

Hall Council Election/Selection Process Packet 2021-2022

“Travel Through Leadership”

Table of Contents

| | |
|--|-----------|
| Introduction | 3 |
| Position Descriptions and Duties | 3 |
| • President | 3 |
| • Vice President | 3 |
| • Treasurer | 4 |
| • Appointed Positions | 4 |
| Additional Benefits | 4 |
| • Skill Development | 4 |
| • Conferences | 5 |
| • National Residence Hall Honorary | 5 |
| Important Dates | 5 |
| • One-time events | 5 |
| • Reoccurring events | 6 |
| How to Apply for Positions | 7 |
| • Election Procedures | 7 |
| • Selection Procedures | 8 |
| Election/Selection Dates | 8 |
| Hall Council Application Agreement Form | 10 |

Introduction

Hello Potential Hall Council Member,

We are excited that you are interested in serving your community as well as growing your leadership skills in the process! Within this packet, you will find lots of information that you should review in order to understand the requirements of the positions as well as how to apply for them. If you should have any questions about this packet, please contact the Residence Hall Association (RHA) at rha@txstate.edu.

Positions Descriptions & Duties

Candidates **must** be a **resident of building** for which they wish to represent. An elected officer/representative's term lasts for the entire 2021-2022 Academic Year.

President

1. Preside over hall council meetings.
2. The official liaison between the hall council and other organizations on campus
3. Attend RHA General Assembly (GA) meetings, which are held every Wednesday night at 7:00pm
4. Attend RHA Positional meetings, which are held on Wednesdays 6:00pm-7:00pm (Dates to be determined).
5. Schedule and attend Hall Council meetings.
6. Oversee activities coordinated and run by the Hall Council.
7. Schedule one on one meetings with advisor
8. Maintain positive relationship between the hall staff, Residence Hall Association, hall council executive Board, other Hall Councils, other organizations, and the residents of your Hall.
9. Keep the Hall Council informed of all changes or programs in progress.
10. Protect, defend, and uphold the Hall Council Constitution.
11. Others duties as defined by your hall council advisor and/or constitution

Vice President

1. Fulfill the duties of the President if and when the President is unable to fulfill duties.
2. Attend RHA Positional meetings, which are held on Wednesdays 6:00pm-7:00pm (Dates to be determined).
3. The Vice President is strongly encouraged to attend General Assembly meetings as well.
4. Maintain, build, and edit the Hall Council Constitution.
5. Lead program committees as necessary.
6. Schedule one on one meetings with your advisor
7. Attend Hall Council meetings.
8. Record and maintain minutes of all Hall Council meetings.
9. Distribute meeting minutes promptly and before the next Hall Council meeting.

10. Maintain attendance at all meetings.
11. Protect, defend, and uphold the Hall Council Constitution.
12. Others duties as defined by your hall council advisor and/or constitution.

Treasurer

1. Serve as the Chief Financial Officer of the Hall Council.
2. Must attend RHA Positional meetings, which are held on Wednesday night from 6:00pm-7:00pm.
3. Ensure all funds are being spent effectively and according to proper procedures.
4. Prepare fund requests and train other officers concerning financial matters.
5. Provide financial updates to the Hall Council.
6. Schedule one on one meetings with your advisor
7. Attend Hall Council meetings.
8. Attend General Assembly (GA) Meetings as necessary.
9. Protect, defend, and uphold the Hall Council Constitution.
10. Others duties as defined by your hall council advisor and/or constitution

Possible Selected/Appointed Positions (These positions are not up for election)

- Committee Chairs
- Floor Representatives
- Historian
- Homecoming
- Marketing
- Social Media
- Event planner
- Diversity and Inclusion
- All Chairs are optional

Additional Benefits

Skill Development

Serving in any of these positions will provide you the opportunity to grow your leadership skills! Some of the skills that you may get to develop are:

