Dear Candidate:

Thank you for your interest in the Sunnyside Apartments Resident Council Elections. This packet provides important information and directions for applying for candidacy for the 2023/2024 Additional Resident Council Special Election. The following items are enclosed:

- **Election Deadlines Schedule**
- **Sunnyside Apartments Special 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 rccommunity@apartments.utah.edu no later than 11:59 PM on Tuesday, September 19, 2023. This form can be found within this packet.
- **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 in a Word document to rccommunity@apartments.utah.edu no later than 11:59 PM on Tuesday, September 19, 2023. The Bio Sheet information will be delivered electronically by Sunnyside Apartments and available online for residents to view. This form can be found within this packet.
- **Resident Council Position Descriptions**

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 rccommunity@apartments.utah.edu.

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 description 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 Sunnyside Apartments Administration, and the Advisory Board can be a very rewarding experience. We encourage you to contact any Resident Council member with any questions or concerns as you make your decision.

- **Sunnyside (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, and VII, which also pertain to Resident Council interests.)*

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

Sincerely,

**2023/2024 Resident Council Special Elections Committee**
Rob Jones, Chair; Gerritt Vander Linden, Cherelle Vaidya, Jenna Wright, Will Webb
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Deadline Date</th>
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<tbody>
<tr>
<td>Signed Declaration of Intent &amp; Bio Sheet</td>
<td>Tuesday, Sept 19, 2023</td>
</tr>
<tr>
<td></td>
<td>no later than 11:59 PM</td>
</tr>
<tr>
<td>First Day to Post Campaign Material</td>
<td>Monday, Sept 25, 2023</td>
</tr>
<tr>
<td>(Write-in candidates, see “Election Rules and Procedures” - Section 2, Clause 3)</td>
<td>no earlier than 9:00 AM</td>
</tr>
<tr>
<td>Test email sent to all residents</td>
<td>Tuesday, Sept 26, 2023</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>Friday, Sept 29, 2023</td>
</tr>
<tr>
<td></td>
<td>no later than 11:59 PM</td>
</tr>
<tr>
<td>Election Rules and Procedures Clarification</td>
<td>Friday, Sept 29, 2023</td>
</tr>
<tr>
<td>(See “Election Rules and Procedures” - Section 3, Clause 2)</td>
<td>no later than 11:59 PM</td>
</tr>
<tr>
<td>Resident email updates completed</td>
<td>Friday, Sept 29, 2023</td>
</tr>
<tr>
<td>(See “Election Rules and Procedures” - Section 5, Clause 6)</td>
<td>no later than 4:30 PM</td>
</tr>
<tr>
<td>Virtual Elections</td>
<td>Tuesday, Oct 3, 2023</td>
</tr>
<tr>
<td>(7:00 AM – 11:59 PM)</td>
<td>Online via the link sent to residents’ email addresses</td>
</tr>
<tr>
<td>Results Zoom Meeting</td>
<td>Wednesday, Oct 4, 2023</td>
</tr>
<tr>
<td></td>
<td>9:00am</td>
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<tr>
<td>Election Rules and Procedures Complaints</td>
<td>Thursday, Oct 5, 2023</td>
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<tr>
<td>(See “Election Rules and Procedures” - Section 4, Clause 2)</td>
<td>no later than 12:00 Noon</td>
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<tr>
<td>Campaign Materials Must be Removed</td>
<td>Friday, Oct 6, 2023</td>
</tr>
<tr>
<td>(See “Election Rules and Procedures” –Section 3, Clause 13)</td>
<td>no later than 9:00 PM</td>
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</tbody>
</table>
SUNNYSIDE APARTMENTS
RESIDENT COUNCIL ADDITIONAL ELECTION RULES AND PROCEDURES
(Revised August 2023)

Section 1 - Candidates

1.1 Any person wishing to become a candidate for the office of Spruce Liaison or Cottonwood Liaison must be an adult resident in good standing of Sunnyside 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 Sunnyside Apartments. Neither full-time staff members of Sunnyside Apartments nor current Resident Assistants nor their family members shall serve on the 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 11:59 PM on Tuesday, September 19, 2023.

1.3 Campaign materials may not be posted or distributed until 9:00 AM on Monday, September 25, 2023.

1.4 The elections will be held on Tuesday, October 3, 2023.

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 Sunnyside RAs or current 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 Friday, September 29, 2023 no later than 11:59 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 distribution by the Elections Committee.

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 Friday, September 29, 2023, at 11:59PM. 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 Sunnyside 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 Sunnyside Apartments buildings, grounds, or property:

3.5.1 Campaign materials inside all Spruce and Cottonwood buildings may only be posted on wall clips next to residents’ apartment doors. Campaign materials cannot be affixed in any manner to any glass, painted surface, or inside elevators.
3.5.2 Candidates may use the apartment wall clips, and must not remove any Sunnyside Apartment flyers or other candidates' handbills.

