

**ELECTIONS CODE**  
UNIVERSITY OF NEW MEXICO RESIDENCE HALL ASSOCIATION

**Article I Candidate Requirements**

Section 1 Basic Requirements

Each potential candidate must meet all the following requirements: a. Have on-campus housing involvement.

- a. Complete at least 24 credit hours at UNM by the start of the following academic year.
- b. Hold a 2.5 semester and cumulative GPA.
- c. Maintain Full-time student status throughout the following academic year.
- d. Live on campus for the following academic year.

Section 2 Applications

All potential candidates shall be given an application packet after the required information sessions and must complete one (1) application in order to be admitted into the candidate pool, regardless of how many positions they wish to bid for.

Applicants must submit the following documents:

- a. A completed RHA Executive Board Application Packet.
- b. An unofficial UNM transcript.
  1. Academic transcripts are only to be sent to the appropriate RHA Advisor.

Section 3 RA Requirements

- a. Any candidate who is not running for the position of Executive Director may be a current or future RA. All current and future RAs must receive signed approval from their supervisor before submitting their application for office.
- b. The executive board may not be made up of more than 3 RAs. If more than three RAs are elected to the executive board, the order of taking office will be determined by the number of votes received by each candidate in the general election.

**Article II Elections Committee**

Section 1 Committee Members

The Elections Committee General Council shall consist of one (1) Elections Committee Chair and at least two (2) committee members.

- a. All General Council members must meet the following requirements. They must:
  1. Be an on-campus resident of UNM.
  2. Not be a potential candidate for the RHA Executive Board
- b. During the elections, all committee members shall have voting rights.
  1. The elections committee chair shall not have voting rights unless their vote affects the outcome of the election.
- c. All general council members shall retain their powers and responsibilities until the final result of the election is announced.

Section 2 Committee Chair

The National Communications Coordinator In Training (NCC-IT) shall serve as the Elections Committee Chair, overseeing the entirety of the elections process and determining how the responsibilities of the General Council will be assigned and fulfilled.

- a. Committee member duties shall be delegated under the discretion of the Elections Committee Chair.
- b. The Elections Committee Chair will be responsible for presiding over the elections process in accordance to Article V of this Elections Code.
- c. In the event that the NCC-IT cannot serve as chair, the position will be assigned to the executive board member of highest gavel order who is not a potential candidate in the election.
- d. In the event that all executive board members cannot serve as chair, the position will be assigned to a general board member by the Advisor(s).

Section 3 Elections Committee Responsibilities

All members of the Elections Committee General Council shall fulfill the following duties:

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- a. Conduct a notice of elections in accordance with Article III of this Elections Code.
- b. Draft and send out written explanations of application and bid requirements at least one (1) week prior to deadlines.
- c. Screen each potential candidate after applications are submitted.
  1. Whether an applicant is approved or denied the opportunity to run, notification must be given to each candidate within forty-eight (48) hours after all applications are reviewed by the Election Committee.
- d. Review bids to determine if any policy violations exist.
  1. If a bid is determined to contain a policy violation, the candidate must be notified within twenty-four (24) hours.
  2. The candidate shall be given twenty-four (24) hours to resolve policy violations and resubmit their bid to the Elections Committee Chair.
- e. To maintain the integrity of the committee, General Council members shall decline any requests to review bids before they have been submitted.

#### **Article III Notice of Elections**

##### **Section 1 Notification of Election**

The Election Committee shall notify all residents of election information sessions

the within the first week of March by the following means:

- a. Hanging large posters located in La Posada Dining Hall, the RHA Office door, and all customer service desks within on-campus housing.
- b. Attending the Community Association of every residence hall to explain the Executive Board positions and any information regarding the election.

##### **Section 2 Information Sessions**

The General Council shall host information sessions within the month prior to elections to inform all eligible residents of the upcoming election.

- a. After information sessions, all interested applicants must be provided with an RHA Executive Board Application Packet that contains information regarding the positions available, general candidate requirements, an elections timeline, required documents, bid requirements, election day procedures, and positional acceptance.

#### **Article IV Pre-Elections**

##### **Section 1 Applications and Bids**

Once applications are reviewed and approved, each candidate shall submit one

(1) bid per position they are running for to be presented during the election presentation. Bids shall be submitted electronically in PDF format and must meet the following requirements:

- a. Bids must be turned in for approval by the Elections Committee one (1) week before the official election meeting.
- b. The bid may be no longer than five (5) pages, including a cover page and a letter of support.
  1. The cover page shall include the candidate's name and a declaration of the position they are running for.
- c. The body text must contain information pertaining to the position the candidate is running for, including:
  2. Candidate qualifications and experiences
  3. Goals for office

##### **Section 2 Campaigning**

Candidates may not campaign prior to the election; however they will have an opportunity to present to each Community Association meeting with permission of each Community Association President or Advisor.

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- a. In the event that the candidate cannot attend a meeting, they may choose to submit a short, written announcement to be read by a RHA Representative attending the meeting.

#### **Article V Elections Procedure**

##### **Section 1 Timeframe**

Elections shall be held during RHA General Board meeting times and must occur no later than two (2) weeks prior to the last General Board meeting.

