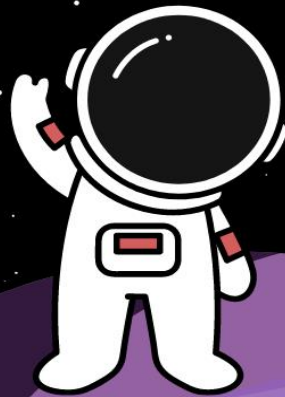


HALL COUNCIL ELECTIONS

OFFICIAL CANDIDATE PACKET

2022-2023

"Our Leadership Is Out Of This World"



Election Timeline

August 14th

Hall Council Election Packets Available Online
(<https://rha.reslife.txstate.edu/>)

Once you have picked up your candidate packet read it carefully, and fill out the required information. If you have any questions about the positions, the duties, Election policy, or anything else please speak with your Residence Director.

August 22th –
August 26th

Hall Council Information Sessions

Please attend the Information session on **INSERT DATE AND TIME** on Zoom. We will be going over the role of hall council, campaign information, the election process, and answering questions.

August 24th

Hall Council Interest Social

This will be the last presentation given to any resident who is interested in joining Hall Council. It will be held at DHRL 312 to ensure as many residence as possible may attend. More information will be provided soon.

August 26th

Hall Council Election Packets DUE to your Resident Director

If you are planning on running for a position you must turn in your completed packet to the Residence Director by **5:00pm on Friday, August 26th**. Late applications will only be accepted for positions without a candidate.

August 27th –Sept. 3rd

Campaign Time

Now you can put up publicity (as per election guidelines), speak within candidate forums, and market your name. **All campaign materials must be removed from the halls by September 4th at 5:00pm.**

Sept. 6th- 8th

Voting

Voting will take place online. The voting process will start **Tuesday, September 6th at 10am** and it will end **Thursday, September 8th at 5pm.**

Winning candidates will be notified before the results are posted. Results will be posted by **Sept. 9th at 5pm.**

Sept. 12th

Election Results Due

All elections results will be **due to RHA@txstate.edu by 5pm.**

Important Dates

If you are unable to make one of the following meetings please speak with your Residence Director before running for office. If you have not contacted your Residence Director before submitting your paperwork, it will be assumed you are able to commit to the following dates.

-One Time Events-

Monday, August 22nd – Friday, August 26th at INSERT DATE AND TIME on Zoom or In person
Info Sessions

Wednesday, August 24nd, 2022 – DHRL Room 312
7pm
Hall Council Interest Social (All candidates should attend)

September 14th, 2022 – Meet in DHRL Room 312
7:00 PM
First RHA General Assembly

September 17th, 2020 – TBD
1:00am – 4:00pm
RHA Member's Retreat- **All elected and appointed members must attend**

-Recurring Meetings-

Wednesdays beginning September 14 – DHRL Room 312, 7:00pm
RHA General Assembly Meetings (**One Hall Council Member must attend**)
We recommend it be the President but it can be anyone on the hall council

Wednesdays beginning September 21st – DHRL Room 312, 6:00pm
RHA Finance Meeting – **Treasurers must be available at this time**

Every other Wednesday starting September 21st – DHRL Room, 312, 6:00pm
RHA Positional Meeting – **All Hall Council Presidents and Vice Presidents attend**

Wednesdays TBD

Possible Committees:

Events Committee

Marketing Committee

Legislation Committee

Fundraising Committee

Weekly Hall Meetings, 1 Hour Executive Board at the Hall Council's and RD's discretion

Plan 1 Hour General Body meetings at the Hall Council's and RD's discretion

Positions Descriptions & Duties

Candidates **must** be a **resident of building** for which they wish to represent.

An elected officer/representative's term lasts for the entire 2020-2021 Academic Year.

President

1. Preside over hall council meetings.
2. The official liaison between the hall council and other organizations on campus
3. Attend RHA General Assembly (GA) meetings, which are held every Wednesday night at 7:00pm
4. Attend RHA Positional meetings, which are held on Wednesdays 6:00pm-7:00pm (Dates to be determined).
5. Schedule and attend Hall Council meetings.
6. Oversee activities coordinated and run by the Hall Council.
7. Schedule one on one meetings with advisor
8. Maintain positive relationship between the hall staff, Residence Hall Association, hall council executive Board, other Hall Councils, other organizations, and the residents of your Hall.
9. Keep the Hall Council informed of all changes or programs in progress.
10. Protect, defend, and uphold the Hall Council Constitution.
11. Others duties as defined by your hall council advisor and/or constitution

Vice President

1. Fulfill the duties of the President if and when the President is unable to fulfill duties.
2. Attend RHA Positional meetings, which are held on Wednesdays 6:00pm-7:00pm (Dates to be determined).
3. The Vice President is strongly encouraged to attend General Assembly meetings as well.
4. Maintain, build, and edit the Hall Council Constitution.
5. Lead program committees as necessary.
6. Schedule one on one meetings with your advisor
7. Attend Hall Council meetings.
8. Record and maintain minutes of all Hall Council meetings.
9. Distribute meeting minutes promptly and before the next Hall Council meeting.
10. Maintain attendance at all meetings.
11. Protect, defend, and uphold the Hall Council Constitution.
12. Others duties as defined by your hall council advisor and/or constitution.

Treasurer

1. Serve as the Chief Financial Officer of the Hall Council.
2. Must attend RHA Positional meetings, which are held on Wednesday night from 6:00pm-7:00pm.