3.5.3 Push pins, staples, duct, filament and/or carpet tape are not allowed on any surfaces.

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

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

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

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

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

3.5.9 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.

3.5.10 Campaign materials may not be posted on University of Utah property outside of the Sunnyside 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.

3.5.11 Sunnyside 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.

3.6 It is the responsibility of each candidate to provide to the Elections Committee one bio sheet to be posted online for residents to see when voting. Bio sheets must be emailed to residentcouncilelections@gmail.com no later than 11:59 PM on Tuesday, September 19, 2023.

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 resident life-sponsored functions may not be used for campaigning by any Candidate. However, a candidate can attend resident life programs to campaign.

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

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

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

3.12 The lack of adherence to any Sunnyside 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.

3.13 All campaign materials and the material used to attach campaign materials, except handbills posted on resident apartment doors, must be removed by Friday, October 6, 2023 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 Infractions

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 an infraction and shall be subject to action by the Election Grievance Committee.

4.2 Complaints may be filed by the Elections Committee, residents, and staff of Sunnyside 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 the discovery of the infraction and must be submitted no later than Thursday, October 5, 2023, at 12:00 PM (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 all policies of the Sunnyside 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 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 Tuesday, October 3, 2023.

5.4 Polling hours shall be 7:00 AM - 11:59 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 Tuesday, September 26, 2023. Residents who do not receive this email should go to the Main Office to add or update their email address by Friday, September 29, 2023 before 4:30 PM to be included in the election.

5.7 Newly elected Council Members must attend the Resident Council meeting each month on the third Tuesday of the month from 3:30 PM to 4:30 PM.

Section 6 - Counting the Ballots

6.1 Each authorized Candidate may attend or provide one witness on his/her behalf during the election data verification process.

6.2 The Qualtrics software shall count the ballots.

6.3 Results will be viewed by at least 3 election committee members via Zoom at approximately 9:00 AM on Wednesday, October 4, 2023.

6.4 If candidates cannot attend, 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 Sunnyside Apartments and on the Resident Council Facebook page by 5:00 PM the day after elections.

6.5 Official election results shall be posted at the Sunnyside 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 Friday, September 1, 2023 and concludes with the posting of official election results.
DECLARATION OF INTENT

I, _________________________________, am declaring my candidacy for the office of:
(First and Last Name)

(Please only select one)

____ Spruce Liaison
____ Cottonwood 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 2023 Additional 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 Sunnyside/University Student Apartments Resident Association Constitution.

_______________________________________   ______________________
Signature      Date

Please return this Declaration of Intent by emailing it to rccommunity@apartments.utah.edu by 11:59 PM on Tuesday, September 19, 2023.

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

_____ Email       _____ Phone
Spruce & Cottonwood Representatives

The Spruce & Cottonwood Representatives work to support Sunnyside Apartments Resident Council by providing a voice and input from Spruce & Cottonwood building residents who were not able to participate in the 2023/2024 Resident Council Election. These positions are one-year special ad hoc positions that will serve from October 4, 2023 to May 31, 2024.

The ultimate goal of all Council members is to foster an engaged and inclusive community for all Sunnyside Apartment residents. The Spruce & Cottonwood Representative responsibilities include:

- Act as a liaison and advocate for the Spruce and Cottonwood residents
- Assist in supporting Sunnyside Apartments large-scale events and Resident Assistant programming and providing information about Resident Council at events
- Solicit suggestions for programming options from residents
- Respond to RC related emails within 48 hours
- Assist as necessary with regards to Sunnyside Apartments resident ideas and concerns
- Attend monthly Resident Council meetings (held the 3rd Tuesday of each month from 3:30 PM – 4:30 PM)
- Attend Resident Assistant meetings as designated by Mayor
- Establish monthly contact with assigned Resident Assistants
- Track individual hours and report to Mayor
- 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.

Newly elected Council Members must attend the Resident Council meeting each month on the third Tuesday of the month from 3:30 PM to 4:30 PM.

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 WRITE-IN CANDIDATE

I,____________________________________, am declaring my candidacy as a Write-In candidate for the office of:

(Please only select one)

_______Cottonwood Liaison
_______Spruce 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 2023 Additional 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 Sunnyside/University Student Apartments Resident Association Constitution.

_______________________________________  __________________
Signature       Date

Please return this Declaration of Intent by emailing it to rccommunity@apartments.utah.edu by 11:59 PM on Friday, September 29, 2023.

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

_____ Email       _____ Phone