

***Hall Government Election  
Packet 2019-2020***

## *Dear Hall Government Candidates,*

Welcome! My name is Elizabeth Braatz (but at school everyone calls me ZZ), and I am the Residence Hall Association Vice President. I hope that you had a great summer and hope that you are as excited about this year as I am. The Residence Hall Association (RHA) is grateful for your interest in a Hall Government position.

Hall Government involvement is a great way to make friends and develop leadership skills that are pertinent to not only your future but character as well. In this packet you will find an application, the requirements for holding office, campaign guidelines, important dates for candidates, a description of RHA, and job descriptions for the available position titles.

Please read through this packet carefully to be sure that you qualify. I hope this information will help in clarifying any questions you may have, but if there is anything else you need or questions you have, please feel free to contact me at [ebraatz17@mail.wou.edu](mailto:ebraatz17@mail.wou.edu) or your Advising Resident Assistant (ARA).

Thanks again for your interest in Hall Government. We are so excited to improve Residence Hall life with you!

I wish everyone the best of luck!

*Elizabeth Braatz*  
RHA Vice President

## **REQUIREMENTS TO RUN FOR OFFICE**

1. Live in the residence hall system during the election and while holding office
2. Be currently registered for at least **12 credit hours** (full-time student)
3. Have a **term and cumulative GPA of 2.5 or above** and be in **good conduct standing**
4. Attend Leadership on Saturday, October 12

## **CAMPAIGN GUIDELINES**

### **CAMPAIGNING**

1. Campaigning may only take place in the residence hall in which you live. No campaigning is allowed in **Valsetz**, the **RSC**, or **any parking lot**.
2. **Co-campaigning** (grouping up with another person for elections) and campaigning from door-to-door are **NOT** allowed.
3. Discourteous comments, written or verbal, about opponents or other candidates are strictly against the rules.
4. **All campaign materials** must be **removed** within **24 hours after** the campaign period is ended.
5. More information is available in the RHA Office located in the Residential Service Center (RSC).

### **POSTERS**

1. Candidates may create 8.5" x 11" flyers to be posted in their residence hall. Posters must be appropriate and may be taken down at any time.
2. Candidates may hang ONE 3' x 3' poster in their residence hall. Posters hung in residence halls must be approved by the individual Resident Director. The Resident Director will identify the area where campaign posters will be hung within their individual buildings. Any tape residue, holes, or damage to painted surfaces will result in damage charges.
3. Posters improperly posted will be removed immediately by the Office of University Housing or campus dining personnel, and the name of the candidate will be reported to the VP and Advising RA of their respective building.

### **CHALK**

1. The use of chalk or any other markings on sidewalks, courtyards, bricks, or walls is **PROHIBITED** anywhere on campus.

### **COMPLIANCE**

1. Failure to read and comply with the guidelines above may result in a warning or can lead to an immediate dismissal from candidacy.

**HALL GOVERNMENT ELECTION TIMELINE**  
**2019-2020 - Academic Year**

- September 22nd** - Applications Available  
**September 22nd - October 4th** - Recruitment of Candidates  
**October 4th** - Applications Due (Due by 5pm)  
**October 4th-8th** - Campaigning (Ends at 5pm on the 8th)  
**October 8th-9th** - Elections in each hall  
**October 9th** - Announcement of elected members  
**October 9th-10th** - Meetings with all elected members  
**October 12th** - Leadershop

**Hall Government Officer Responsibilities**

**Common Responsibilities**

- A. Establish and work towards goals and objectives
- B. Voice student opinions and concerns in a positive and professional manner
- C. Develop and maintain a positive attitude toward position
- D. Work as a team with other Hall Government members
- E. Publicize for Hall Government
- F. Have one-on-ones with Hall Government Advisor as necessary
- G. Take on additional tasks and responsibilities as needed including but not limited to all-hall programs, group meetings with position constituents, etc.
- H. Reserve all rooms and equipment needed for Hall Government use
- I. Submit three "Of The Month" nominations to NRHH each term
- J. Attend all Hall Government meetings

