CANDIDATE ELIGIBILITY

Who are eligible CANDIDATES?

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, and must be in good disciplinary standing with the University and the Office of Residence Life.

Candidates also must be available for Tuesday night council meetings. All councils meet on Tuesday nights. Times and locations will vary according to the preference and availability of council members.

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.

OPEN EXECUTIVE BOARD POSITIONS

The positional responsibilities outlined below are to provide a general idea of each position, as exact responsibilities will vary from hall to hall. Please contact your Council Advisor 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 and executive board
2) Carry out the policies and actions of the council
3) Represent and be the spokesperson for the council
4) Work closely with the Council Advisor
5) Actively evaluate the council, its subsequent programs, and activities throughout the year

Vice-President
1) Oversee council committees and advise them on hall/apartment initiatives
2) Act as Chair and preside over council meetings in absence of the President
3) 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, Cobeen, 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

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) Serve as a liaison between RHA and 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 16th, 2012

CANDIDATE REGISTRATION

Forms Needed to Register

1. **Candidate 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.
   - The candidate may run for one position only.
   - All positions of interest should be indicated on the registration form and ranked in order of preference.
   - Please print legibly.

2. **Candidate Information Sheet:** A sheet of paper, no bigger than 8 1/2 x11, should 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.
   - Registration is due Friday, September 7th by Noon to the front desk of your residence hall or apartment building. Registration packets may also be turned into the Council Advisor.
ELECTION TIMELINE

Thursday, August 30: O-Fest – 1:00-4:00pm, Central Mall
   Come learn more about Hall and Apartment Councils and the Residence Hall Association

Tuesday, September 4: Hall/Apartment Council Info Sessions – 8:00pm
   Receive specific information about council executive board positions, RHA, and MUSG.

Friday, September 7: Registration Form Due at Noon
   Turn in candidate registration form and candidate information sheet to your residence hall or apartment front desk.

Thursday, September 13: Council Executive Board /MUSG Hall Senator Elections - Don’t forget to vote!

Friday, September 14: Press Conference, AMU First Floor Lobby Carpet
   Make sure to attend and find out if you’ve won.

Sunday, September 16: TRAC (Training Resident and Apartment Councils)
   Required of all Executive Board members.
   Learn more about your positions and attend various program sessions.

Monday, September 17: 1st RHA Meeting (for RHA Representatives only), 7:30pm

Tuesday, September 20: 1st Hall/Apartment Council Meeting
CANDIDATE REGISTRATION FORM
FALL 2012- SPRING 2013

CANDIDATE NAME:

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

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

PRIMARY POSITION of INTEREST: 

CANDIDATE 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]

ALL OTHER POSITIONS of INTEREST: 

MARQUETTE 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.

Candidate Signature: ____________________________ Date: ____________________________

Candidate Registration Forms and Candidate Information Sheets are due on **Friday, September 7 at Noon**. Please turn in both documents to your residence hall or apartment front desk.

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