- | | |
|---------------------------------|---------------------------|
| • Communication | • Understanding Inclusion |
| • Time Management | • Planning |
| • Conflict Mediation/Management | • Advocating |

Conferences

As a member of RHA, you have the opportunity to attend a leadership conference. Texas State is part of the Southwest Affiliate of the National Association of College and University Residence Halls (SWACURH). SWACURH hosts Regional Leadership Conference (RLC) and it provides Texas State's RHA with the opportunity to discuss legislation, get leadership training, swap ideas with other representatives from other universities, and show our Bobcat Pride! This conference is a major part of our program's purpose of being able to bring improvement and ideas to Texas State's Residence Halls. If you are interested in being a delegate to represent Texas State, please email RHA at rha@txstate.edu for more information. Even if you are not elected, you are still able to apply to be a delegate.

- Note: This conference will be FREE for you to attend. In return, you will be required to present a program at Spring Leadership Day (SLD) in the spring semester. SLD is a one-day event typically on a Saturday where delegates will bring one of the programs that they attended at SWACURH back to TXST and present it to the other hall council/NRHH members.

National Residence Hall Honorary (NRHH)

The National Residence Hall Honorary is the branch of the National Association of College and University Residence Halls (NACURH) that focuses on recognition and Service.

- If service and recognition is something you enjoy and would like to be a part Texas State's Shining Star Chapter of the National Residence Hall Honorary (NRHH), please click on the link and consider applying!
 - <https://nrhh.reslife.txstate.edu/>
- NRHH meetings are open to everyone, and if interested you can meet with the NRHH Executive Board about how to become an official member!

Important Dates

If you are unable to make one of the following meetings, please speak with your Residence Director before running for office. If you have not contacted your Residence Director before submitting your paperwork, it will be assumed you are able to commit to the following dates.

-One Time Events-

| | |
|--|--|
| August 18th – August 24th | Hall Council Info Sessions (In-Hall) Candidates should attend the info session within their hall |
| August 25th | Hall Council Interest Session (7:00pm - Virtual) Candidates should attend the interest session to meet RHA Execs and ask further questions if needed |
| September 13th – 15th | Meet & Greet with your Hall Council Exec |

| | |
|-------------------------------------|--|
| | If you are elected/selected, you will meet with the other Hall Council Execs and your advisor! |
| September 15th | 1st RHA General Assembly Meeting (7:00pm) All Exec Board Members (elected/selected/appointed) should attend! |
| September 25th | RHA Member's Retreat (10:00-4:00pm) All Exec Board Members (elected/selected/appointed) <u>must</u> attend! |
| December 1st | Holiday Hope (TBD Time) This is the end of year philanthropy program that RHA hosts with the assistance of Hall Council. It is expected the Hall Council Members attend this program. |
| February or March (Date TBD) | Spring Leadership Day (TBD Time) Hall Council Members will attend this development day to continue to learn more about their own leadership as well as to gain additional ideas on what they can do in their halls for events. |
| April (Date TBD) | RHA/NRHH Awards Banquet/Ceremony Hall Council Members will be able to attend the awards banquet/ceremony near the end of April to celebrate what they have accomplished! |

-Recurring Meetings-

| | |
|--|--|
| Wednesdays @ 7:00pm September 22 nd – November 17 th | RHA General Assembly Meetings The Hall Council President (or their designee) must attend every week |
| Wednesdays @ 6:00pm September 22 nd – November 17 th | RHA Finance Meetings Hall Council Treasurers will attend this weekly meeting to discuss funding requests and other items related to their position. Treasurers <u>must</u> be available to meet during this time |
| Every Other Wednesday @ 6:00pm September 22 nd – November 17 th | RHA Positional Meetings Hall Council Presidents and Vice Presidents will meet with their RHA Counterpart every other week starting September 22 nd |
| Weekly | Hall Council Exec Board Meetings |