**President**

- A. Meet once monthly in one-on-ones with Hall Government members
- B. Meet with the RHA President three times a term
- C. Meet weekly with Hall Government Advisor
- D. Call and conduct Hall Government meetings
- E. Develop meeting agendas
- F. Interpret Hall Government constitution
- G. Plan and implement executive officer training and retreats with Hall Government Advisor
- H. Attend all RHA General Assembly meetings
- I. Assess officer progress
- J. Oversee all Hall Government committees
- K. Keep open communication with Hall Government and Hall Government Advisor
- L. Attend one RHA Executive Board meeting per month

**Vice President**

- A. Meet once monthly with Hall Government President in one-on-ones
- B. Meet with the RHA Vice President at least once a term
- C. Attend all RHA General Assembly meetings

- D. Serve as a liaison between corresponding Hall Government and RHA General Assembly
- E. Inform respective halls of RHA General Assembly business
- F. Call and conduct Hall Government meetings in the absence of the Hall Government President
- G. Attend NRHH Business meetings once a term or send a proxy and provide an NRHH update at the next meeting of Hall Government
- H. Coordinate Of The Month's submissions from the hall each month
- I. Coordinate and publicize the application and selection process for vacant positions

### **Activities Director (2)**

#### Common Responsibilities

- A. Meet once monthly with Hall Government President in one-on-ones
- B. Meet with RHA Programming Coordinator at least once a term
- C. Attend General Assembly meetings twice a term or meet with the RHA Programming Coordinator if unable to attend
- D. Write and submit program evaluations for "Hall of the Year" points
- E. Organize and implement at least one program per term with the assistance of the Hall Government and other Activities Director which is social and larger in scale
- F. Discuss programming with other Hall Governments to decrease program overlap and to increase co-programming

#### Social Activities Director

- A. Attend a meeting of a programming organization who focuses on social programs not otherwise listed under other officers' duties once a month. Organizations include but are not limited to: SAB, Triangle Alliance
- B. Plan and implement one active program and one passive program per term centered around one of the core values of Community, Inclusion, and Communication.
- C. Work to build community through programming

#### Educational Activities Director

- A. Attend a meeting of a programming organization who focuses on educational programs not otherwise listed under other officers' duties once a month. Organizations include but are not limited to: MSU, Green Team, Triangle Alliance
- B. Plan and implement one active program and one passive program per term centered around one of the following core values: Wellness, Support, Sustainability, and Learning.
- C. Work to help educate residents through programming

### **Treasurer**

- A. Meet once monthly with Hall Government President in one-on-ones
- B. Meet with RHA Finance Director at least once a term
- C. Meet weekly with Social Accounts Bookkeeper in the Office of University Housing or as the Bookkeeper requires
- D. Attend General Assembly meetings twice a term or meet with the RHA Finance Director if unable to attend a meeting
- E. Meet with Hall Government Advisor as needed to update budget

- F. Maintain accurate financial records for hall
- G. Fill out and acquire signatures for requisition forms
- H. Work in conjunction with RHA Executive Board on other major yearly community service fundraisers

### **Secretary**

- A. Meet once monthly with Hall Government President in one-on-ones
- B. Meet at least once a term with the RHA Secretary
- C. Attend General Assembly meetings twice a term or meet with the RHA Secretary if unable to attend a meeting
- D. Record minutes at every meeting and distribute them to Hall Government members and the RHA Secretary within 72 hours to have the minutes posted online
- E. Responsible for taking attendance at meetings
- F. Maintain an accurate filing system of all Hall Government documents (i.e.: agendas, minutes, all hall programs)

### **Publicist**

- A. Meet once monthly with Hall Government President in one-on-ones
- B. Meet at least once a term with the RHA Publicist
- C. Attend General Assembly meetings twice a term or meet with the RHA Publicist if unable to attend a meeting
- D. Take pictures of programs and program attendees
- E. Assemble a scrapbook to be completed by the UH-Mazing Student Awards Ceremony
- F. Coordinate organizational communication: Thank You Notes, Invitations, etc.
- G. Confirm all rooms and equipment have been reserved for Hall Government use
- H. Coordinate publicity for the hall

