Dear Candidate:

Thank you for your interest in the University Student Apartments Resident Council Special Elections for the Communications Liaison. This packet provides important information and directions for applying for candidacy for the 2018/2019 Resident Council Special Elections for the Communications Liaison. The following items are enclosed:

- **Election Deadlines Schedule**
- **University Student Apartments Resident Council Election Rules and Procedures:** Please read this carefully. All candidates must abide by these rules.
- **Declaration of Intent:** In order for your name to be placed on the ballot, this form must be completed and submitted to the Election Committee by emailing it to residentcouncilelections@gmail.com no later than 4:30 PM on Friday September 7th, 2018. This form can be obtained online at apartments.utah.edu.
- **Bio Sheet:** This information will be used in publicizing you as a candidate. This is an opportunity for you to communicate to the residents your reasons for running as well as why they should elect you. Please e-mail this information to residentcouncilelections@gmail.com no later than 4:30 PM on Friday September 7th, 2018. The Bio Sheet information will be delivered door-to-door by University Student Apartments and available online for residents to view. This form can be obtained online at apartments.utah.edu/programs/resident-council/index.php.
- **University Student Apartments Resident Association Constitution:** This constitution is a binding document. It outlines Resident Council functions and duties, along with election information. (Pay careful attention to Article III, which applies directly to Resident Council Members, and Articles IV, V, VI, VII, which also pertain to Resident Council interests.)
- **Resident Council Position Description**

Carefully read all enclosed information. By signing the Declaration of Intent, you are stating your compliance to all rules and procedures. All questions regarding this election must be submitted in writing to residentcouncilelections@gmail.com.

Please be aware that being a Council Member can be a very demanding job that often requires your availability during regular business hours. Read the Council Position descriptions and the Constitution carefully when making your decision. You will be required to fulfill all of these responsibilities if you are elected. While these positions may be demanding, they may also be very fulfilling. Working with other Council members, the Student Apartments Administration and the Advisory Board can be a very rewarding experience. We encourage you to contact the Resident Council member who currently holds the position you are interested in with any questions or concerns as you make your decision.

Again, thank you for your interest and best of luck on your campaign.

Sincerely,

2018/2019 Resident Council Elections Committee
Jacqueline Pettit
Samantha Cunningham
Braden Cunningham
Jakob Harris
Cassandra Clark
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Signed Declaration of Intent &amp; Bio Sheet</td>
<td><strong>Friday, Sept 7th, 2018</strong> no later than 4:30 PM</td>
</tr>
<tr>
<td>First Day to Post Campaign Material</td>
<td><strong>Monday, Sept 10th, 2018</strong> no earlier than 4:30 PM</td>
</tr>
<tr>
<td>(Write-in candidates, see “Election Rules and Procedures” - Section 2, Clause 3)</td>
<td></td>
</tr>
<tr>
<td>Test email sent to all residents</td>
<td><strong>Monday, Sept 10th, 2018</strong></td>
</tr>
<tr>
<td>(see “Election Rules and Procedures” - Section 5, Clause 6)</td>
<td></td>
</tr>
<tr>
<td>Signed Declaration of Intent for Write-In Candidates</td>
<td><strong>Monday, Sept 10th, 2018</strong> no later than 4:30 PM</td>
</tr>
<tr>
<td>Election Rules and Procedures Clarification</td>
<td><strong>Thursday, Sept 13th, 2018</strong> no later than 4:30 PM</td>
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<tr>
<td>(see “Election Rules and Procedures” - Section 3, Clause 2)</td>
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<tr>
<td>Voting Handbills</td>
<td><strong>Thursday, Sept 13th, 2018</strong> no later than 4:30 PM</td>
</tr>
<tr>
<td>(See “Election Rules and Procedures” - Section 3, Clause 6)</td>
<td></td>
</tr>
<tr>
<td>Resident email updates completed</td>
<td><strong>Thursday, Sept 13th, 2018</strong> no later than 4:30 PM</td>
</tr>
<tr>
<td>(see “Election Rules and Procedures” - Section 5, Clause 6)</td>
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<tr>
<td>Elections</td>
<td><strong>Monday, Sept 17th, 2018</strong> 7:00 AM – 8:00 PM Online via the link sent to residents’ email addresses</td>
</tr>
<tr>
<td>Election Rules and Procedures Complaints</td>
<td><strong>Wed, Sept 19th, 2018</strong> no later than 12:00 noon</td>
</tr>
<tr>
<td>(see “Election Rules and Procedures” - Section 4, Clause 2)</td>
<td></td>
</tr>
<tr>
<td>Campaign Materials Must be Removed</td>
<td><strong>Monday, Sept 17th, 2018</strong> no later than 9:00 PM</td>
</tr>
<tr>
<td>(See “Election Rules and Procedures” -Section 3, Clause 14)</td>
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Section 1 - Candidates

