

University Apartments South Residents' Association (UASRA)

Election Chair By-Laws & Election Rules Revised January, 2022

PURPOSE

The purpose of the Election Chair is to organize and hold elections for the residents of the University Apartments/South to elect UASRA officers for the new term July-June in a fair and inclusive way. The following are the UASRA officers who run for elections and are voted through community voting: executive board and general board members, general officers. Appointed officers of the UASRA are not elected through community voting:

1. Executive Board
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. General Board
 - a. Executive Board
 - b. Website Editor
 - c. Community Center Coordinator
 - d. Event Coordinator
3. General Officers
 - a. Unit Representatives
 - b. Green Coordinator
 - c. Safety and Health Delegate
4. Appointed Officers
 - a. Community Gardener Supervisor
 - b. Community Center Maintenance Coordinator
 - c. Sepulveda Resource Room Maintenance Coordinator

DESCRIPTION

The Election Chair is a one-time general officer who files the nomination before the March in the UASRA. He/she/they work with Residential Life advice and work with UASRA general board members from before the beginning of elections (March) and until the finalization of elections (June) for updates.

ELIGIBILITY

Any registered tenant (18 years and older) of University Apartments/South (see Constitution for exceptions) can send their nomination to UASRA President (uasrapresident@gmail.com). The Election Chair/their partner can not be running for any office in the coming election. The Election Chair will abide by the election codes as established by the General Assembly.

RESPONSIBILITIES

The UASRA Election Chair (hereafter referred to as Election Chair) is responsible for organizing and attending the election and election event in May to elect UASRA officers for the new term July-June. Other duties include submission of election information to the Website and attending the monthly Board Meeting on the 1st Wednesday of each month (March-June) and the General Assembly Meeting on the 3rd Wednesday of each month (March-June). The Election Chair shall ensure to take on the following duties in the given timeframe and read and understand the UASRA Election rules and Regulations

Timeline

March

1. Review Election General Information, Election Rules and Regulations, Position Descriptions and other election information on the UASRA Website with help from the General Board and submit changes to Secretary and Web Editor to be updated on the website. Suggest revisions as needed.
2. Create an election timeline and get board approval. Timeline should include: candidate application window, candidate application deadline, voting window and results announced date.
3. Announce specific election dates, list position descriptions, how to run for office, statement deadlines, and encourage residents to check the election website for election information.
4. Produce flyers for unit reps to post that contain the above information ready for distribution by the March GA.
5. Create an email to be distributed to the residents containing the call for candidates for the election, including specific election dates, list position descriptions, how to run for office, statement deadlines, and encourage residents to check the election website for election information.
6. Meet the Residential Life Advisor to discuss how to implement the upcoming election.

April/May

1. Attend the General Assembly Meeting, on the third Wednesday of the month, and the Board meeting, on the first Wednesday of the month, to give an election update to the community and to the board.
2. Write a reminder to be distributed via email and posted on the website and other relevant digital platforms regarding Election dates, candidacy statements deadline and to check the election website for election updates. An updated flyer will need to be made ready by April GA for distribution.
3. Once candidacy statements and forms are collected, submit the list of candidates to the Res Life advisor to verify eligibility and submit a sample ballot for the online elections administered by Res Life.
4. Insert all candidacy statements on the website. Candidacy statements are to remain on the website until after the election.
5. Create a separate flyer announcing the Election voting window, voter eligibility, where and how to vote and to encourage residents to check the website for election updates. The same flyer will be posted throughout UAS at least two weeks in advance of the election- with the May announcements..
6. Make a digital version of the flier to be posted on the website and other relevant platforms regarding Election dates, where and how to vote and to check the website for election updates.
7. Ensure that one day prior to Election, residents are reminded via email and other relevant platforms that the Election is tomorrow, give specific voting instructions and to refer to website for candidacy statements.
8. Approve all campaign materials by the candidates, prior to the voting window. Stamp with the official UASRA stamp.

Election Day

1. Remind people it is time to vote.
2. Answer any questions or resolve any issues with voting. Check the voting link to make sure it is working.

During Elections

Monitor for social media/physical flyers for posting and comments that violate the Election Rules and Regulations and request candidates to remove any posts that violate these rules.

After Election

1. Email final election results to all election candidates and let them know of the election outcome. Let them know of expected attendance at the board meeting and/or general assembly meeting in June.
2. Post the results on the website and on Facebook, listserv, etc.
3. Election Chair will be paid their stipend at the last June General Assembly and upon successfully completing the above duties.

June

1. Attend the board meeting to give a final election report, including recommendations for future elections.
2. Review Rules and Regulations and make changes to these accordingly. Present changes to the board and GA for a vote.
3. Write a year in review report with recommendations for future elections.

