

April 22, 2024

Dear Candidate:

Thank you for your interest in Sunnyside Apartments Resident Council Special Elections for the Campus Liaison position. This packet provides important information and directions for applying for candidacy for the 2024/2025 Resident Council Special Election. The following items are enclosed:

- **Special 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 Sunday, April 28, 2024. 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 Sunday, April 28, 2024. The Bio Sheet will be able to be viewed on the ballot sheet on election day. This form can 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 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 (SARA) 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.

Sincerely,

2024/2025 Resident Council Elections Committee
Brian Burton
Skylar McCutcheon
Kathleen Loertscher
Paul Cardon
Moe Samha

RESIDENT COUNCIL ELECTION DEADLINES SCHEDULE

Signed Declaration of Intent & Bio Sheet

Sunday, April 28, 2024

no later than 11:59 PM

First Day to Post Campaign Material

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

Thursday, April 25, 2024

no earlier than 9:00 AM

Virtual Elections

Tuesday, April 30, 2024

10:00 AM – 11:59 PM

SUNNYSIDE APARTMENTS

RESIDENT COUNCIL ELECTION RULES AND PROCEDURES

(Revised March 2024)

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 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 residentlife@apartments.utah.edu, no later than 11:59 PM on Sunday, April 28, 2024.
- 1.3 Campaign materials may not be posted or distributed until 9:00 AM on Thursday, April 25, 2024.
- 1.4 The elections will be held on Tuesday, April 30, 2024.
- 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 Apartments RA 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

(This section is present in the normal election cycle, but has been removed for the special election due to the short election window)

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 26, 2024. 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, RA 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 West units 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 may only be posted on resident's apartment door clips. Campaign materials cannot be affixed in any manner to any glass, painted surface, or inside elevators. All candidates may access these buildings between 7:00 AM and 10:00 PM.
- 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 Sunday, April 28, 2024.
- 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 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 Court-sponsored functions may not be used for campaigning by any Candidate. However, a candidate can attend Resident 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 Wednesday, May 1, 2024 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, 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 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 Wednesday, May 1, 2024 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 30, 2024.
- 5.4 Polling hours shall be 10:00 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 Newly elected Council Members shall receive training prior to taking office on Saturday, June 1, 2024. Newly elected Council Members must attend a mandatory preliminary training session with their respective predecessor before Saturday, June 1, 2024. 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 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 Resident Council Facebook page by 5:00 PM the day after elections.
- 6.4 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 Monday, April 22, 2024, 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)

_____ Campus 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 2024 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 SARA Constitution.

Signature

Date

Please return this Declaration of Intent by emailing it to
residentlife@apartments.utah.edu by 11:59 PM on **Sunday, April 28, 2024**.

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 Sunday, April 28, 2024. We reserve the right to edit for document size. Candidates' statement and photo will be distributed to all residents and posted on the Sunnyside Apartments website and Sunnyside Apartments Resident Council Facebook

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 OrgSync 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 Resident Assistant meetings as designated by Mayor
- Establish monthly contact with assigned Resident 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. 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