1.1 Any person wishing to become a candidate for the office of Communications Liaison must be an adult resident in good standing of the University Student Apartments, must have a signed rental agreement, must not have more than six (6) late fees within a twelve (12) month period and must meet all eligibility requirements to live in the Student Apartments. Neither full-time staff members of Student Apartments nor current Resident Assistants nor their family members shall serve on the Resident Council. No two members of the same household may be elected to Resident Council.

1.2 A resident shall become a Candidate by signing and submitting a completed Declaration of Intent to the Election Committee and Bio Sheet by emailing them to residentcouncilelections@gmail.com, no later than 4:30 PM on Friday, September 7th, 2018.

1.3 Campaign materials may not be posted or distributed until 7 AM on Monday, September 10th, 2018.

1.4 The elections will be held on Monday, September 17th, 2018.

1.5 An Elections Committee shall be appointed by the Advisory Board to oversee and administer the elections, and shall be comprised of five members as follows:

1.5.1 USARA or retiring Resident Council members; and,

1.5.2 One University of Utah Administration member of the Advisory Board to serve as Chair of the Elections Committee. (From Constitution, Article VII, Section 3.1)

1.6 The Advisory Board shall select the Elections Committee during an Advisory Board meeting prior to the election.

Section 2 - Write-in Candidates

2.1 A resident is allowed to run as a Write-In Candidate for any of the offices listed in Section 1.1.

2.2 A resident running as a Write-In Candidate must sign and submit a completed Declaration of Intent to the Election Committee by emailing it to residentcouncilelections@gmail.com by Monday, September 10th, 2018 no later than 4:30 PM in order for votes received to be considered valid.

2.3 A resident running as a Write-In Candidate may not post or distribute campaign
materials prior to the submission of his/her completed Declaration of Intent to the Election Committee.

2.4 The Write-In Candidate is accountable to all the Election Rules and Procedures.

2.5 Write-In Candidates shall not have their name listed on the ballot nor in the Bio Sheet information distribution biography by the Elections Committee. However, they may submit a handbill by Thursday, September 13th, 2018.

2.6 A Write-In Candidate’s name shall be counted on a ballot if the name is recognizable as that Candidate’s first and last names or if the name is easily distinguishable as a particular candidate. Spelling is not required to be letter-perfect. The Elections Committee shall vote on questionable spellings and make a decision by majority. The Elections Committee decision is final.

2.7 Candidates and Write-In Candidates shall hereinafter be referred to as “Candidate(s).”

Section 3 - Campaigning

3.1 All Candidates shall be subject to all Election Rules and Procedures. Ignorance of such shall not constitute a defense. Candidates shall be responsible for actions taken by any individual(s) on their behalf.

3.2 Any Candidate requesting clarification of Election Rules and Procedures must submit such inquiry in writing to the Elections Committee. All matters to be addressed by the Elections Committee shall be emailed to residentcouncilelections@gmail.com. Inquiries may be submitted until Thursday, September 13th, 2018, at 4:30 PM. Responses shall be returned in writing to all candidates, not only the candidate submitting inquiry, within three (3) business days of receipt of written question. The Elections Committee will send responses via email.

3.3 Candidates cannot use the Student Apartments sponsored newsletter, “News & Views” to campaign or RA newsletters.

3.4 Campaign materials shall include all posters, booklets, flyers, signs (yard or otherwise), stickers, buttons, or anything containing a Resident Council Candidate’s name, picture, or symbol. Campaign materials should be respectful, collegial and issue oriented. Use of spray paint, chalk, crayons, etc., shall be allowed only on posters and banners.

3.5 Guidelines for posting campaign materials in and on the Student Apartments buildings, grounds or property:

3.5.1 Campaign materials in the East and West Villages may be hung on resident apartment doors, and other surfaces not herein after excluded, but they may not be affixed in such a way as to damage any of the
Student Apartments buildings, grounds, or property.