| | |
|--------------------------|--|
| | Once a week for 1 hour, the Hall Council Exec Board will meet. The day/time/location is determined by the Exec Board and the Advisor. |
| Weekly/Bi-weekly | Hall General Assembly Meetings Once a week or every other week for up to an hour, the Hall Council Exec Board will meet with the residents/floor representatives of their building. The day/time/location/frequency is determined by the Exec Board and the Advisor. |
| Bi-weekly/Monthly | 1 on 1 Meetings with the Advisor The President, Vice President, and Treasurer will meet at least bi-weekly for 30 minutes with the advisor. Other elected/selected/appointed positions will meet with the advisor at least monthly for 30 minutes. |

How to Apply for Positions

Your Residence Director will either be doing an election process or a selection process. The election process allows for peers in your building to determine who will serve in the positions, while the selection process requires you to interview with the Residence Director (and others if needed) to determine who will serve in the various roles. Below is a list of guidelines that you should know for either process.

Election Guidelines

1. Candidates must be in good academic standing with the University, good conduct standing with the University and Housing and Residential Life, and be a resident of the hall in which they are seeking office
2. In order to be placed on the official voting ballot, all candidates must submit a signed "Hall Council Application Agreement" by **Friday, August 27th** (May be found in this packet)
3. No campaigning of any kind may take place within a ten-foot radius of the front desk. This includes, but is not limited to, flyers, posters, music, and verbal campaigning
4. At no time may any Resident Assistant (RA) or other University staff member assist a candidate's campaign process
5. Candidates are ultimately responsible for any and all campaigning taking place in their name (including people asked or designated to assist in their campaign)
6. All campaign material must be removed by **10:00am on Sunday, September 12th**. If there is a run-off needed, materials may remain posted only for those active candidates
7. Posting guidelines:
 - No posting on any doors to the building

- No posting within or on doors of elevators
 - Please use masking or painter's tape. No duct tape or scotch tape
 - No signs larger than 11" X 14"
 - Postings must abide by all community standards, keep it appropriate.
8. Door-to-door campaigning is allowed. **Candidates may only stop in rooms that already have their room door open.** Knocking on doors is prohibited.
 9. If you wish to withdraw your candidacy at any point during the election process, you must do so in writing to your Residence Director.
 10. Any violations of the guidelines for election or unethical conduct by a candidate or his/her representatives may result in an **immediate disqualification**. The Residence Director will determine violations and resulting consequences. Any appeals of the Residence Directors decision must be taken to the Assistant Director of Leadership Development, Raechel Kepner, (r_k50@txstate.edu) for final decision.

Selection Guidelines

1. Candidates must be in good academic standing with the University, good conduct standing with the University and Housing and Residential Life and be a resident of the hall in which they are seeking office.
2. In order to receive an interview, the "Hall Council Application Agreement" must be signed and returned either printed or via email to Residence Director **by Friday, August 27th**.
3. Your Residence Director will work with you to find an interview time between August 30th and September 8th.
4. You will receive notification of your selection status on September 8th and will have two days to determine if you will accept or decline the position you have received.

Election/Selections Timeline

| | |
|---|---|
| August 15 th | Hall Council Election/Selection Packets Available Online (https://rha.reslife.txstate.edu) Once you have your candidate packet, read it carefully and fill out the required information. If you have any questions about the positions, duties, election policy, or anything else, please speak with your Residence Director |
| August 18 th – August 24 th | Hall Council Information Sessions Please attend the Information Session in your Hall. Information about these sessions will be sent out to you from your Residence Director (RD) or may be posted around the building. |
| August 25 th | Hall Council Interest Social |

