible voters.
   b) The Elections Committee shall attempt to contact all candidates twice after the ballots are tabulated for the Primary Election, by phone. Once the candidates have been contacted or two attempts to contact them have been made, the results shall be made public.
   c) If a student does not obtain the candidacy position for the final election of their preference they may be presented with the option of becoming a candidate for another position that may lack an adequate number of candidates. (E.g. a position for which no one is running, or for which only one other person is running.)
2. FINAL ELECTION

a) The Final election will be held on **Thursday, September 15th** on the designated voting website from beginning at midnight and running until 10 pm. This information will be provided in an email to eligible voters.

b) All results will be final and the winners will be announced at the press conference on **Friday, September 16th at 4pm, AMU first floor**.

c) All Executive Board members will be asked and expected to attend TRAC on **Monday, September 19th, 2011 from 6-9pm**.

### TIMELINE OF ELECTIONS

**Tuesday, August 30:** Hall/Apartment Council Info Sessions at 8pm. Packets with Registration Forms will be available at the meeting and at the front desks.

**Thursday, September 2:** O-Fest from 1:00-4:00
- Come learn more about Hall and Apartment Councils, and the Residence Hall Association

**Friday, September 2:** Registration Form Due at Noon
- Turn in registration form and candidate bio sheet to your Hall Director or Apartment Manager.

**Thursday, September 8:** Council Executive Board/MUSG Hall Senator Primary Elections
- Don’t forget to vote and encourage other residents to vote!

**Thursday, September 15:** Council Executive Board /MUSG Hall Senator Final Elections
- Don’t forget to vote and encourage other residents to vote!

**Friday, September 16:** Press Conference, 4pm
- Make sure to attend and find out if you’ve won

**Monday, September 19:** TRAC (Training Resident and Apartment Councils)
- Required of all Executive Board members.
  - Learn more about your positions and attend various program sessions.

**Monday, September 26:** 1st RHA Meeting (for RHA Representatives only) at 7:30pm

**Tuesday, September 20:** 1st Hall/Apartment Council Meeting
Responsibilities of the Hall/Apartment Council

Executive Board Officers

All Hall Councils meet weekly on Tuesday nights. Times and locations 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

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
3) Seek input from the Council and report it to RHA
4) Report the activities of RHA to the Council
Historian (Position offered in Abbottsford, McCabe, and Schroeder Halls 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

Living Learning Community Representative(s) (Positions offered in Straz Tower Hall Council only. Please see the Straz Hall Director for more information)
1) Dorothy Day Social Justice Representative
2) First Year Honors Program Representative
3) Honors – Ethics, Theory, & Practice Representative

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 Monday, September 19th, 2011
CANDIDACY REGISTRATION FORM
FALL 2011- SPRING 2012

CANDIDATE’S NAME:

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
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CANDIDATE’S MARQUETTE UNIVERSITY ID NUMBER:
[The nine digit number starting with 005, which may be located on your MUID card.]

CANDIDATE’S RESIDENCE HALL/APARTMENT BUILDING and ROOM NUMBER:
[Example: CARPENTER TOWER, 1507]

PRIMARY POSITION of INTEREST:

ALL OTHER POSITIONS OF INTEREST:

CANDIDATE’S CELL PHONE NUMBER:
[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]

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 2nd.

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

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