##### **Section 2 Procedure**

The Elections Committee Chair shall preside over the election of the RHA Executive Board members. The process for electing a candidate into a specific position is as follows:

- d. Elections will occur in gavel order. Within each position, candidates will present in alphabetic order by last name.
- e. Each candidate will be given five (5) minutes, non-extendable, to present their bid for election. All other candidates for the position must exit the room during this time.
  4. Candidates may use props or have an electronic presentation. Props must stay outside of the room until it is time for a candidate to present, and any electronic presentation must be submitted to the Elections Chair and Advisor(s) at least twenty- four (24) hours in advance.
  5. Candidates are not permitted to distribute any physical materials or items to members of the general board during their presentation.
- f. After each presentation, the candidate will be given five (5) minutes of Question and Answer time, extendable once by up to five (5) minutes, in which all residents and staff members present at the Election Meeting may ask questions clarifying a candidate's presentation and/or bid.
- g. Voting will be done by secret ballot after the Questions and Answer period has ended for each intended position.
  6. RHA must meet quorum in order to vote for an Executive Board member.
  7. The Election Committee Chair and RHA Advisor(s) will collect and count ballots. The winner will be announced at the end of the election process when all voting has finished.
  8. A candidate must receive a simple majority of votes to win the election. If no simple majority is reached, the lowest candidate is dropped from the ballot and discussion and voting occur again until a majority is reached.
  9. In the event that a conclusive majority is not reached three times in a row, the Elections Committee Chair will vote.

##### **Section 3 Rolling Procedure**

Candidates who submit multiple bids will be evaluated under the bidding down system.

- a. As voting occurs in gavel order, if a candidate is not appointed to their highest gavel-order position, they will present their next highest bid.

##### **Section 4 Vacancies**

In the event that all candidates have presented their bid for an Executive Board position and open positions remain, the Elections Committee chair may then ask for bids from the floor.

- a. Candidates who bid from the floor must be nominated by a RHA general board member with voting rights.
  1. Any potential candidate who fulfills the eligibility requirements outlined in Article I, Section 1 may be nominated.

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**Article VI Emergency Elections**

Section 1 Emergency Membership

In case of an Emergency Election, the Elections Committee shall consist of the remaining Executive Board members and the Chair shall be the Executive Board member in highest gavel order.

Section 2 Announcements

- a. Announcements must be made the day after a resignation in the form of word of mouth and flyers around the residence halls.
  1. In the case of a position not being filled in the Spring Executive Election, announcements must be made by the second official day of classes in the fall semester.
- b. Announcements must include the name of the vacant position, the time, date, and place of any info sessions to be held, and any contact information for questions and concerns.
- c. Announcements must be placed in a common area for every hall, LaPosada, and on the RHA bulletin board.

Section 3 Emergency Information Sessions

At least three (3) information sessions must be held after announcements have been posted.

- a. If a potential candidate cannot make an information session but would still like to run, they must schedule a meeting with a member of the Elections Committee to go over information about Elections.

Section 4 Applications and Bids

- a. The requirements for the application packet and candidate bids shall be set by the Elections Committee.
- b. Applications and Bids for the vacant position are due no later than one week after the last information session.
- c. After the Elections Committee reviews the applications and bids, an email will be sent out to all official candidates explaining the procedure for Elections night.

Section 5 Elections Procedure

- a. The election will take place at the RHA General Board meeting following the date that applications and bids are due.
- b. The election shall be conducted as an Action Item on the normally scheduled agenda.
- c. The procedure shall follow that outlined in Article V, Section 2 of this Elections Code.
- d. The winner will have two (2) days to accept the position and will be sworn into office at the following RHA General Board meeting.
  1. The newly elected Executive Board member will receive compensation prorated to start on the day they fill the Executive Board position.

**Article VII Violations of the Elections Code**

Section 1 Violations

Violations shall be overseen by the Election Committee and consequences will be determined by the Elections Committee in conjunction with the RHA Advisor(s).

Section 2 Disciplinary Measures

Any candidate violating the Election Code may be:

- a. Prohibited from having their name appear on the official ballot.
- b. Disqualified as an official candidate.
- c. Disqualified from assuming office.

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**Article VIII Assumption of Office**

Section 1 Guidelines

Upon appointment, all elected and current Executive Board members must adhere to the following guidelines:

- a. The elected Executive Board officers shall have two (2) working days to officially accept their position.
  1. Before accepting the position, the Executive Director-elect must withdraw their name from the RA candidacy pool.  
The Executive Director- elect may not serve as an RA at any time during their term.
- b. Position-elects shall attend all RHA meetings following the election.
- c. Sitting Executive Board members shall make a full-faith effort to transition position-elects into their respective position by completing the following:
  1. Going over position requirements.
  2. Reviewing any and all written materials for that position.
  3. Focusing on what to expect for early fall, and any duties that will be required of them at that time.
  4. Discussing any suggestions for future programs and policies.

Section 2 Inauguration

- a. Winning candidates shall officially be sworn in by the current Executive Director at the end of the year RHA Banquet.
- b. The assumption of office of newly elected Executive Officers will take place the day after the RHA Banquet.

**Article IX Amendment of Elections Code**

Section 1 This election code may be amended at any regular meeting of the RHA General Board by a two-thirds (2/3) vote by the RHA Board.

Current Revision: April 24<sup>th</sup>, 2023

Old Revisions: December 7<sup>th</sup>, 2022; January 25<sup>th</sup>, 2016; April 20<sup>th</sup>, 2015; April 28<sup>th</sup>, 2014; March 3<sup>rd</sup>, 2014.

Original: April 25<sup>th</sup>, 1994

This revision of the RHA Finance Code was approved by:

Executive Director:

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