



Resident Student Association

Hall Council and ASLAC Election Packet

Statement of Understanding

All prospective candidates must understand that if elected as an officer to the Resident Student Association, they will be taking on a leadership responsibility. Actively participating in the Resident Student Association through your building's Hall Council is a tremendously exciting and rewarding experience. It will offer you the chance to develop leadership, communication, and numerous other skills and give you opportunities to connect and get to know better the other residents of your hall.

It is, however, a commitment of time and energy. Please know your efforts will impact residence hall students on campus. The RSA Executive Board and Hall Council Advisors welcome your leadership and hope you will run for a Hall Council position!

Campaigning:

Election campaigns begin **Monday, September 4th, 2020 at 12:00AM (Midnight)**. Only those who submit a completed elections packet to their Council Advisor will be reflected on the ballot for their community. The elections packet must be returned to assigned Advisor by or before 5:00pm on Friday September 4th, 2019.

Review the attached campaigning guidelines document for rules and regulations. You are responsible for abiding by these guidelines; failure to do so may result in removal of election materials or your name. Candidates must have the RSA logo and the words "RSA" somewhere on their campaign materials. If not it may be removed.

Important dates:

Elections timeline

- Applications open: First Week of School
- Applications Due: September 4th
- Advertising: Anytime between when you submit your application and election day
- Election Day: September 8th
- Results announced: September 10th
- Welcome messages go out from the RSA Bard September 10th
- Officers join the RSA Team September 11th
- Asynchronous onboarding September 14th – 18th

Welcome to the Neighborhood

- September 19th

Hall Council Positions & Responsibilities

President

- The head of the hall council and overseer of all hall council meetings.
- Creates the agenda for meetings.
- Works with the Advisor/Resident Director to understand and utilize the resources available to Hall Council.
- Establishes a meeting time, date, and place for the hall council meetings. Meetings should occur no less than once every two weeks.

Vice President

- Works with the President to provide leadership and unity to the Hall Council.
- Leads Hall Council committees, community representatives and special projects.
- Assists the President in generating meeting agendas.
- Communicates needs of Hall Council to RSA E-Board.
- Takes on all responsibilities and rights of the president in their absence.

Secretary

- Records the minutes of all Hall Council meetings and events.
- Works to make all meeting minutes available to all Hall Council members.
- Submits meeting minutes to the Executive Board no later than twenty-four hours after initial meeting.
- Maintains records of Hall Council programs and advocacy initiatives.
- Is responsible for all correspondence of non-financial records.

Treasurer

- Maintains records of the Hall Council budget and spending
- Is responsible for all Hall Council financial transactions.
- Delineates responsibility to Hall Council members to help gather any items purchased for programming or other hall activities.
- Works to research any price estimates for events.
- Works to maintain integrity by following the RSA Funding/Budget Policy at all times.

Public Relations Chair

- Coordinates advertising and publicity for all Hall Council programs and activities.
- Works with the Advisor to understand and utilize all media resources offered by the University of Pittsburgh.
- Designs initiatives to make resident students aware of the goals and objectives of the Hall Council.

Advocacy Chair

- Works to keep in-tune with the desires of the residence hall students, and works with departments like the University of Pittsburgh Residence Life, Housing, and Dining staff to ensure that residence hall student needs are met.

Programming Chair

- Leads program/event planning for Hall Council – especially participation in campus wide RSA events.
- Creates committees and sub committees as deemed appropriate for the planning and preparation of programs.

Recognition Chair

- Designs initiatives to give recognition to those individuals/groups throughout the Residence Hall.
- Is responsible for the upkeep of each Hall Council's Fame of Hall bulletin board.
- Writes and submits at least one Of the Month (OTM) Award per month.

Service Chair

- Creates and connects students to community service programs and other initiatives to increase the Hall's engagement in the community.
- Creates committees as deemed appropriate to support and plan initiatives.

Excepts from the RSA Constitution

Article VII – Primary Elections and Eligibility

1. Eligibility
 - A. To hold or run for any office within RSA, an individual must maintain the following:
 - i. A 2.5 Cumulative Grade Point Average
 - ii. Membership within RSA as defined by Article II
 - a. For HC positions, an individual must be a Resident of the specific Residence Hall which they represent.
 - b. For ASLAC positions, an individual must be a Resident of the specific On-Campus Apartments which they represent.
 - iii. Good judicial standing with the University of Pittsburgh
 - B. Should a person not meet any of the eligibility requirements of holding or running for an office within RSA as defined in Article VI.1.A, the RSA Advisor(s) may meet with the individual to determine whether they may hold or maintain office.
 - i. The RSA Advisor(s) shall make a final determination of an individual's eligibility to hold or run for office.
 - C. An individual may not hold the following offices if they are a Resident Assistant: RSA President, RSA Vice President of Administration, and any HC position.
2. General Election Procedures and Rules
 - A. For each election, an Election Board of specific individuals shall organize and coordinate an election process. Each Election Board is specified below for respective elections.
 - B. Slates are not permitted for any RSA election. A slate is defined as more than one candidate together for a combination of offices, and evidence of running on a slate may result in disqualification at the discretion of the RSA Advisor(s).
 - C. It is not necessary for more than one candidate to be running for a position for an election to occur.
 - D. All individuals become candidates in an election after the acceptance of their application by the appropriate Election Board.
 - E. All candidates must have submitted their own application.
 - F. A candidate must receive a simple majority of votes to win unless otherwise specified in the election procedure listed in the RSA Constitution. Should no candidate reach a simple majority, the pool of candidates shall be narrowed to the two candidates who received the most votes. The Election Board may choose to extend deliberation in a manner deemed appropriate.
 - G. Any position not elected through these procedures shall be considered vacant and must be elected through special elections procedures as defined in Article VII.

Article VI – Advocacy Council – Structure and Duties

1. The ASLAC is the elected representative body for all On-Campus Apartments as defined in Article II.1.B.
2. The ASLAC shall consist of a certain number of Building Advocates from each On-Campus Apartment as follows: two (2) for Forbes-Craig Apartments; two (2) for Centre Plaza; three (3) for Ruskin Hall; and four (4) for Bouquet Gardens.
3. The ASLAC may create ad-hoc committees of Building Advocates and Residents or appoint positional duties to Building Advocates necessary for proper function.
4. The shared duties and responsibilities of Building Advocates are as follows:

- A. Building Advocates shall represent their constituency and all Residents living in On-Campus Apartments.
- B. Building Advocates shall gauge the needs of Residents of On-Campus Apartments and communicate these to the VPCO, ASLAC Advisor(s), and Housing.
- C. Building Advocates shall fulfill any further tasks assigned to them by the ASLAC, VPCO, ASLAC Advisor(s), RSA President, RSA E-Board, or RSA Advisor(s).



RSA Hall Council Intent to Run

Note: mandatory are all selections marked *

*Name: _____

*Room #: _____

*Email: _____

Phone: _____

T-Shirt Size: _____ (Non-Gender Specific)

* Desired Hall Council Position: _____

*Why are you running for this position?

*Will you be able to commit to at least one meeting per week?
 _____(YES/No)

*Will you be able to attend the RSA and Hall Council Leadership Retreat on September 19th _____(YES/No)

I have read and understand all of the information outlined in this election packet, including the Statement of Understanding.

Student Name: _____

Signature: _____