| | |
|---|--|
| | <p>This will be the last opportunity to learn about how to join Hall Council and is open to any resident. This session will be held virtually, and a link to the social will be sent out from your RD.</p> |
| August 27th | <p>Hall Council Election/Selection Packets DUE to your RD</p> <p>Your completed packet must be either printed out and given to your RD or sent to your Hall's email address by 5:00pm on Friday, September 4th. Late applications will only be accepted for positions without a candidate.</p> <p>To find your Hall's email address, click HERE</p> |
| August 28th – September 8th | <p>Campaign Time (for elections)/Interview Time (for selections)</p> <p>Depending on how your RD has chosen to establish the Hall Council Executive Board, they may be asking you to interview for Hall Council positions or will be allowing time for you to campaign (see election guidelines).</p> <p>Please make sure to ask your RD if they are doing elections or a selection process if you are not sure.</p> |
| September 8th | <p>Candidate Forum (for elections)/Notification of selection status</p> <p>For Elections, you will have a chance to give a 3-minute speech during an open forum that your RD will determine the time and location for on this day. There will also be a Q&A session that will last no more than 5 minutes. RD's may decide to have you record a 1-minute speech about yourself and feature it on the hall social media, so please ask if this is something they are requiring you to do.</p> <p>For Selection, you will be notified of your status for the position(s) you have applied for and may be given an offer at that time.</p> |
| September 9th – September 10th | <p>Voting (for elections)/Offer Acceptance time (for Selection)</p> <p>If you are doing an election process, voting will begin by 10:00am on September 9th and end by 3:30pm on September 10th. Election results will be sent out by your Residence Director.</p> <p>If your RD decided to do a selection process, you may receive an offer for other positions, but during this time, you will need to respond back to any offers by September 10th at 3:30pm</p> |
| September 13th | <p>Election Results Sent to RHA/RHA Contacts You</p> <p>Your RD will send election results to the RHA Executive Board that will include your name, email, position, and hall information.</p> <p>RHA will add you to any correspondence that they may use and will contact you about the first RHA General Assembly!</p> |

Hall Council Application Agreement

Please turn in pages 10, 11, and 12 to the front desk or via email (click [HERE](#) to find your Hall email address) to the Residence Director of your hall by Friday, August 27th.

Hall Council Applicant Agreement

Name: _____ Building & Room #: _____

Phone: _____ TXST Email: _____

Position I am applying for... (Please circle all that apply)

President

Vice President

Treasurer

Appointed Position: _____

I, _____, agree to follow the set guidelines of the Hall Council Election/Selection Process. Furthermore, I agree to ask for clarification from the Residence Director if there are any questions or concerns about or during the process. If my hall does elections, I pledge to run a clean and ethical campaign.

I understand that this is a volunteer position. If elected/selected, I pledge to serve the residents of this hall to the best of my ability. I will strive to be a successful student, role model positive decision-making, and maintain a fun and inclusive hall environment. I will represent the views of our residents to the Residence Hall Association, Housing and Residential Life, and Texas State when need be.

Signature of Candidate

Date

Take consideration that attending these meetings are very important, if you cannot attend these meetings please reconsider running for an executive board position.

Do you give permission to Housing and Residential Life to check your academic standing, to verify your eligibility for this position? YES NO

(Required for all Candidates)

Are you available to attend RHA Bi-Weekly Positional Meetings or Weekly Finance meetings (starts Wednesday, September 22nd)? YES NO

Wednesday Nights: 6pm - 7pm

(For all Presidents, Vice President, and Treasurers; If you have a conflict please speak with your Residence Director)

Are you available to attend mandatory RHA General Assembly Meetings (starts Wednesday, September 15th)? YES NO

Wednesday Nights: 7pm - 8pm

(Required for one hall council member; If you have a conflict please speak with your Residence Director)

Are you available to attend mandatory RHA Member's Retreat? YES NO
September 25th 10am - 4pm (Times tentative)

(Required for all members; If you have a conflict please speak with your Residence Director)

Tell us a little about yourself:

Why do you want to be involved in hall council?

What can you bring to the position?

How do you handle conflict in a group setting?

What ideas do you have for your community?