3.5.2 Campaign materials inside Medical Towers may only be posted on residents apartment doors. Campaign materials cannot be affixed in any manner to any glass, painted surface or inside elevators. Candidates may obtain a key for a twenty-four (24) period from Student Apartments Main Office to access Medical Towers.

3.5.3 Candidates may use the apartment door clips, and must not remove any USA flyers or other candidates' handbills.

3.5.4 Only scotch tape may be used on apartment doors. Push pins, staples, duct, filament and/or carpet tape are not allowed on any surfaces.

3.5.5 Bulletin boards may not be used for posting campaign materials.

3.5.6 Campaign materials may not be nailed or attached in any way to the outside of any Student Apartments buildings, interior walls of stairwells, inside or outside of stairwell entrance doors, laundry room doors, any hand rails, outdoor laundry enclosures, playground equipment or affixed to any traffic or street sign.

3.5.7 Campaign materials may not be affixed in any manner to any Governmental property including, but not limited to, postal and/or mail boxes.

3.5.8 Defacement and/or destruction of Student Apartments or private property and the use of windshield obstruction shall be a violation of these Elections Rules and Procedures.

3.5.9 Candidates shall be liable for any and all damage that occurs to Student Apartments, private or Governmental property (see Section 4 - Complaints and Infractions).

3.5.10 Each candidate shall be limited to no more than two (2) handbills to be distributed ‘door-to-door’ during the campaigning period. Door-to-door handbills cannot exceed a standard eight and one-half (8½) inches x eleven (11) inches piece of paper.

3.5.11 All banners posted on Student Apartments perimeter fences must be self-sustaining. No items may be struck into the fencing to create a pattern or phrase.

3.5.12 Campaign materials may not be posted on University of Utah property outside of the Student Apartments buildings, grounds, or property except in compliance with The University of Utah Regulations Library Policy 1-007, including appropriate authorization from The University of Utah Scheduling Office.
3.5.13 University Student Apartments property, in the East and West Villages, extends to the inside edge of the sidewalk along any Salt Lake City or Utah Department of Transportation roadway. University Student Apartments property at Medical Towers includes all grass area to the inside curb of the parking lots.

3.6 It is the responsibility of each candidate to provide to the Elections Committee one handbill to be posted online for residents to see when voting. Handbills must be emailed as a picture file to residentcouncilelections@gmail.com no later than 4:30PM on Thursday, September 13th, 2018.

3.7 A Candidate’s interference with another Candidate’s campaign, including defacing or destruction of another’s property, is strictly prohibited. Destruction of campaign materials or attempts to prevent one Candidate from using approved Student Apartments property or equipment shall be considered a violation of these Election Rules and Procedures.

3.8 A resident assistant cannot campaign for themselves or a candidate while performing duties related to their responsibilities as a Resident Life staff member. Resident Assistant programming funds and/or court-sponsored functions may not be used for campaigning by any Candidate. However, a candidate can attend court programs to campaign.

3.9 A Resident Council member is not allowed to campaign while the Resident Council member is performing duties in any way related to their responsibilities as Resident Council.

3.10 Full-time, benefited Student Apartments employees may not campaign for any Candidate. Any posting or campaign materials within the Student Apartments Main Office, Maintenance Building or Community Centers is strictly prohibited. This shall include the use of Student Apartments Office materials and equipment.

3.11 Candidates shall not disturb residents’ apartments by knocking on doors or making campaign phone calls before 9:00 AM or after 9:00 PM.

3.12 Candidates may post handbills on resident doors between the hours of 7:00 AM to 9:00 PM.

3.13 The lack of adherence to any Student Apartments, or other regulation(s) regarding the posting of materials, use of facilities or dissemination of information shall be considered a violation of these Election Rules and Procedures.

3.14 All campaign materials and the material used to attach campaign materials, except handbills posted on resident apartment doors, must be removed by Monday, September 17th, 2018 by 9:00 PM. Failure to comply will result in a fine not to exceed ten dollars ($10.00) per infraction.
Section 4 - Complaints and Infraction

4.1 There shall be an Election Grievance Committee (EGC) comprised of any three (3) members of the Elections Committee. The purpose of the Election Grievance Committee shall be to determine the validity of any alleged campaign violations and to impose proper sanctions. An individual EGC member may be called upon to witness the violation of Election Rules and Procedures. Any violation of the above Election Rules and Procedures shall be considered infractions and shall be subject to action by the Election Grievance Committee.

4.2 Complaints may be filed by the Elections Committee, and residents and staff of University Student Apartments. Complaints should include time, location and section of the Election Policy violated. Complaints must include the name, phone number, and email address of the person submitting the complaint. Complaints must be submitted by email to residentcouncilelections@gmail.com. Any complaints concerning an infraction of Election Rules and Procedures by a Candidate must be submitted via email within twenty-four (24) hours of discovery of the infraction and must be submitted no later than Wednesday, September 19th, 2018 at 12:00 noon. Any complaints submitted after this date shall be resolved by the Advisory Board of the Resident Council. Decisions of the Advisory Board shall be final and not subject to appeal.

4.3 The EGC shall have five (5) business days within which to render a decision regarding the infraction. All EGC decisions shall be made by a majority vote.

4.4 Any Candidate shall have the opportunity, upon notification of an infraction and sanction against them, to have his/her complaint heard before the EGC. All notifications of infractions and sanctions will be sent by email. The EGC will meet with all parties involved, if requested by the Candidate found in violation of the Election Policy to discuss any infraction or sanction. The candidate must respond to the email from the EGC to request a meeting to appeal the infraction and the sanction.

4.5 Any Candidate may appeal the final decision of the EGC to the Advisory Board of Resident Council within twenty-four (24) hours after the decision is rendered. Appeals shall be decided only by members of the Advisory Board who had no involvement in the decision made by the EGC.

4.6 On Election Day, the Elections Committee reserves the right to initially notify candidates of infractions by email, phone or personal contact.

4.7 In case the EGC shall have reason to question any campaign tactics or devices of any individual Candidate, the Candidate shall be answerable to the EGC. Each individual Candidate is answerable and is responsible for his/her own actions or conduct.

4.8 The EGC shall determine the degree of punishment for all recorded infractions, which may include but not be limited to, any or all of the following sanctions:
4.8.1 Name shall be removed from the ballot.

4.8.2 Disqualification from the race.

4.8.3 The assessment of a fine of up to one hundred dollars ($100.00) for each infraction.

4.8.4 Forfeiture of the right to office.

4.9 The EGC shall record all infractions and the assessments made for each infraction. All fines will be applied to the candidate’s rental account and be subject to the all policies of the Student Apartments Rental Agreement.

4.10 Official election results shall not be announced until all grievances and appeals have been acted upon by the EGC and any assessed fines are paid. Fines not paid by the deadline set by the EGC shall result in a Candidate’s disqualification or forfeiture of the office.

Section 5 - Elections

5.1 The order of the names on the ballot shall be determined by lot.

5.2 Each adult resident shall have the right to vote by secret ballot. Election records shall be confidential and may not be examined except by the Elections Committee until after the election is completed and the ballots have been counted.

5.3 Elections shall be held on Monday, September 17th, 2018.

5.4 Polling hours shall be 7:00 AM - 8:00 PM.

5.5 Polling shall take place via a unique survey link sent to the email address of each adult on the emergency card. At any time during the designated hours, residents may click on the link and submit their anonymous votes. The survey link will not be active outside of the polling times.

5.6 A test email shall be sent to all residents no later than Monday, September 10th, 2018. Residents who do not receive this email should go to the Main Office to add or update their email address by Thursday, September 13th, 2018 at 4:30 PM to be included in the election.

Section 6 - Counting the Ballots

6.1 Each authorized Candidate may provide one witness on his/her behalf during the election data verification process. No Candidate shall be allowed in the data verification area.
6.2 Ballots shall be counted by the Qualtrics software. Results will be viewed by the members of the Elections Committee and their designees.

6.3 Results will be viewed by at least 3 election committee members at Apartment #640 at approximately 8:15 PM September 17th, 2018.

6.4 Members of the Elections Committee shall make a good-faith effort to contact each candidate with the unofficial results immediately following the viewing of results. The contact will be made by telephone or email at the candidate’s prior written request. Unofficial results from ballot counting will be posted in the Main Office of University Student Apartments and on the USA Resident Council Facebook page by 5:00 PM the day after elections.

