Pacific University
Residence Hall Association
Constitution

This constitution was ratified by the members of the Residence Hall Association (RHA), April 2015.

Mission Statement
We, the members of the Pacific University Residence Hall Association, are dedicated to the enhancement of the students’ experience within the residential community. We will achieve our objective by fostering meaningful relationships, encouraging critical thinking and problem solving, helping students thrive at and after Pacific, and motivating students to be engaged citizens.

Article I. Name
The name of this organization will be Residence Hall Association and hereafter will be referred to as RHA.

Article II. Purpose
The purpose of RHA will be:
- to provide a representative voice for all residents
- to provide leadership opportunities for residents
- to organize events and activities that enhance the lives of residents
- to make decisions on policies and/or issues regarding on-campus living
- to act as liaisons between the residents and the administration
- to encourage communication between organizations on campus and affiliated schools of PACURH and NACURH
- to encourage an inclusive, safe, and inviting residential community
- to strive to make the residence halls feel like a home away from home

Article III. Membership
The membership of RHA shall consist of all students attending Pacific University who reside in the residence hall or on-campus apartment complexes.

Article IV. Structure
The governing body of RHA shall be divided into five councils: Executive Board, General Assembly, North Side Hall Government (representing Burlingham Hall, Gilbert Hall, and Vandervelden Court), South Side Hall Government (representing Cascade Hall, Clark Hall, McCormick Hall, and Walter Hall) and National Residence Hall Honorary (NRHH).
Article V. Organization Leadership

Section V.01: RHA Executive Board

The RHA Executive Board will consist of six members and (an) Advisor(s):

(a) President
(b) National Communications Coordinator
(c) Financial Coordinator
(d) Multimedia and Marketing Coordinator
(e) Hall Government Coordinator
(f) Administration and Leadership Coordinator
(g) A Residence Life staff member will serve as the Advisor to RHA.
   i. The Advisor, as an ex-officio member, will have speaking rights but no voting
      privileges.

Section V.02: Qualifications

Any member of RHA (a student living in University housing) may apply for RHA as long as
they meet the qualifications and expectations to serve on the Executive Board:

(a) Live on-campus
(b) Make RHA a top priority after academic obligations.
(c) Maintain status as a Full-time Pacific University student.
(d) Have a cumulative GPA of 2.25
(e) Adhere to University and Residence Hall policies.
(f) Resident Assistants, Hall Government Members, Student Senate Executive Board
   Members, and ACE Board Members are ineligible to serve on the RHA Executive Board.

Section V.03: Selection

RHA Executive Board members will be appointed through a selection process, as detailed in the
Bylaws.

Section V.04: Term

(a) The term of membership is one full academic year, traditionally August through May,
    though additional summer work may be required.
(b) Members will serve this term unless:
   i. They step down for personal reasons.
   ii. Can no longer perform their job duties.
   iii. They are asked to resign—see Bylaws
   iv. They no longer meet the Qualifications stated in section V.02
Article VI. Organization Councils

Section VI.01: General Assembly
(a) The RHA General Assembly will consist of:
   i. RHA Executive Board Members
   ii. Hall Government members from:
       ● North Side Hall Government
       ● South Side Hall Government
   iii. NRHH Representative
   iv. Resident Assistant (RA) Representative
(b) Qualifications and expectations of RHA General Assembly members will be:
   i. Attend all weekly General Assembly meetings.
   ii. Present an updated budget report at weekly General Assembly meetings.
   iii. Relay current program information to the rest of the General Assembly
   iv. Act as the liaison for their respective Organizations

Section VI.02: Hall Government
(a) Hall Government will represent:
   i. North Side, consisting of Burlingham Hall, Gilbert Hall, and Vandervelden Court
   ii. South Side, consisting of Cascade Hall, Clark Hall, McCormick Hall, and Walter Hall
(b) Expectations of Hall Government:
   i. Follow their respective Hall Government Constitutions
   ii. Conform to RHA’s expectations set forth in this Constitution and Bylaws
   iii. Abide by all University policies and procedures

Section VI.03: National Residence Hall Honorary (NRHH)
   i. Follow its respective NRHH Constitution
   ii. Conform to RHA’s expectations set forth in this Constitution and Bylaws
   iii. Abide by all University policies and procedures

Article VII. Meetings

Section VII.01: RHA General Assembly will hold:
(a) Weekly General Assembly meetings will be open to all students, staff, and faculty. These meetings will occur during the academic year, once General Assembly members are elected or selected to their positions.