### **First Year General Assembly Representative**

- A. Meet once monthly with Hall Government President in one-on-ones
- B. Meet at least once monthly with the RHA First Year Liaison
- C. Attend all RHA General Assembly meetings
- D. Be an active advocate for the first year students at all Hall Government and General Assembly meetings
- E. Implement program aimed at first years in coordination with other FYGARs and the RHA First Year Liaison twice per term
- F. Serve as a liaison between corresponding Hall Government and RHA General Assembly if Vice President is unable to
- G. Inform the RHA General Assembly of respective hall business

### **General Assembly Representative**

- A. Meet once monthly with Hall Government president in one-on-ones
- B. Meet once per term with the RHA National Communications Coordinator
- C. Attend all General Assembly Meetings
- D. Be an active advocate for hall residents at all Hall Government and General Assembly meetings

- E. Serve as a liaison between corresponding Hall Government and RHA General Assembly if Vice President is unable to
- F. Inform the RHA General Assembly of respective hall business
- G. Chair one program committee each term
  - a. This program must be a co-program with another organization
  - b. This program must incorporate at least one core value of NRHH

**Hall Representative (NOT an elected position)**

- A. Attend Hall Government meetings
- B. Promote and encourage attendance of Hall Government programs

**Sustainability Advocate \*\*\* (Only applicable to Ackerman) \*\*\***

- A. Attend all Ackerman Hall Government meetings
- B. Attend RHA General Assembly meetings once a term or meet with RHA Programming Coordinator
- C. Meet with RHA Programming Coordinator once a term
- D. Meet once monthly with Ackerman Hall Government President
- E. Attend a sustainability themed organization meeting once a term
- F. Advocate for environmental awareness within the community of Ackerman Hall and be responsible for self-educating on related issues
- G. Chair a committee organizing two sustainability themed programs per term
- H. Submit three "Of the Month" nominations to NRHH each term, excluding summer term

**HALL GOVERNMENT  
APPLICATION FOR OFFICE**

Applications are due to be filed with your Advising Resident Assistant (ARA) or at the Residential Service Center (RSC) no later than 5:00 PM on Friday, October 4th. If you have any questions, please contact the RHA Vice President Elizabeth (ZZ) Braatz at [ebraatz17@mail.wou.edu](mailto:ebraatz17@mail.wou.edu) **OR** contact your Advising Resident Assistant.

PRINTED NAME: \_\_\_\_\_

POSITION APPLYING FOR (Circle ONLY one):

President   Vice-President   Publicist   Treasurer   Secretary   Activities Director  
FYGAR (If applicable)   GAR (If applicable)   Sustainability Advocate (If applicable)  
Hall Representative

RESIDENCE HALL: \_\_\_\_\_ ROOM NUMBER: \_\_\_\_\_

RSC BOX NUMBER: \_\_\_\_\_ V-NUMBER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

YEAR IN SCHOOL: \_\_\_\_\_

CUMULATIVE GPA OR HIGH SCHOOL GPA: \_\_\_\_\_

Questions (Please attach additional sheet with answers):

1. What is your definition of leadership?
2. What past experiences have you had as a leader in your community?
3. What is your favorite superhero and why? (Just for fun )

I understand that to hold a Hall Government position I must meet eligibility requirements, including but not limited to good academic standing and good student conduct standing. In order to confirm my eligibility, I give authorization for University Housing professional staff to review my academic and student conduct standing throughout my application for and participation with Hall Government. I understand, should I at any point become not in good academic or conduct standing as defined by the RHA Constitution or Statutes, or by the applicable Hall Government or Statutes, I will not be able to continue in an elected or appointed leadership position.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please remember to turn in your application on time (October 4th at 5:00pm)