

# University of Oregon

## Hall Council Policy Book

### Article I. The Mission of Hall Councils

#### *Section 1: Affiliation of Hall Councils*

The Hall Councils, the voice of their residence halls, are an incorporated entity of the Residence Hall Association (RHA). The Hall Councils must abide by all policies of University Housing at the University of Oregon and all affiliated entities.

#### *Section 2: Equity Statement of the Residence Hall Association.*

RHA, and all affiliated entities, has an expectation that all members will actively participate and create welcoming communities that value all other members without regard to race, color, ethnicity, sex, gender identity, gender expression, sexual orientation, national origin, age, religion spirituality, disability, political affiliation, socioeconomic status, marital status, parental status, or veteran status.

RHA, and all affiliated entities, will comply with the American with Disabilities Act (ADA). The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local council services, public accommodations, commercial facilities, and transportation.

RHA defines environmental sustainability as the minimization of harm done to the environment and promotion of long-term ecological balance. For RHA, environmental sustainability must be continually taken into consideration to fulfill various responsibilities as the residents' governing body. RHA acknowledges the fact that, as a single association within a larger institution, RHA must make the concerted effort to minimize our own negative ecological impact and promote environmentally sustainable lifestyles among our residents.

#### *Section 3: Purpose of Hall Council*

Consistent with the mission of the Residence Hall Association, the purpose of Hall Councils shall be to relay ideas and feedback to RHA; to advocate for the students of their respective residence hall; and to stimulate an environment of the growth, learning, and development for all students in the residence halls through programming.

### Article II. Hall Council Membership

#### *Section 1: Hall Council Executive Board Requirements*

- A. Shall be elected by the residential student body of their residence hall, with the intended purpose of representing the students of their residence hall.
- B. Shall attend all weekly hall council meetings.

- C. Shall be responsible for all position specific duties specified within *Section 2. Executive Positions*.
- D. Shall create transition documents at the end of spring term for the purpose of ensuring growth within each individual hall. These documents will include login information for all electronic marketing accounts and Hall Council social media accounts.
- E. Live in student staff may not hold hall council executive positions.
- F. Shall be responsible for three programs per term, two social and one educational program. In addition, one service-oriented program and two environmental sustainability focused events (one of which may be combined with a social event) will be completed for the year.
- G. Shall collectively be responsible for the creation and distribution of flyers, posters, electronic advertisement, and door tags for upcoming programs for hall council.

*Section 2: Hall Council Positions.*

A. Chair

- a. Shall create agendas and facilitate meetings.
- b. Shall support all members of Hall Council.
- c. Shall have one meeting every two weeks with the RHA President and with other Hall Council Chairs.
- d. Shall have weekly meetings with the Hall Council Advisor.
- e. Shall facilitate conversations in hall council meetings around environmental sustainability as defined by RHA.
- f. Shall be responsible for communicating and coordinating with Residential Academic Partners for relevant Hall Council programs.
- g. Shall attend at least one RHA General Council meeting each month of the academic year.
- h. Shall attend at least one NRHH meeting each month of the academic year.

B. Leadership Representative (LR)

- a. Shall take meeting minutes to be sent to the RHA Administration Coordinator (ADC) within two days of hall council meetings.
- b. Shall lead and facilitate the creation of transition documents by the end of the spring term.
- c. Shall attend Leadership Committee meetings with the RHA Leadership Coordinator (LC) to assist in planning and implementing various leadership events, including but not limited to retreats, conferences, and in-services.
- d. Shall act as facilitator in the events of the Chair's absence.
  - i. Shall delegate the responsibility of meeting minutes in the event of the Chair's absence.
- e. Shall fill the role of Chair should the position become unfilled, until an election can take place.

C. RHA Representative

- a. Shall attend RHA General Council and vote on the funding slate and any information presented.

- i. Shall report to Hall Council an information required to move forth in RHA voting for the following week.
    - ii. Shall represent the view of Hall Council through being a voting member during RHA General Council. If the view of the hall council is unclear, then the representative shall represent the view of their respective hall.
  - b. To maintain voting rights, the RHA Representative, or their proxy, must have attended at least 50% of regularly scheduled General Council meetings thus far into the term.
    - i. If this criterion is not met, the RHA Representative will not be allowed to vote in any matter pertaining to funding and elections and will be unable to request funding.
  - c. If voting rights are maintained, in conjunction with the rest of General Council, shall have sole power to pass funding requests, set RHA policy, or amend the governing documents for RHA and/or Hall Council.
  - d. Shall attend the Legislation Review Committee meeting and work with the NCC on legislation matters regarding RHA or Hall Council governing documents.
  - e. Shall be responsible for submitting one OTM (of-the-month) per month.
- D. Treasurer (RHA Finance Representative)
  - a. Shall handle Hall Council budget and keep records of finances.
  - b. Shall submit budgets every term to the RHA Administration Coordinator.
  - c. Shall attend RHA finance committee meetings, which will take place at a time determined by the RHA ADC, and shall vote during Finance Committee, as their respective Hall Councils would prefer.
    - i. Shall report to Hall Council any information from the Finance Committee that shall be voted on the following week.
  - d. To maintain voting rights at Finance Committee and General Council meetings, the Treasurer, or their proxy, must have attended at least 50% of regularly scheduled meetings thus far into the term.
    - i. If this criterion is not met, the Treasurer will not be allowed to vote in any matter pertaining to funding and elections and will be unable to request funding.
  - e. If voting rights are maintained, in conjunction with the rest of General Council, shall have sole power to pass funding requests, set RHA policy, or amend the governing documents for RHA and/or Hall Council.
- E. Programming Representative
  - a. Shall be responsible for all marketing materials in relation to their hall council and events.
  - b. Shall attend Programing/Public Relations Committee meetings and act as a liaison between RHA and Hall Council to ensure