6.5 Official election results shall be posted at the Student Apartments Main Office and communicated electronically to current residents after the confirmation of the Advisory Board (from Constitution, Article VII, Section 2.5). These results shall be considered final.

Section 7 - Election Rules and Procedures Revisions

7.1 Election Rules and Procedures shall not be revised during the “election period.” The “election period” begins with distribution of the election packets on August 27th, 2018 and concludes with the posting of official election results.
Communications Liaison

The Communications Liaison strives to provide USA residents with relevant resources, information, and updates through the management of the USARA Facebook page. The ultimate goal of all Council members is to foster an engaged and inclusive community for all USA residents. The Communications Liaison’s responsibilities include:

- Update, maintain, and monitor USARA Facebook page
  - Add residents to USARA Facebook page
  - Message those who do not accept invitation, allowing one week to respond before rescinding invitation
  - Monitor page 2-3 times per day
  - Ensure posts and conversations are appropriate and respectful, removing those that are not
- Respond to Facebook private messages within 48 hours
  - Direct resident concerns and suggestions to appropriate RC member and/or USA Staff
- Post to the USARA Facebook page a minimum of once per week
  - Communicate RC agenda and activities as directed by Mayor and RC members
  - Post information regarding USA sponsored events
  - Provide USA residents with relevant University and community resources
- Respond to RC related emails within 48 hours
- Assist as necessary with regards to USA resident ideas and concerns
- Attend monthly Resident Council meetings
- Attend Resident Assistant meetings as designated by Mayor
- Establish monthly contact with assigned Resident Assistants
- Track individual hours and report to Mayor
- Coordinate training and transition with the newly elected Communications Liaison
- Support all RC members in fulfilling their individual duties

Duties for all Resident Council (RC) members are outlined in Article III Section 1 of the USARA Constitution. The above duties are not comprehensive and are subject to change.

Please be aware that being a Resident Council member can be a demanding job. Members will be expected to have availability during weekday business hours for some tasks.
DECLARATION OF INTENT

I, _________________________________, am declaring my candidacy for the office of Communications Liaison.

I would like my name to appear on the ballot in the following manner:

_____________________________________________________________________

E-mail_________________________________________________________________

Apartment # _____________________ Phone #____________________________

By submission of, and my signature upon this Declaration of Intent, I state that I have read, understood, and agree with all of the documentation and information contained in this 2018 Election Packet. I agree to abide by all election rules and procedures as set forth in the Resident Council Election Rules and Procedures packet and the University Student Apartment Resident Association Constitution.

_______________________________________  _______________________
                  Signature      Date

Please return this Declaration of Intent by emailing it to residentcouncilelections@gmail.com by 4:30 PM on Friday, September 7th, 2017.

The Election Committee will notify candidates immediately following the counting of ballots with unofficial election results. Please indicate your preferred method to be contacted: _____ Email _____ Phone
Resident Council Bio Sheet

Name: ___________________________________________ Position: Communication Liaison

E-mail: ___________________________ Phone # ____________ Apt. #________

Please submit a statement of 250 words or less telling residents why you should be elected to this position. You may include a photo of yourself. Please e-mail your statement and photo to residentcouncilelections@gmail.com no later than 4:30 p.m. on Friday, September 7th, 2017. We reserve the right to edit for size, spelling, and grammar. Candidates’ statement and photo will be distributed to all residents and posted on the University Student Apartments website.
DECLARATION OF INTENT WRITE-IN CANDIDATE

I, _________________________________, am declaring my candidacy as a Write-In Candidate for the office of Communications Liaison.

I understand my name will NOT appear on the ballot.

E-mail ________________________________________________________________

Apartment # ____________________        Phone #_____________________________

By submission of, and my signature upon this Declaration of Intent, I state that I have read, understood, and agree with all of the documentation and information contained in this 2018 Election Packet. I agree to abide by all election rules and procedures as set forth in the Resident Council Election Rules and Procedures packet and the University Student Apartment Resident Association Constitution.

_______________________________________  __________________
Signature      Date

Please return this Declaration of Intent by emailing it to residentcouncilelections@gmail.com by 4:30 PM on Thursday, September 10th, 2018.

The Election Committee will notify candidates immediately following the counting of ballots with unofficial election results. Please indicate your preferred method to be contacted: _____ Email _____ Phone