3. Ensure all funds are being spent effectively and according to proper procedures.
4. Prepare fund requests and train other officers concerning financial matters.
5. Provide financial updates to the Hall Council.
6. Schedule one on one meetings with your advisor
7. Attend Hall Council meetings.
8. Attend General Assembly (GA) Meetings as necessary.
9. Protect, defend, and uphold the Hall Council Constitution.
10. Others duties as defined by your hall council advisor and/or constitution

Possible Appointed Position: These positions are not up for election.

- Committee Chairs
- Floor Representatives
- Historian
- Homecoming
- Marketing
- Social Media
- Event planner
- Diversity and Inclusion
- All Chairs are optional

Election Guidelines

1. Candidates must be in good academic standing with the University, good conduct standing with the University and Housing and Residential Life, and be a resident of the hall in which they are seeking office.
2. In order to be placed on the official voting ballot, all candidates must submit a signed “Election Guideline Agreement” **by Friday, August 26nd in this packet,** and run a clean campaign
3. No campaigning of any kind may take place within a ten-foot radius of the front desk. This includes, but is not limited to, flyers, posters, music, and verbal campaigning.
4. At no time may any Resident Assistant (RA) or other University staff member assist a candidate’s campaign process.
5. Candidates are ultimately responsible for any and all campaigning taking place in their name (including people asked or designated to assist in their campaign).
6. All campaign material must be removed by 10am **on Sunday September 4th.** If there is a run-off needed, materials may remain posted only for those active candidates.
7. Posting guidelines:
 - No posting on any doors to the building.
 - No posting within or on doors of elevators.
 - Please use masking or painter’s tape. No duct tape or scotch tape.
 - No signs larger than 11” X 14”.
 - Postings must abide by all community standards, keep it appropriate.
8. Door-to-door campaigning is allowed. **Candidates may only stop in rooms that already have their room door open.** Knocking on doors is prohibited.

9. If you wish to withdraw your candidacy at any point during the election process, you must do so in writing to your Residence Director.
10. Any violations of the guidelines for election or unethical conduct by a candidate or his/her representatives may result in an **immediate disqualification**. The Residence Director will determine violations and resulting consequences. Any appeals of the Residence Directors decision must be taken to the Assistant Director of Community Engagement, Jacob Haun, (jchaun@txstate.edu) for final decision.

Benefits and Transferable Skills

- Create community within your hall
- Host events
- Networking Skills- Create friendships with residents within your hall and across campus
- Communications Skills
- Social Skills
- Budgeting Skills
- Teamwork Skills
- Marketing Skills

National Residence Hall Honorary

- If service and recognition is something you enjoy and would like to be a part of check out RHA's sister organization the National Residence Hall Honorary (NRHH). <https://nrhh.reslife.txstate.edu/>
- The meetings are open to everyone, and if interested you can meet with the NRHH E-board about how to become an official member!

Opportunity to attend a Conference!

As a member of RHA, you have the opportunity to attend a leadership conference. Texas State is part of the Southwest Affiliate of the National Association of College and University Residence Halls (SWACURH). SWACURH hosts Regional Leadership Conference (RLC) and it provides Texas State's RHA with the opportunity to discuss legislation, get leadership training, swap ideas with other Affiliates from other universities, and show our Bobcat Pride! This

conference is a major part of our program's purpose of being able to bring improvement and ideas to Texas State's Residence Halls. If you are interested in being a delegate to represent Texas State, please email RHA at rha@txstate.edu for more information. Even if you are not elected, you are still able to apply to be a delegate.

- **Note:** This conference will be FREE for you to attend. In return, you will be required to present a program at Spring Leadership Day (SLD) in the spring semester. SLD is a one day event on a Saturday where delegates will bring one of the programs that they attended at SWACURH back to TXST and present it to the other hall council/NRHH members.

More information about this conference will be presented during our first General Assembly on September 14th at 7:00pm . Please contact RHA or an e-board member if you have any questions.

Hall Council Application Submission

Please turn in page **8 and 9** to the front desk of your hall by Friday, **August 26th**.

Election Guideline Agreement

Position I am running for... (Please circle all that apply)

President Vice President Treasurer

Appointed Position: _____

Name: _____ Building & Room #: _____

Phone: _____ Email: _____

Do you give permission to Housing and Residential Life to check your academic standing, to verify your eligibility for this position?

(Required for all Candidates)

YES NO

Are you available to attend RHA Bi- Weekly Positional Meetings or weekly Finance meetings?

Wednesday Nights: 6pm - 7pm

(For all Presidents, Vice President, and Treasurers; If you have a conflict please speak with your Residence Director)

YES NO

Are you available to attend RHA General Assembly Meetings?

Wednesday Nights: 7pm - 8pm

(Required for one hall council member; If you have a conflict please speak with your Residence Director)

YES NO

Are you available to attend RHA Member's Retreat?

September 19th 10am - 4pm

(Required for all members; If you have a conflict please speak with your Residence Director)

YES NO

Take consideration that attending these meetings are very important, if you cannot attend these meeting reconsider running for an executive board position.

I, _____, agree to follow the set guidelines of the Hall Council Election Process. Furthermore, I agree to ask for clarification from the Residence Director if there are any questions or concerns about or during the process. I pledge to run a clean and ethical campaign.

I understand that this is a volunteer position. If elected, I pledge to serve the residents of this hall to the best of my ability. I will strive to be a successful student, role model positive decision-making, and maintain a fun and inclusive hall environment. I will represent the views of our residence hall to the Residence Hall Association, Housing and Residential Life, and Texas State when need be.

Name: _____

Signature of Candidate

Date

Position(s) Running For :

Why do you want to be involved in hall council?

What can you bring to the position?

Tell us a little about yourself: