University of Hawai‘i at Hilo Student Association (UHHSA)  
2016-2017 Election Packet

The Election Packet contains the following:

1. General FAQ’s 
2. General Information 
3. 2016 Election Schedule 
4. 2016 Election Rules 
5. UHHSA Constitution – Separate Document 
6. UHHSA Senate By-Laws – Separate Document 
7. UHHSA Guidelines – Separate Document 
8. Candidate Nomination Petition – Form 01 
9. Candidate Contact Information – Form 02 
10. Release of the Family Education right and Privacy Act – Form 03 
11. Fair Campaign Practice Code – Form 04 
12. Election Complaint Form – Form 05 

Please submit all completed forms to the Campus Center office
Room 210 by
4:30pm Friday, March 18, 2016.

Be sure to pay close attention to the UHHSA Election Calendar. Include election activities and meetings on your personal calendar. Once you’ve met the above requirements, you’re on your way!

Once you are a verified candidate, campaigning is key to obtaining votes. Campaigning begins once you have been verified and after we receive your signed Fair Campaign Practice Code! Hang banners in highly visible areas. Make flyers with your accomplishments and goals - a photo is a nice touch. Consider making hand outs or stickers for campaigning. Consider using social media to get the word out about your candidacy and voting.
Before you decide to run for an elected UHHSA position, consider these important questions:

Will I have the time to take on the responsibilities of an UHHSA position? Expect a minimum of 4 hours/week (5hrs for executive positions) in the UHHSA office as well as attending the weekly Senate meeting and any additional committee or campus work.

Do I work well in a team? Can I put aside my personal preferences when it’s in the best interest of the team to do so? It takes everyone working together to have a successful UHHSA. A “my way or the highway” attitude is not appropriate. This approach will not be effective in any organization.

Why do I want to serve in this position? Because you want to make a difference on campus, because you want to be a voice for the students to UH Hilo administration and faculty, because you want to decide on the best use of student fees? Serving for personal gain, to add to your resume, or for the stipend are not good reasons to run for UHHSA office.

Can I respond positively to criticism, change and conflict? Working together requires consideration and acceptance of other people’s needs, views, and choices. There will be times when the differences occur as part of the process of working together. Successful UHHSA members are able to respond to conflicts in positive ways that strengthen the group.

What can I offer as a student leader? What can I bring to this position from my other experiences? UHHSA is an excellent opportunity for students who are novice leaders and students who are experienced leaders to share and learn from each other.

What do I hope to gain from serving as a student leader? Serving in UHHSA is a great way to connect with your fellow students and to make a difference on campus. How much each person gains from this service depends on the extent of each person’s participation and efforts.

Talk it over with family, friends, faculty, and current UHHSA members. When you’ve decided to go for it, follow the next steps to begin your adventure of serving in UHHSA...
General Information

HOW TO RUN FOR AN ELECTED POSITION IN UHHS

This packet is a step-by-step guide to run for any University of Hawai‘i at Hilo Student Association (UHHS) elected position. UHHS is a Chartered Student Organization (CSO) that has been authorized by the University’s Board of Regents to receive and expend the mandatory student government fees.

UHHS is a co-curricular activity, which provides an opportunity for students to serve in leadership positions and to participate in the political environment of our campus. UHHS offers and promotes real life, experience-based learning for those who want to know more about the complexity of policies, procedures and decision-making that can affect our campus, our students, and the greater community.

To run for an elected position, you must meet the following requirements:

1. Be currently registered at UH Hilo for a minimum of six (6) credit hours (must be maintained throughout term of office)
2. Completely fill out and turn in required forms 01-03 contained in this election packet by 4:30pm March 18, 2016 to Campus Center Room 210
3. Have a minimum cumulative GPA of 2.0 at the time of nomination. (2.0 GPA must be maintained throughout term of office)
4. Must be in good academic standing and free of any disciplinary sanctions

Elected UHHS positions are:

- President*
- Vice-President*
- Data Director*
- Treasurer*
- College of Agriculture, Forestry and Natural Resource Management (CAFNRM) Senator
- College of Arts and Science (CAS) Senator
- College of Business and Economics (CoBE) Senator
- Daniel K. Inouye College of Pharmacy (DIKCoP) Senator
- Ka Haka ‘ Ula o Ke‘elikolani College of Hawaiian Language (KH‘UOK) Senator
- Graduate Senator
- Senator-at-Large (four positions)

*Executive positions require a one-year minimum of Chartered Student Organization (CSO) experience.

Specific duties of the positions above are described in the UHHS Constitution and By-Laws found at uhh.hawaii.edu/uhhsa
IMPORTANT NOTE:
You must turn in Forms 01-03 on or before 4:30pm Friday, March 18, 2016 to Campus Center Room 210. Campus Center staff will verify that all students who have signed the petition are current students of UH Hilo. No candidate may post campaign materials until they review, acknowledge and turn in the Fair Campaign Practice Code to Campus Center after you are verified.

FOR YOUR INFORMATION
The UH HSA Constitution and By-Laws included in this packet govern this year’s election and, unless revisions are adopted, will govern your term in office should you be elected.

General Information
This election packet has been developed to assist any student who wishes to become a candidate for any UH HSA position. UH HSA officers must meet the eligibility rules as described in the enclosed UH HSA Constitution (Articles 3 & 4) and the UH HSA Election Rules (enclosed).

Every effort has been made to anticipate your questions, and it is important that you read ALL of the information in this packet carefully since each candidate is ultimately responsible for their own campaign. Nomination forms and election packets shall be available to any UH Hilo student during the nomination period which officially begins Monday, March 7, 2016 and ends at 4:30pm Friday, March 18, 2016.

Beginning Monday, March 7, 2016 election packets may be obtained at:
• Campus Center office, room 210
• UH HSA office, Campus Center 203a
• Online at http://www.uhh.hawaii.edu/uhhsa

All candidates will be informed of whether or not their completed election packet has been verified as complete by Campus Center Staff on Monday, March 28, 2016.

After notification of your verified candidacy you are required to turn in a signed copy of the Fair Campaign Practice Code to Campus Center – If this form is not received by the Mandatory Candidates’ Meeting on March 29th 2016 – you will not be included on the electronic ballot. Candidates are welcome to email any questions they may have to the Election Committee members or come in during regular UH HSA office hours.

The Mandatory Candidates’ Meeting will be held on March 29th 2016 from 6:30pm-7:30pm in the CC 301. This is an opportunity to meet the other candidates and the Elections Committee. This meeting will provide you with essential information and elections officials will be available to answer your questions.
2016 Election Schedule

March 7, 2016 – Election Packet Available

March 18, 2016 – Final Day to Submit Election Packet Forms 01-03

March 28, 2016 – Candidates will be Notified of Eligibility

March 29, 2016 – Attend Mandatory Candidates’ Meeting 6:30-7:30pm

March 30, 2016 – Campaigning Begins (as long as Fair Campaign Code has been submitted)

April 11-13, 2016 – Online Voting

April 15, 2016 – Last day to remove campaign materials

April 22, 2016 – Last Day to Submit Appeals/Complaints

May 1, 2016 – 2016-17 Elected Officers and Senators assume office
Part I. AUTHORITY AND CONTROL

SECTION 1. AUTHORITY
These rules are established in accordance with the UH Hilo Student Association Constitution and By-Laws.

SECTION 2. ELECTION COMMITTEE
The committee shall be responsible for facilitating all aspects of the UH Hilo Student Association election which take place every year during Spring semester, for promoting UH Hilo Student Association throughout the entire year in order to ensure candidate competition for each of UH Hilo Student Association’s senator positions, and for filling any open positions on the UH Hilo Student Association senate as they may or may not become vacant throughout the year.

SECTION 3. CHIEF ELECTION OFFICER
The chairperson of the election committee shall also be known as the Chief Election Officer. Upon accepting this role as Chief Election Officer, this student is not eligible for candidacy in the UH Hilo Student Association election they are responsible for facilitating. The Chief Election Officer is responsible for all aspects of the Spring 2016 election and can be contacted at dkhan@hawaii.edu.

Part II. PHILOSOPHY
The UH Hilo Student Association election shall be conducted in a fair, responsible and equitable manner.

Part III. QUALIFICATION OF VOTERS
SECTION 1. VOTERS
A. All students currently enrolled at UH Hilo, in good standing, shall be allowed to vote in an UH Hilo Student Association election.

B. In the election of the College of Agriculture, Forestry and Natural Resource Management Senator, only students enrolled in a minimum of six (6) credit hours in the College of Agriculture, Forestry and Natural Resource Management may vote for this seat.

C. In the election of the College of Arts and Science Senator, only students enrolled in a minimum of six (6) credit hours within the College of Arts and Sciences may vote for this seat.

D. In the election of the College of Business and Economics Senator, only students enrolled in a minimum of six (6) credit hours within the College of Business and Economics may vote for this seat.