attendance and knowledge concerning upcoming RHA programs, while also learning different marketing skills.

- c. Shall plan, coordinate, and facilitate RHA events alongside the Assistant Director of Programming.
- d. Shall work in collaboration with the Advisor to assist in managing their hall's social media and Canvas messaging.
- e. Shall be the campus sustainability group liaison and at least once per month meet with a campus sustainability group (e.g. Student Sustainability Center, Zero Waste, etc.).
  - i. Shall create passive programming once per term about various aspects regarding environmental sustainability.

#### F. NRHH Representative

- a. Shall attend all Hall Council and National Residence Hall Honorary (NRHH) meetings.
- b. Shall act as an ex-officio (non-voting) member of the NRHH general body unless they have been formally inducted as a member.
  - i. Shall report to Hall Council any information discussed in the NRHH meetings and vice-versa.
- c. Shall be responsible for submitting one Of-The-Month (OTM) nomination a month.
- d. Shall be responsible in planning the Hall Council service-oriented programming for the year.
- e. Shall distribute and advertisements of NRHH events to the Hall Council.
- f. Shall support the NRHH Vice President of Service.

#### G. Hall Council Floor Representative

- a. The representative position is a non-elected position. The representatives are determined by the Community Director. There can be multiple per floor.
- b. Shall attend at least 80% of regularly scheduled hall council meetings.
- c. Shall share information on Hall Council programs and initiatives with their floor/wing.
- d. Shall plan at least one program per term for their floor/wing or in conjunction with their Hall Council.

#### H. Advisor

- a. Shall support Hall Council through presence and guidance at weekly meetings.
- b. Shall have weekly meetings with the Hall Council Chair.
- c. Shall attend Hall Council Training in the Fall, and in-services in the Winter and Spring.
- d. Shall attend Hall Council events whenever possible.

### Section 3: Hall Council Elected Executives.

#### A. Elections

- a. Elections shall take place no later than the third week of fall term to decide all executive positions.

- b. Hall council elections must be promoted at least three days in advance, with information pertaining to the election process.
- c. Prior to the elections, the RHA executive board will provide an explicit description of responsibilities and expectations, including meeting times, to all candidates.
- d. Each candidate will have an opportunity to share why they want to be an elected member of Hall Council in a manner pre-determined by the RHA executive board.
  - i. To be eligible to run, each candidate must participate.
- e. Elections will use a plurality, first-pass-the-post system, in which the candidate receiving the most votes will win the election.
- f. A Hall Council Training will be held within the first 6 weeks of the fall term. A time will be set by the RHA Leadership Coordinator, in consultation with the RHA Advisor, to acclimate the new members and shall be facilitated by all RHA executive board members.

### **Article III. Finances**

#### *Section 1: Funding Requests.*

- A. Funding requests exceeding \$150.00 shall be automatically tabled to be voted on in the next meeting. The purpose behind this is to talk with all mates concerning attendance and participation in the program that funding is being requested for.
- B. Any funding requests at or below \$150.00 can be approved within the meeting that it is requested in.

### **Article IV. Meetings**

#### *Section 1: Weekly Meetings*

- A. Weekly hall council meetings will occur Tuesday nights at 8:00p.m. in a designated location for each hall reserved by Hall Council Advisor.
  - a. On a case-by-case basis, the meeting time can be subject to change in consultation with the RHA Advisor and RHA President.
- B. Hall council in-services will occur once per winter and spring term and will take place during normal meeting time.

#### *Section 2: Quorum and Voting*

- A. Quorum representation can either be through membership within the executive board (excluding the Advisor) or residents from floors/wings that are not represented within the Executive Board. At least 2/3 of executive board members, as stated above, need to be present to meet quorum.
- B. Quorum of Representation will be as follows:
  - a. The following halls must have at least 50% of the wings present:
    - i. Hamilton West, Hamilton East, JB West, JB East, and Earl
  - b. The following halls must have on representative from each wing present:
    - i. Global Scholars Hall and Living Learning Center (LLC)
  - c. The following halls must have at least 50% of the floors represented:
    - i. Kalapuya Ilihi, Barnhart, Carson, Unthank, and Riley

- d. Should the need arise for Quorum Representation to be defined for a hall, quorum will be met only in compliance with the guidelines of board member attendance, until Quorum of Representation is defined
- C. Voting requires 50% + 1 approval for funding and general decisions.