Article VIII. Residence Hall Policy Change Procedure
In the case of a request for a residence hall policy change, the Administration and Leadership Coordinator will call upon one member from each Hall Government, and other members as deemed necessary, to form a committee, which will follow the procedures in the RHA Bylaws.
Article IX. Constitutional Amendments

Section IX.01: Method of Amending the Constitution

(a) Proposals to amend this Constitution may be submitted by any member, but must be sponsored by a voting member of RHA General Assembly.

(b) Written proposals need to be submitted to the NCC no later than 8pm on the Sunday night before the general assembly where the proposal shall be distributed.

(c) The proposed amendment must be distributed in writing to RHA General Assembly one meeting prior to the vote occurring.

(d) The author of the amendment shall be required to attend the general assembly meeting where the vote will be held in order to deliver a proponent speech and answer questions.

(e) The remaining voting members of general assembly shall deliberate through a pro/con process facilitated by NCC.

(f) The voting process shall be conducted through placard votes counted by the NCC.

(g) A fifty percent plus one margin majority of the voting members of RHA General Assembly shall be required for the amendment to pass.

(h) All amendments will take effect five days after their passage unless otherwise specified in the amendment.

(i) Amendments shall be structured in sections and clauses as outlined in the Amendment Proposal Form provided by the NCC.

Section IX.02: Integration of Amendments

(a) Amendments to this Constitution shall be integrated by the RHA President with the assistance of the Executive Board within five days of being voted into effect.
Pacific University
Residence Hall Association Bylaws

A. Purpose of the Bylaws
   1. The RHA General Assembly shall adopt a set of Bylaws in addition to this Constitution.
   2. The Bylaws shall aid in explaining and defining, in detail, the methods and procedures followed by this organization.
   3. Bylaws may not serve to obstruct or nullify the directives set forth in this Constitution.

B. Structure of the Bylaws
   1. Passage, modification, or removal of a bylaw shall require a simple majority vote of the General Assembly, unless the General Assembly wishes to require a greater majority.

C. Method of Amending the Bylaws
   1. Proposals to amend Bylaws may be submitted by any member, but must be sponsored by a voting member of RHA General Assembly.
   2. Written Bylaw amendment proposals need to be submitted to the NCC no later than 8pm on the Sunday night before the general assembly where the proposal shall be distributed.
   3. The proposed Bylaw amendment must be distributed in writing to RHA General Assembly.
   4. The author of the Bylaws shall be required to attend the general assembly meeting where the vote will be held in order to deliver a proponent speech and answer questions.
   5. The remaining voting members of general assembly shall deliberate through a pro/con process facilitated by NCC.
   6. The voting process shall be conducted through placard votes counted by the NCC.
   7. A fifty percent plus one margin is required for the Bylaw amendment to pass.
   8. All Bylaw amendments will take effect five days after their passage unless otherwise specified in the amendment.

D. New Executive Board Member Selection Process
   1. Current Executive Board will create and/or update applications, qualifications, and job descriptions.
   2. Applications must be made available for all on-campus students.
   3. Current Executive Board members will nominate 3-5 potential candidates for all Executive Board positions.
   4. The current Executive Board members, with the assistance of the RHA advisor, will determine the selection timeline in order to ensure candidates are selected in time for Re-Recognition.
      a) The NCC-IT will be selected no later than three weeks prior to the No Frills conference.
5. The President, or their designee, will appoint a Selection Committee of individuals who are not applying for positions to review applications and interview candidates. This committee may consist of RHA Executive Board members, RHA Representatives, Resident Assistants, Hall Government members, advisor(s), and Student Life professionals.

6. The Selection Committee will deliberate and propose a candidate for each open position.

7. The RHA President, the RHA advisor, or their designee, will contact applicants with selection results.

8. In the event of a selected candidate declining a position, the Selection Committee may:
   a) Select from the most recent pool of applicants
   b) Reopen the position for new applicants

9. If there are not enough applicants, said position(s) are reopened.

E. **Mid-Year Executive Board Member Replacement**

1. Any open RHA Executive Board position may or may not be filled upon the discretion of the RHA Executive Board.

2. If the Executive Board decides to fill the open position, selection procedures as outlined in “New Executive Board Member Selection” will be followed, with the following exceptions:
   a) If a position is vacated when school is not in session and/or when General Assembly is not in operation.
   b) During such periods, the Executive Board may vote to fill positions internally or by an amended selection process.

F. **Resignation and Removal of Executive Board Members:**

1. Members wishing to resign are encouraged to meet with the RHA President and Advisor before finalizing their decision.

2. Members who misses more than two (2) meetings or programs unexcused without notification, or is not upholding the RHA constitution and job responsibilities will be asked to meet with the RHA Advisor and remaining officers. During this consultation, reasons for absence and poor performance will be discussed and a decision will be made as to whether the member may continue in their office or withdraw membership from the Board and forfeit their office.

3. Members who have had encounters with the University conduct system are required to meet with the RHA advisor to discuss the situation. After this meeting, and in consultation with the RHA advisor, the remaining board members will determine the Executive Board member’s status.

G. **Duties of Executive Officers**

1. Duties and expectations of all Executive Board Officers
   a) Extracurricular and academic activities that interfere with performing RHA duties need to be reported to the Executive Board before these activities occur.
   b) Attend weekly RHA Executive Board Meetings, 2 hours.
   c) Attend weekly General Assembly Meetings, 1 hour.
d) As a Board, plan and implement at least one campus program a month.
e) Support and attend Hall Government meetings and programs whenever possible.
f) Practice good organization and time management skills.
g) Participate in all RHA and Hall Government training sessions and retreats.
h) RHA members will pair with their Hall Government counterpart (RHA President with Hall Government Chair, etc.) to provide guidance and be a resource for any questions.
i) Read and communicate by e-mail within 24 hours.
j) Appropriately address student needs, issues, and concerns.
k) Perform weekly office hours in the RHA office
   a. President must hold 3 office hours per week.
   b. All other Board members must hold 2 hours per week, unless otherwise specified by the RHA President or Advisor.
l) Have a one-to-one meeting with Advisor every two weeks, or as arranged by the Advisor.
m) Have a one-to-one meeting with the President when needed.
n) Perform all assigned duties promptly and efficiently.
o) Be on campus Fall and Spring Terms.
p) Winter Term expectations will be decided by the Board.
   a. If programming occurs during Winter Term, then all Executive Members not in attendance will not receive compensation for that month.
q) Participate in selection and transitioning process of new RHA Executive Board members.
r) Remain in good standing with the University Conduct System.

2. Position-Specific Duties
   a) President
      ● Provide the leadership, drive, and direction to enable RHA to achieve the goals stated in the RHA Constitution.
      ● Build rapport with staff, faculty, and Housing and Residence Life Staff.
      ● Appoint, in consultation with the Executive Board, all liaisons deemed necessary for efficient communication between RHA and other organizations.
      ● Work closely with each RHA Executive Board member, and schedule individual meetings as necessary.
      ● Organize and preside over all RHA meetings, including agenda preparation.
      ● Represent RHA at Student Senate forums and report information to the Board. If the President is unable to attend, another executive member may be appointed to go.
      ● Arrange for an RHA representative at all CORE meetings and provide updates at the first Executive Board meeting following CORE.
● Update forms and job descriptions at the end of each year with input from the members serving each role.
● Make all posted lists for the RHA office (office hours, phone list, etc)
● Coordinate with RHA Executive Board to track the numbers of hours each member contributes to RHA business throughout the year.
● Maintain accurate and updated governing documents, including but not limited to RHA Constitution and Bylaws.

b) National Communications Coordinator - In Training

● Observe the process to plan and coordinate arrangements for The Regional Business Conference and NACURH
● Attend Regional Chat once a month
● Attend General Assembly
  ○ If the NCC-IT can not attend General Assembly, the NCC-IT will attend one Executive Board Meeting and one NCC office hour a month or upon the discretion of the NCC and NCC-IT
● Attend The Regional Business Conference

c) National Communications Coordinator:

● Build and maintain communications with regional and national organizations, including NRHH, NACURH Information Center, NACURH Services and Recognition Office, and the PACURH Regional Board of Directors.
● Serve as the chair in absence of the RHA President for the Executive Board meetings and the HGC for RHA General Assembly meetings.
● Nationally re-affiliate RHA in May, includes paying dues, online re-affiliation form, and writing annual NIC report.
● Keep RHA and Hall Government updated on regional and national activities.
● Encourage bidding for Regional awards (as listed in the PACURH Policy Book).
● Coordinate delegation selection, registration, and travel arrangements for all regional and national conferences: PACURH (Fall), No Frills (Winter), and NACURH (Summer).
● Attend all conferences as a voting representative.
● Mentor the NCC-IT prior to their employment.
● Communicate with the campus chapter of the National Residence Hall Honorary (NRHH).
● Create and submit to the region a report of RHA activities, as necessary.
● Work with Multimedia Marketing Coordinator to maintain RHA website, update weekly with minutes and upcoming events.
● Check mail weekly.
● Attend the Residence Life Staff Team Time meetings as needed to inform the Residence Life Staff about RHA programs and activities.
d) **Financial Coordinator:**
- Manage RHA general ledger.
- Keep accurate records of all RHA financial transactions and report to Board and Hall Government Representatives weekly.
- Work closely with Hall Government Finance Coordinators to generate a financial plan.
- Obtain periodic updates from Hall Government Finance Coordinators and NRHH Treasurers.
- Develop good working relationship with Business office, the Accounts Payable Office, and the Mail Room.
- Manage check requests and petty cash fund.
- Obtain a bi-monthly budget report from the Business office.
- Coordinate the Welcome care package program.
- Coordinate the Fall Finals and Spring Finals care package program.
- Coordinate the Birthday program: delivery schedule, ordering cakes and acquisitions of supplies. Establish delivery schedule and procedure with other Executive members.
- Develop working relationships with On Campus Marketing (OCM) and other fundraising businesses.
- Be responsible for the acquisition and maintenance of all RHA office supplies and equipment.
- Record detailed minutes from Executive Board, Hall Government Open Forum meetings, and general meetings, then distribute to Executive Board and/or others as needed via e-mail and post them outside the RHA office.

e) **Multimedia and Marketing Coordinator:**
- Serve as the social media head and update all accounts as necessary, such as, but not limited to:
  a. Email
  b. Facebook
  c. Instagram
  d. Snapchat
  e. Twitter
  f. YouTube
- Maintain the RHA website
- Maintain and report on online suggestion form
- Coordinate publicity
  a. Posters
  b. Digital signage
  c. Flyers
  d. Door tags
- Attend all Communications Committee (CommComm) meetings, and report to RHA Executive Board at the following meeting.
- Have a good working relationship with the Copy Center, the Office of Marketing and Communications, and other pertinent organizations at Pacific University.
- Coordinate with the NCC for conference Roll Call videos and other spirit as defined by the conference.

**f) Hall Government Coordinator:**
- Coordinate the Hall Government selection process and procedures with the Hall Government Advisors and RHA executive board.
- Be in constant communication with Hall Government and be able to update RHA on activities and/or progress of each Hall Government at each Executive Board Meeting.
- Create and implement training for Hall Government in collaboration with the ALC.
- Attend Hall Government Meetings on a regular basis.
- Organize and preside over all RHA General Assembly meetings, including agenda preparation.
- Facilitate creation of committees in agreement with RHA Constitution in relation to policy changes.
- Ensure each Hall Government is acting within their constitution, as well as RHA’s Constitution.
- Collaborate with the Administration and Leadership Coordinator to cater trainings to Hall Government needs.
- Devise ways to motivate Hall Government members and support them in their endeavors.
- Support policy changes suggested by Hall Government via the Policy Change Procedure.
- Attend meetings with the Administration and Leadership Coordinator, RHA Advisor, and Hall Government Advisors as needed.
- Support Hall Government by helping them generate and find programming ideas, techniques, and resources.

**g) Administration and Leadership Coordinator**
- Provide structure to RHA and be a resource for details of programs
- Create a consistent programming model for the RHA Executive Board
- Reserve all room spaces using the Event Management System (EMS).
- Following each program, conduct program evaluations.
- Have a good working relationship with Facilities Management.
- Coordinate with Executive Board, mainly the financial coordinator, for funding for RHA programming.
- Work with the Hall Government Executive Board to generate a programming plan for each semester based on the group’s vision and goals.
- Collaborate with HGC to plan a training for Hall Government
- Order program supplies.
● Ensure at least one OTM is written by an RHA Executive Board Member each month to recognize a program, member, or other category that pertains to RHA’s activities.
● Keep record of all RHA events in a master document on the RHA Google Drive.

h) Advisor:
● The Advisor shall meet once every two weeks with each Executive Officer (with the exception of the President, who will meet weekly), or as needed.
● The Advisor will accompany conference delegations to regional and national conferences.