E. In the election of the Daniel K. Inouye College of Pharmacy Senator, only students enrolled in a minimum of six (6) credit hours within the Daniel K. Inouye College of Pharmacy may vote for this seat.
F. In the election of the College of Hawaiian Language (Ka Haka ‘Ula O Ke‘elikolani) Senator, only students enrolled in a minimum of six (6) credit hours within College of Hawaiian Language (Ka Haka ‘Ula O Ke‘elikolani) may vote for this seat.

G. In the election of the Graduate Senator, only students enrolled in a minimum of six (6) credit hours within any of the Graduate programs may vote for this seat.

H. In the election of the UHHSA President, Vice President, Data Director, Treasurer, and all four (4) Senators-at-Large, **ALL** UHH students may vote.

**Part IV. ELECTION AND VACANCIES**

**SECTION 1. NOMINATIONS FOR ELECTION**

Nomination of UHHSA Executive Officers and Senators shall be verified by petition: including names, school ID numbers, college status and signatures of at least twenty-five (25) UH Hilo students. More signatures are recommended in case some signatures are determined to be invalid.

Name and college status (College of Agriculture, Forestry and Natural Resources Management, College of Arts and Sciences, Ka Haka ‘Ula O Ke‘elikolani, College of Business and Economics, Daniel K. Inouye College of Pharmacy, and Graduate Program) of each signatory of the petition will be verified by the Campus Center staff. Petitions that are found to contain fewer than the minimum twenty-five (25) signatures shall be deemed invalid.

A student may be a candidate for no more than one office in the 2016 election.

Each candidate shall sign a release in accordance with the Family Education Rights and Privacy Act (FERPA) to enable UH Hilo Campus Center Director to certify that the eligibility requirements have been met as specified by Article 3 Section B of the UHHSA Constitution.

**SECTION 2. OFFICIAL CANDIDACY**

In order for a candidate’s nomination to be considered complete, all of the following must have been received by Campus Center by **4:30pm on Friday, March 18, 2016. The candidate must fully complete all forms (01-03) otherwise the candidacy will be considered invalid.**

a) Form 01 Candidate Nomination Petition

b) Form 02 Candidate Contact Information Form

c) Form 03 Release of the Family Education Right and Privacy Act (FERPA)

**SECTION 3. NOTIFICATION OF CONFIRMED CANDIDACY**

Campus Center will be responsible for communicating with the Chief Elections Officer and provide the Elections Committee with a list of all verified candidates. Campus Center will be responsible for notifying all applicants by email on March 28th 2016. The applicants will be notified of their candidacy status in this email.
PART V. CAMPAIGNING
SECTION 1. BRIEFING OF CANDIDATES

The Chief Election Officer shall inform candidates of pertinent UHHS Constitution provisions, the Election Rules and University policies and procedures at the mandatory candidates’ meeting. Attendance at the candidates meeting is mandatory. A proxy, must be a valid and current UH student, may only be used after a valid excuse is provided and approved at the discretion of the election’s committee chair. Notification of use of a proxy must be received by March 28, 2016.

SECTION 2. FAIR CAMPAIGNING

All candidates shall sign and follow all provisions in the Fair Campaign Practice Code provided in the election packet. The Fair Campaign Practice Code must be signed and submitted to Campus Center Room 203a prior to any campaigning activities.

SECTION 3. LIMITATIONS

Candidates and/or their supporters shall not aid in the voting process. Any information pertaining to candidates - which is in the possession of any voter utilizing campus center polling computers do not apply to this provision

SECTION 4. POSTING OF CANDIDATES

A list of candidates will be published in Ke Kalahea, posted on the UHHS bulletin board in Campus Center, on the UHHS window, and elsewhere on campus by the Chief Election Officer, or an official designee.

SECTION 5. REMOVAL OF FLYERS AND POSTERS

As a courtesy, please remove all of your flyers and campaign materials from campus at the end of the election period (April 15, 2016)

PART VI. ELECTION PROCEDURES

SECTION 1. VOTING PROCEDURES

a) Any student with a documented disability who would like to request accommodations should contact UHHS by phone or email ahead of time so appropriate arrangements can be made. (Candidates and/or supporters shall not assist in the voting process)
b) Students will receive an email with an announcement about voting containing a link to vote.
c) Students can vote from their own devices as well as with any public devices on campus.

PART VII. TABULATING PROCEDURES

SECTION 1. TABULATION

All tabulation will happen automatically through the computer program which was designed specifically for UHHS elections.
SECTION 2. ANNOUNCEMENT OF THE ELECTION RESULTS
The Chief Election Officer, or a designated representative, shall release the unofficial election results as soon as possible after the closing of the online election, and prior to certification of the election by the Chancellor.

SECTION 3. PRESERVATION OF THE ELECTION RESULTS
The digital results shall be saved for a minimum of one calendar year and available for examination if needed.

SECTION 4. CERTIFICATION
The Chancellor shall review the tally, any complaints or appeals filed, and the report of the Chief Election Officer to certify that the election was conducted in a fair and equitable manner. Following the Chancellor’s certification, the election results will be considered official and posted on the UHHSA website.

PART VIII. ELECTION OFFENSES AND SANCTIONS
SECTION 1. ELECTION OFFENSES AND SANCTIONS
The following shall constitute election offenses:
   a) Non-compliance with UH Hilo regulations
   b) Non-compliance with these Election Rules
   c) Violation of the Fair Campaign Practice Code

SECTION 2. COMPLAINTS
Any student of UH Hilo may file a written complaint, using Form 05 “Election Complaint Form”, with the Chief Election Officer at any time during the campaign and/or election period. The complaint must state the offender and the violation. The Chief Election Officer shall contact complainant in regards to complaints which are incomplete in order to have them properly completed for evaluation. If the complainant does not respond within 24 hours, the Chief Election Officer may discard the complaint.

The Chief Election Officer and Elections Committee shall review all complaints in a timely manner. Candidates will be notified of any complaints against them and shall be given the opportunity to explain and refute the complaint. If a clear violation of the rules outlined within this document has been demonstrated without a doubt, the Chief Election Officer reserves the right to disqualify that candidate from the election. Any appeals filed in regards to disqualification will be handled by the Chancellor.
CANDIDATE NOMINATION PETITION UHHSA
UHHSA FORM 01

- Nominators for the College of Agriculture Senator must be CAFNRM students
- Nominators for College of Arts and Sciences Senator must be CAS students
- Nominators for College of Business and Economics Senator must be CoBE students.
- Nominators for Daniel K Inouye College of Pharmacy Senators must be COP students
- Nominators for Ka Haka ‘Ula o Ke’elikolani must be KH’UOK students
- Nominators for Graduate Senator must be Graduate Students
- Nominators for Executive Board Member (President, Vice President, Treasurer, Data Director) and Senators-At-Large position must be a UH Hilo student.

WE, the undersigned, support (Candidate full name) ___________________________________________ for the office of (seat desired) ___________________________________________. Twenty-five (25) valid UH Hilo signatures are required. More are recommended in the event that some are invalid. Please check that the printed name is legible, otherwise it may invalidate that signer.

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Twenty-five (25) valid signatures are required for this petition to be accepted. We recommend that you get an additional five (5) in the event that any signatures are invalid.

Print Candidate Name: ___________________________ Student ID #: _______________________
Signature: ___________________________ Date: _______________________

UHHSA FORM 01 / For Office Use Only:
Date/Time Received: ___________________________ Received by: _______________________

University of Hawai‘i at Hilo Student Association
Campus Center Room 203a (near Lava Landing) / 808-932-7367 / uhhsa@hawaii.edu
CANDIDATE CONTACT INFORMATION FORM
UHHSA FORM 02

NOTICE: *Please provide us this candidate information which will be condensed and may be publicized in Ke Kalahea, posted to the UHHSA website, and used for the online ballot

First Name: __________________________ Last Name: __________________________
Commonly Used Name (if other than above): __________________________
Phone: __________________________ Email: __________________________

Mailing Address: __________________________
College: __________________________ Student ID# __________________________
Office Sought: __________________________ Current Credit Load: __________

Previous Experience and/or Office(s) Held:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What are your goals for UHHSA if you are elected?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature: __________________________ Date: __________________________

UHHS FORM 02 / For Office Use Only:
Date/Time Received: __________ Received by: __________________________
Release of the Family Education Rights and Privacy Act (FERPA)

UHHSA FORM 03

I, ______________________________, a candidate for an UHHSA Senate position, have read the notice to students regarding privacy rights provided at the website below and do hereby sign this release form pursuant to the Election Rules, Part IV-Section 2c, to the Chief Election Officer, and to the UH Hilo Campus Center Director.

Information regarding FERPA may be found at http://hilo.hawaii.edu/registrar/ferpa.php

__________________________________________
Candidate Signature                                Date

UHHS FORM 03 / For Office Use Only:
Date/Time Received: ____________________       Received by: _____________________
Fair Campaign Practice Code
2016-2017 ELECTION
UH Hilo Student Association

Thank you for your interest in becoming part of the UH Hilo Student Association Senate! Before you begin your election campaign, there are some important guidelines you must keep in mind throughout your campaign. Please read each statement carefully, then sign the agreement and turn it in to Campus Center Room 203a after you receive your candidacy verification email. You may submit it at the Mandatory Candidates’ meeting on March 29, 2016. Should this form not be signed and turned in by the mandatory meeting you will NOT be included on the online ballot. Your campaigning may begin once this form is turned in.

*Please keep a copy of this form for your reference during the campaign*

1. Promote your platform, your experience and your commitment to serve your fellow students; do not promote yourself at the expense of other candidates.

2. Use slogans, posters, flyers, banners and other campaign materials that are non-offensive and non-discriminatory.

3. Abide by all rules and instructions regarding posting and distribution of campaign materials.

4. Submit election complaints to the Chief Elections Officer at UHHSA. Forms are available here: [http://hilo.hawaii.edu/vote/](http://hilo.hawaii.edu/vote/)

5. Be yourself! Your campaign should be about your commitment to the University of Hawai’i at Hilo campus community and about what you will do to make this a better place for everyone.

**UH Hilo Student Association Campaign Posting Rules**

1. General campus: May post on ramps and walkways
   - Do NOT post on gutters, in restrooms, or on buildings
   - Post in readily accessible places (makes removing materials easier!)
   - Contact person for campus-wide posting: Kolin Kettleson, Auxiliary Services Director, kolin@hawaii.edu.

2. Special facilities: See the person in charge of the facility for permission and regulations for posting
   - Housing: Miles Nagata, Director, mnagata@hawaii.edu
   - Athletics: Patrick Guillen, Athletic Director, pguillen@hawaii.edu
3. Campus Center: Special allowances for campaign period

! May post in following areas:
- Side of stairs leading to 1st floor dining room
- Pillars on walkway from parking lot to dining room
- Windows at Da Lava Tube
- Banners on dining room overhang (depending on the number of candidates who ask to use the frames, we’ll determine how long each candidate may post a banner)

! May use sandwich boards in Plaza but Campus Center is not responsible for security

! Posting is not allowed:
- On restroom walls, stalls or doors
- On lobby entrance doors on all 3 floors or rm 301 doors and windows
- On Plaza pillars, walls, or rain shield

! Contact: Ellen Kusano, ekusano@hawaii.edu, OR Lai Sha Bugado, sdelo@hawaii.edu

4. If chalking, please do so in areas that are uncovered so the rain can take care of removing the chalk.

5. Use masking tape or painter’s tape where possible except on glass surfaces. On glass, use clear tape but not double-sided tape. Get permission from the facility manager or Auxiliary Services before using duct tape, staples or nails.

6. As a courtesy please remove all campaign materials from campus by 4pm on April 15, 2016. You are responsible for cleaning any tape residue, removing all staples/nails and discarding all other materials.

☆ HAVE AN EXCELLENT CAMPAIGN! ☆

“I have read the Fair Campaign Code and agree to conduct my campaign in accordance with this agreement”

Print Name Legibly_________________________Position seeking_________________________
Signature_________________________Date________________

UHHSA FORM 04 / For Office Use Only:
Date/Time Received: ____________________ Received by: ____________________

University of Hawai‘i at Hilo Student Association
Campus Center Room 203a (near Lava Landing) / 808-932-7367 / uhhsa@hawaii.edu
ELECTION COMPLAINT FORM
UH HSA FORM 05

Full name of complainant: ___________________________ Date of complaint: ______________
Complainant's home campus: ___________________________ Email: ___________________________

1. Name of offender_____________________________. Alleged violation according to these Election
Guidelines (use the back of this form if needed):

2. Brief summary of the complaint/inquiry (Use the back of this form if needed):

ELECTION COMPLAINT DISPOSITION (This section to be used by the Chief Election Officer Only)
Case No.: ___________________________ Chief Election Officer: ___________________________
DISPOSITION:

UH HSA FORM 05 / For Office Use Only:
Date/Time Received: ___________________________ Received by: ___________________________

University of Hawai’i at Hilo Student Association
Campus Center Room 203a (near Lava Landing) / 808-932-7367 / uhhsa@hawaii.edu