UASRA ELECTION RULES AND REGULATIONS

I. CANDIDATE RESPONSIBILITIES

1. All candidates shall be any registered tenant (18 years and older) of University South at the time of the elections and through the term following the elections.
2. Applications and candidacy statements, 200 words or fewer, must be submitted to the Election Chair no later than April 3rd week.
3. By submitting a candidacy statement, the Candidate agrees to abide by and accept all the rules and regulations as set out here.
4. Candidates can only apply for one position.
5. Employees of UCLA UA/S or UCLA Residential Life cannot hold a UASRA officer or Unit Representative Position.
6. Descriptions for each open position and the bylaws are listed at: <https://www.uasra.org/bylaw>

II. CANDIDACY AND CAMPAIGNING RULES

The UASRA election will conform to the following election codes established by the General Assembly (Election Codes can be changed by a 2/3 vote of the General Assembly before the election).

- A. No person shall simultaneously hold more than one elective and appointed office in the UASRA other than specifically determined in the By Laws or approved by the General Assembly.
- B. No person shall be eligible to be nominated for any UASRA elective and appointed office who is a resident and:
 1. An employee or officer of University Apartments/South, or the Office of Residential Life.
 2. An individual who has been removed from office using the procedures listed in Article XIV of the Constitution. In addition, current and previous UASRA officers found dismantling/deleting UASRA resources will not be eligible to participate in subsequent UASRA committee elections, either as elected, general or appointed officers.

C. Officers and board members shall be elected as follows:

1. The nomination period shall begin at the end of the March General Assembly and close at the end of the April General Assembly.

2. A person shall be eligible to be nominated to President, Vice-President, Treasurer, or Secretary only after serving at least three months (one quarter) as an officer in the UASRA.

3. All voting members of the UASRA are eligible to run for any of the remaining offices.

4. During the nomination period, any eligible UASRA member may place his/her name in nomination by submitting a candidacy statement to the Election Chair. Candidate statements will be accepted as determined by the Election Timeline set by the board and the Election Chair, latest by April 3rd week.

D. Candidates have the option of submitting nominations as follows, although filing nominations as individuals is strongly encouraged to avoid conflicts that may arise for joint-slate:

a) Individuals. If election rules are found violated, the individual may be subject to disqualification/reinstated in the General assembly with 2/3 votes of all UASRA officers. The member can participate in the voting process for reinstating only if they are a voting UASRA officer of the current term.

b) Joint slate: If elections rules are found violated, the entire slate may be subject to disqualification/reinstated in the General assembly with 2/3 votes of all UASRA officers. The members can participate in the voting process for reinstating only if they are a voting UASRA officer of the current term

c) Flyers: Individual candidates should reflect a single person's flyer, and joint slate with all the running members. Individuals from a joint slate may prepare single member flyers.

E. Candidates running for election shall adhere to the following rules, non-compliance may result in disqualification

1. All individuals/slates members are responsible for organizations/community members endorsing their candidacy. Candidates can endorse each other as individuals on social media and physical flyers (to confirm).

2. The following UASRA resources shall not be used in any endorsing of candidacy: UASRA budget, UASRA office support of printer, papers and UASRA credentials including office position, title etc.

3. All individuals/slates shall abide by UCLA code of conduct in their discourse. Bullying, harassment including verbal attacks of any kind shall not be tolerated.

4. Election chair may reach out to individuals to adjust word-limits on their candidacy statement before the statements are published on the website

5. The following resources are valid to be utilized for endorsement and community outreach for exercising the democratic rights of the UASRA community members. Emails/contacts collected over time via community events, surveys (including UASRA survey which has the residents' consent on it). Messages sent from candidates should include and acknowledge the source of contact collection.

6. Candidates must submit their flyers to the Election Chair no later than April 3rd week for approval. The Election Chair and Residential Life Advisor must approve and stamp ALL campaign flyers/posters.

Campaign flyers, approved by the Election Chair, will be posted to the UASRA website by the Website Editor and candidates can print and post their approved flyers in UAS community. Locations must be approved by ResLife and put on buildings with approved blue tape only.

7. The following requests shall not be entertained:

- a) post-process voluntary changes in candidacy statement, ie., after the due date of submission has passed.
 - b) Complaints about assembly/display of flyers in community areas. Flyers need to be represented in common areas for maximal visibility, accommodations must be made in case spaces on bulletin boards, gates, laundry rooms get difficult for access.
- 8) All flyers and public posts regarding the election shall be in English only.

IV. VOTING RULES

Each registered Tenant 18 years or older of University South Apartments is permitted one ballot. The following rules shall be followed:

1. UASRA election and voting will be online only. In the case of multiple ballots cast by one registered tenant, only the first of the tenant's ballots will be counted. If the Office of Residential Life determines that a candidate cast a ballot under another resident's name, the candidate will be disqualified from the election.
2. The election shall be by secret ballot of all voting UASRA members and shall be held no later than May 2nd week. All voters must fill out and submit their own ballot.
3. The nominee for each office receiving a plurality of the votes shall be declared the winner.
4. Voters can vote for only one candidate per position. If a voter votes for a unit representative that does not represent the unit they live in, or votes for multiple unit representatives, only their vote for their own unit representative will be counted. Their votes for general UASRA Officers will be counted.
5. In the event of a tie, the tie will be broken at the following General Assembly among the newly elected officers and Unit Reps by secret ballot overseen by the Residential Life Advisor and/or Election Chair.
6. The Residential Life Advisor shall retain all online ballots for thirty (30) days after the election or for thirty (30) days after all appeals have been adjudicated, whichever is later.
7. The term of office shall commence on July 1st of the year in which the election is held and shall end midnight June 30th of the following year.

V. VIOLATIONS AND APPEALS

1. The Chair shall consider violations of these codes upon receipt of a formal complaint by Residential Life or any complaint made within twenty-four (24) hours of the close of the election by email to the Chair or Residential Life Advisor.
2. Within two working days of receipt of such notice as mentioned in Paragraph 1 of this section, the Chair and Residential Life Advisor shall meet to discuss the alleged violation.
3. The request for such a meeting shall be filed with the Election Chair and/or the Residential Life Advisor.
4. The Election Chair and Residential Life Advisor's decision may be appealed to the General Assembly within three (3) working days after the decision. If such an appeal is sponsored by two-thirds (2/3) of the registered General Assembly attendees (see Article IV of the UASRA Constitution), a special

meeting of the General Assembly shall be called within two working days to consider this appeal. The election ballots shall remain sealed until the UASRA reaches its decision.

5. In the event the Chair, Residential Life Advisor or the General Assembly with a 2/3- majority vote declares the election invalid, the ballots shall be destroyed without being unsealed. If the Chair, Residential Life Advisor or General Assembly does not declare the election invalid in accordance with this Section, the election results shall be final and binding. In the case of a candidate being disqualified through this process, the candidate with the next highest number of votes will be given the position, without declaring the entire election invalid.
6. The Chair and the Residential Life Advisor jointly have the power to impose any penalty she or he deems just and proper up to and including disqualification of the candidate subject to the appeal process above. The Chair and Residential Life Advisor must reach consensus before imposing any penalty.

VI. NEW TERM NOMINATIONS AND FILING RULES

1. If there are no nominations for an office, then on July 1st that office shall be declared vacant, and the President shall nominate an officer to that position to be approved by a simple majority of the General Assembly at the next General Assembly meeting. If the appointment is not ratified, then the President is to make appointments until such time as a replacement is installed to the vacant position. If the open office is the office of the President, then the Vice-President shall assume the office of the President and nominate a replacement Vice-President, to be approved by a simple majority of the General Assembly at the next General Assembly meeting. In the same way as above, if the appointment is not ratified, then the President is to make appointments until such time as a replacement is installed to the vacant position.
2. During the new UASRA term, offices may be created or eliminated by a simple majority vote by the General Assembly.
3. In the event that a position on the General Board becomes vacant for any reason, the board shall advise all voting members of the vacancy. Nominations to fill the vacancy may be made by any voting member, and an online election, open to all voting members, will be held to fill the vacancy from among eligible candidates. For positions vacated with less than one quarter of their term remaining, the resulting term will include the remainder of the vacated term in addition to the following year, not to exceed 15 months total. For positions vacated with more than one quarter of their term remaining, the resulting term will include the remainder of the vacated term.
4. In the event that a non-board officer position becomes vacant for any reason at any time during the term of office, then the President shall nominate an officer to that position to be approved by a simple majority of the General Assembly at the next General Assembly meeting. If the vacant office is that of a unit representative, priority in filling the position shall go to residents who reside within that unit. If no residents who reside within the unit are interested in the position, then the President may nominate a resident from a different unit.
5. Appointed Officers shall be appointed as follows:
 - a. The appointment shall take place at the July Board meeting.
 - b. In the event that a position becomes vacant for any reason at any time during the term of office, then nominations can be made by any voting member. After advertisement of the vacancy, the appointment decision shall be made among the General Board.

RECORDS.

The Election Chair is responsible for organizing their google drive and keeping recent (at least two previous years) information and samples of forms and flyers in their google drive at the end of their term(s). No data, including email inbox, sent folders and g-drive files can be deleted without discussion with the UASRA board. Regular back-up of data is mandatory. Data deletion/dismantling will result in barring participation in all future UASRA office committees.

STIPEND. The Election Chair will receive a one time stipend of \$300

I have read, understood and accepted the UASRA Election Chair By-laws and Election rules and regulations.

Name: _____ UID _____

If nonstudent, Name and student ID of Spouse: _____

Address: _____

Phone # Day: _____ Evening: _____

Email Address: _____

Signature: _____ Date: ____/____/____

Complex: _____

*By-laws subject to change with General Assembly approval