H. Hall Government:
1. Hall Government Selection Process:
   a) There will be two Hall Government Selection periods
      ● The advanced selection period will take place in the spring before the corresponding academic year
      ● The standard selection period will take place in the fall of the corresponding academic year
   b) The selections will be coordinated by the Administration and Leadership Coordinator and Hall Government Coordinator.
   c) The selection process consists of:
      ● Application process
      ● Interview process
      ● Position appointment process
         a. In the advance selection period, candidates will only be notified of their membership status for Hall Government. They will be notified of their positional appointment during the selection period.
         b. In the standard selection period, all candidates will be notified of their positional appointment.
   d) A resident can only be selected for Hall Government if they are a resident in a hall on the corresponding side of campus (Burlingham Hall, Gilbert Hall, or Vandervelden Court for North Side Hall Government and Cascade Hall, Clark Hall, McCormick Hall, and Walter Hall for South Side Hall Government).
   e) Members of the RHA Executive Board, RHA Advisor, Hall Government SRA Advisors, and other Student Life Professionals will assist and provide feedback based on the application and interview process.
   f) The RHA executive board will serve as the selection committee for Hall Government.
   g) Hall Government members may not be an RHA Executive Board member, Student Senate Executive Board Member, or a Resident Assistant.
2. Midyear Replacements:
   a) Hall Government should follow their constitution when replacing officers mid year.
3. Hall Government Conduct:
   a) Hall Government officers should refrain from engaging in situations that violate University policy. Hall Government Officers who have had encounters with the University conduct system are required to meet with their Hall Government Advisor to discuss the situation. After this meeting, and in consultation with the Advisor, the remaining Hall Government Officers will determine the member’s status.

4. Meetings:
   a) Hall Governments shall conduct weekly meetings that involve all members.
   b) Hall Governments are required to have an Open Forum each semester of the academic year:
      ● To inform students of each hall the up to date happenings that affect them
      ● To ensure the Hall Government is staying on track
      ● To receive feedback from the residents for potential hall improvements and/or programs.

5. Training and Development:
   a) The Hall Government Coordinator and Administration and Leadership Coordinator shall oversee a Fall Hall Government Training event to:
      ● Train Hall Government members
         a. Including but not limited to:
            i. How to utilize the resources provided by the ALC
            ii. How to interpret their constitution
            iii. Their role in the Residence Hall Association
            iv. Providing activities to improve the group dynamic
      ● Allow halls to plan for the fall semester
   b) A training retreat in the spring may be found necessary if:
      ● The level of progress Hall Government have made are not satisfactory
      ● The functionality of the group is not satisfactory
      ● The RHA Executive Board determines that training would be beneficial for the student leaders involved with Hall Government.

6. Constitutions:
   a) Constitutions can be amended by simple majority of the Hall Government and must be approved by the RHA Hall Government Coordinator.
   b) Halls Governments are required to review and make amendments, if necessary, to their respective constitutions.

I. NRHH

1. Membership
   a) NRHH will be composed of the top 20 on-campus student leaders, or the top 1% of student leaders, whichever is higher.

2. Governance
   a) NRHH will maintain its own constitution.

3. RHA & NRHH Relationship
   a) RHA will give NRHH a budget each academic year for its use.
b) NRHH will support RHA, and elect a representative to attend RHA General Assembly each week

c) Conference costs for the NRHH NCC will be determined each year between RHA and NRHH.

J. **RHA Relationships**

1. **Hall Government**
   a) The Hall Government Coordinator shall go to Hall Government meetings at least bi-monthly. They shall not act as an active member of the meeting.

2. **Housing and/or Residence Life Staff**
   a) This includes anyone that works for Housing or Residence Life, such as, but not limited to, the Resident Assistants.

   b) At the beginning of each semester a representative from the Residence Life Paraprofessional Staff will be invited to take part in a non-voting position in RHA General Assembly.

3. **Hall Government, Housing and Residence Life Staff**
   a) Hall Government cannot supply funding to a Residence Life Staff member for the purpose of programming or activities, unless the Residence Life Staff member is performing the program or activity in conjunction with the Hall Government.

   b) Housing or Residence Life Staff members can utilize the sponsorship form provided by the ALC for programming or activity funding.

K. **Residence Hall Policy Change Procedures**

1. **Introduction:**
   a) This procedure should be followed for any request from Hall Government to change a policy in, or as it pertains to, a Residence Hall. Hall Government members and the members of the Policy change committee are expected to remain objective throughout the entire process and consider both sides of the argument fairly. It is important to follow the guidelines set forth in this procedure as they provide a tested procedure for properly changing policies. It is also suggested that Hall Government make use of their advisor(s) to maintain a degree of professionalism that is expected of all representatives of the University. It is necessary to inform Hall Government Members, RHA Executive Board Members, Housing and Residence Life Staff Members, the Dean of Students, and the Vice President for Student Affairs, because each party plays a key role in the policy change.

2. **Procedure:**
   a) **Create and Present a Proposal**
      - This is a critical section in the process because the proposal illustrates the desired policy change and allows sufficient preparation and evaluation time for RHA, Housing and Residence Life Staff, and administrators.
      - Requests will only be accepted mid-September through the end of March.
      - A key component to the proposal process is the On-Campus Housing Initiative Proposal Form. The purpose of this document is to give
students a starting point to make a request for a potential project in the Residence Halls and can be picked up from the RHA Office, Clark 130.

- Using the form, applicants will outline the location, scope, costs, funding sources, impact on students and staff, benefits, and timeline of the project. Questions that will need to be addressed include:
  a. How will this program be sustained after you leave PU?
  b. How will the proposal impact University staff responsibilities or budgets?
  c. How does your proposal impact the students of the residence hall you are targeting?
  d. If your proposal is accepted, how will you educate the impacted student population about your project?
  e. How does your proposed program benefit PU?
  f. What is your proposed timeline?
    i. Petition Dates
      1. When will it go out for circulation?
      2. When will it be finished?
      3. When will the results be tabulated and by who?
    ii. Trial Period Dates—beginning and ending date
    iii. Meeting Dates
      1. Initial proposal brought to RHA General Meeting
      2. Initial proposal brought to a Housing and Residence Life Staff Meeting
      3. All Hall Meeting with residents of building
      4. RHA Exec Meeting to discuss evaluations and procure recommendation
    iv. d. Evaluations of Trial Period
      1. When do they go out?
      2. When do results get tabulated and by who?

- Applicants will also give copies of the proposal to Housing, Residence Life and Facilities so that they can provide RHA with feedback. After reviewing the applications and departmental input, RHA will make a decision as to whether or not the proposed idea is viable and in the best interests of students. At this point, they may approve the proposal to move on to the Petition step. RHA will review and make recommendations within 15 school days of receiving the proposal. An RHA member will send correspondence to the student’s Pacific University email account.

- This proposal should state the desired policy change as well as the current policy. It should be addressed to the general public and will be the petition that is presented by Hall Government at their Open Forums for the residents to sign in favor of or against.

3. Petitions
a) This step is important because it allows the Hall Government to gain initial feedback from the residents about the policy to be changed. The petition should explain the policy thoroughly—what it currently is and what the proposed change would be.

b) The petition should be reviewed by RHA members, and members of the committee set up to circulate the petition, it should also be sent to Area Coordinators to be reviewed and any other authorities involved in the change.

c) The petition should be specific about the policy change.
   - Specific days of the week/times of day policy would be in effect
   - Option to choose which of these the resident is for/against
   - (i.e. in regards to the Quiet Hours Policy—which nights would the change be in effect, weekend nights or weekday nights, and specifically what times. Some people may want change during the weekdays, but not weekend nights).

d) The petition should be circulated during Open Forums held by each hall.

e) Tally results of petition.
   - If at least 66% of residents who sign are for the idea of the policy change, then it may go to a trial period.
   - Update RHA and Housing and Residence Life Staff on results as soon as possible

4. Trial Period
   a) This step in the process is necessary so that all parties involved have a chance to see how the policy would work in the hall. It does not mean that the policy has been changed, it is simply a test. It gives residents as well as staff a chance to see how people will respond to the new policy and to see if anything has been forgotten in putting together the proposal for the new policy. Trial periods may vary depending on the policy being changed, but typically last a week.

5. Evaluation of the Trial Period
   a) The information gathered after the Trial Period is crucial to the decision making process. This allows the residents to “live” through this policy change for a specified amount of time to see how they like it. They are then given the opportunity to “voice” any concerns that they observed during the Trial Period and provide Hall Government with valuable feedback to take back to RHA. If RHA feels that they do not have enough feedback from residents, they reserve the right to request another round of evaluations of a different type to be determined by Hall Government and RHA.

6. RHA Recommendation
   a) In this step all materials and feedback get pulled together and put into written form in order to take to the Associate Dean of Students and/or the Dean of Students for final approval. Members of the policy change committee, Hall Government, and RHA members are urged to write a brief response to the policy change and then their final recommendation for institution.
7. Extended Trial Period and Evaluation
   a) This final step is optional but should be used for any controversial policy change. At this point in time it is necessary to once again look at all aspects of this possible policy change and decide if it would benefit the residents. If revisions are needed to be made then the policy change should undergo another trial period and feedback again requested. Otherwise this is the final step and advertising should be posted to notify those residents it affects.