

March 4, 2025

Dear Candidate:

Thank you for your interest in Sunnyside Apartments Resident Council Elections. This packet provides important information and directions for applying for candidacy for the 2025/2026 Resident Council Elections. The following items are enclosed:

- **Election Deadlines Schedule**
- **Sunnyside 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 residentlife@apartments.utah.edu no later than 11:59 PM on Tuesday, March 25, 2025. 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 residentlife@apartments.utah.edu no later than 11:59 PM on Tuesday, March 25, 2025. The Bio Sheet will be available online for residents to view and shared via This Week at Sunnyside. This form can be found within this packet.

- **Resident Council Position Descriptions**

Carefully read all the 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 residentlife@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 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 Sunnyside 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.

- **Sunnyside 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.)*

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

2025/2026 Resident Council Elections Committee

Jeremy Wilkerson, Election Chair

Madeleine Tullis

Thomas Griffin

Kathleen Loertscher

Maddie Parrish

RESIDENT COUNCIL ELECTION DEADLINES SCHEDULE

Signed Declaration of Intent & Bio Sheet

Tuesday, March 25, 2025
no later than 11:59 PM

First Day to Post Campaign Material

(*Write-in candidates*, see "Election Rules and Procedures" - Section 2, Clause 3)

Monday, March 31, 2025
no earlier than 9:00 AM

Test email sent to all residents

(See "Election Rules and Procedures" - Section 5, Clause 6)

Tuesday, April 1, 2025

Signed Declaration of Intent for Write-In Candidates

Friday, April 4, 2025
no later than 11:59 PM

Election Rules and Procedures Clarification

(See "Election Rules and Procedures" - Section 3, Clause 2)

Friday, April 4, 2025
no later than 11:59 PM

Resident email updates completed

(See "Election Rules and Procedures" - Section 5, Clause 6)

Friday, April 4, 2025
no later than 4:30 PM

Virtual Elections

Tuesday, April 15, 2025
(7:00 AM – 11:59 PM)
Online via the link sent to
residents' email addresses

Results Zoom Meeting

Wednesday, April 16, 2025
9:00 AM

Election Rules and Procedures Complaints

(See "Election Rules and Procedures" - Section 4, Clause 2)

Thursday, April 17, 2025
no later than 12:00 Noon

Campaign Materials Must be Removed

(See "Election Rules and Procedures" - Section 3, Clause 14)

Friday, April 18, 2025
no later than 9:00 PM

SUNNYSIDE APARTMENTS RESIDENT COUNCIL ELECTION RULES AND PROCEDURES

(Revised March 2025)

Section 1 - Candidates

1.1 Any person wishing to become a candidate for the office of Mayor, Campus Liaison, Communications Liaison, or Community 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 Community 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 residentlife@apartments.utah.edu, no later than 11:59 PM on Tuesday, March 25, 2025.

Campaign materials may not be posted or distributed until 9:00 AM on Monday, March 31, 2025.

1.3 The elections will be held on Tuesday, April 15, 2025.

1.4 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
- 1.5.1 Sunnyside Apartments Community Assistant 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 residentlife@apartments.utah.edu by Friday, April 4, 2025 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 online Bio Sheet distribution
- 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: residentlife@apartments.utah.edu. Inquiries may be submitted until Friday, April 4, 2025, 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.

Candidates cannot use the Sunnyside Apartments sponsored newsletter, "News & Views" to campaign, CA newsletters, or Sunnyside Apartments sponsored social media.
- 3.3 Candidates cannot use the Sunnyside Apartments sponsored newsletter, "News & Views" to campaign, CA newsletters, or Sunnyside Apartments sponsored social media.
- 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 in Cedar East and Cedar West buildings 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 Sunnyside Apartments buildings, grounds, or property.

- 3.5.2 Campaign materials inside Spruce and Cottonwood buildings may be hung on resident's apartment doors. Campaign materials cannot be affixed in any manner to any glass, painted surface or inside elevators.
- 3.5.3 Candidates may use the apartment door clips, and must not remove any Sunnyside Apartments 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 Sunnyside Apartments buildings, interior walls of stairwells, inside or outside of stairwell entrance doors, laundry room doors, any handrails, 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 Sunnyside 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 Sunnyside 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 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.
- 3.5.12 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 residentlife@apartments.utah.edu no later than 11:59 PM on Tuesday, March 25, 2025.
- 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 Sunnyside Apartments property or equipment shall be considered a violation of these Election Rules and Procedures.
- 3.8 A Community 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 Community Assistant-sponsored 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 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.
- 3.11 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 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.
- 3.14 All campaign materials and the material used to attach campaign materials, except handbills posted on resident apartment doors, must be removed by Friday, April 18, 2025 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 EGC 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 EGC.
- 4.2 Complaints may be filed by the Elections Committee, residents, or 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 residentlife@apartments.utah.edu. 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 Thursday, April 17, 2025 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 the 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 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 Tuesday, April 15, 2025.
- 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, April 1, 2025. Residents who do not receive this email should go to the Main Office to add or update their email address by Friday, April 4, 2025 before 4:30 PM to be included in the election.
- 5.7 Newly elected Council Members shall receive training in June, their first month of office. That meeting will take place during business hours and coordinated with administration. Newly elected Council Members must attend a mandatory preliminary training session with their respective predecessor before Saturday, May 31, 2025. These training sessions will be scheduled by the retiring council member and the newly elected member.

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 Ballots shall be counted by the Qualtrics software.
- 6.3 Results will be viewed by at least 3 election committee members via Zoom at approximately 9:00 AM April 16, 2025.
- 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 Sunnyside Apartments social media.
- 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 March 4, 2025 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)

- Mayor
- Campus Liaison
- Community Liaison
- 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 2025 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 Apartments Resident Association Constitution.

Signature

Date

Please return this Declaration of Intent by emailing it to
residentlife@apartments.utah.edu by 11:59 pm on Tuesday, March 25, 2025.

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

Resident Council Bio Sheet

Name: _____ Position: _____

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 email your statement and photo in a **Word** document to residentlife@apartments.utah.edu no later than 11:59 PM on Tuesday, March 25, 2025. We reserve the right to edit for document size.

Candidates' statement and photo will be posted to the Sunnyside Apartments website with link shared in This Week at Sunnyside on Tuesday, April 1, 2025

DECLARATION OF INTENT WRITE-IN CANDIDATE

I, _____, am declaring my candidacy as a Write-In
(First and Last Name)

candidate for the office of:

(Please only select one)

- Mayor
- Campus Liaison
- Community Liaison
- 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 2025 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 Apartments Resident Association Constitution.

Signature

Date

Please return this Declaration of Intent by emailing it to residentlife@apartments.utah.edu by 11:59 PM on **Friday, April 4, 2025**.

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

Mayor

The Mayor provides leadership and guidance to the Resident Council, organizing and facilitating all Resident Council activities. The ultimate goal of all Council members is to foster an engaged and inclusive community for all Sunnyside Apartments residents. The Mayor's responsibilities include:

- Act as a liaison and advocate for the Sunnyside Apartments residents
- Coordinate Resident Council activities
- Facilitate Resident Council meeting schedules and establish meeting agendas
- Ensure that RC meetings are scheduled to allow at least one Executive Member to attend
- Distribute meeting minutes draft within two (2) business days of meeting to council
- Appoint a member of the Resident Council to act as Chair in the Mayor's absence
- Call Special Meetings of the Resident Council and Executive Members as needed
- Act as a liaison to the Resident Life staff
- Assist as necessary with regards to Sunnyside Apartments resident ideas and concerns
- Respond to RC related emails within 48 hours
- Organize and facilitate two (2) resident forums per year to address resident concerns
- Assign RC members to build relationships and communication with Resident Life staff (CA's and Program Coordinators)
- Assign an RC member (including Mayor) to attend one (1) CA meeting per month
- Maintain a record of RC member hours worked
- Establish monthly contact with assigned Community Assistants
- Coordinate training and transition with the newly elected 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 SARA 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.

Campus Liaison

Student ID is Recommended

The Campus Liaison works to develop and maintain relevant campus relationships and acts as the liaison between the greater Sunnyside Apartments community and the University of Utah's main campus. The ultimate goal of all Council members is to foster an engaged and inclusive community for all Sunnyside Apartments residents. The Campus Liaison responsibilities include:

- Maintain active communication and updated membership with ASUU
- Attend ASUU, student leadership training, and relevant campus meetings as necessary
- Prepare budgets as needed to be presented to the ASUU General Assembly
- Attend ASUU Sub-committee meetings in conjunction with proposed budgets
- Review resources available on campus and inform Communications Liaison about advertising relevant resources to Sunnyside Apartments residents
- Update and maintain SARA Campus Connect page
- Assist as necessary with regards to Sunnyside Apartments resident ideas and concerns
- Respond to RC related emails within 48 hours
- Attend monthly Resident Council meetings
- Attend Community Assistant meetings as designated by Mayor
- Establish monthly contact with assigned Community Assistants
- Track individual hours and report to Mayor
- Coordinate training and transition with the newly elected Campus 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 SARA 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.

Communications Liaison

The Communications Liaison strives to provide Sunnyside Apartments residents with relevant resources, information, and updates through fliers and the email line. The ultimate goal of all Council members is to foster an engaged and inclusive community for all Sunnyside Apartments residents. The Communications Liaison's responsibilities include:

- Create and distribute fliers and notices for Resident Council events
- Communicate RC agenda and minutes as directed by the Mayor and RC members
- Submit 6 News and Views RC Corner articles to Main Office annually
- Provide Sunnyside Apartments residents with relevant University and community resources as available
- Communicate with Sunnyside Apartments office about social media as needed
- 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
- Attend Community Assistant meetings as designated by Mayor
- Establish monthly contact with assigned Community 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
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Duties for all Resident Council (RC) members are outlined in Article III Section 1 of the SARA 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.

Community Liaison

The Community Liaison works to support Sunnyside Apartments sponsored events by assisting the appropriate Sunnyside Apartments Coordinators and through soliciting and communicating Sunnyside Apartments resident programs related input. The ultimate goal of all Council members is to foster an engaged and inclusive community for all Sunnyside Apartments residents. The Community Liaison's responsibilities include:

- Assist in supporting Sunnyside Apartments large-scale events and Resident Assistant programming and providing information about Resident Council at events
- Maintain consistent communication with Sunnyside Apartments Programs Coordinator, Community Club Coordinator, and Garden Coordinator
- Communicate ASUU funding requests from Program Coordinators to Campus Liaison
- Facilitate Resident Council involvement in Resident Life 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
- Attend Community Assistant meetings as designated by Mayor
- Establish monthly contact with assigned Community Assistants
- Track individual hours and report to Mayor
- Coordinate training and transition with the newly elected Community 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 SARA 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.