

**Before you decide to run for an elected UHHSAs position, consider these important questions:**

- Will I have the time to take on the responsibilities of an UHHSAs position?
  - *Expect a minimum of 5 hours/week in the UHHSAs office as well as attending the weekly Senate meeting and 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 UHHSAs. A "my way or the highway" attitude is not appropriate. This approach will not be effective.*
- Why do I want to work in this position?
  - *Because you want to make a difference on campus, because you want to be voice for the students to UHH 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 UHHSAs 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 UHHSAs 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?
  - *UHHSAs 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 UHHSAs is a great way to serve 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 UHHSAs members. When you've decided to go for it, follow these simple steps to begin the adventure of serving in UHHSAs...**

## HOW TO RUN FOR AN ELECTED POSITION IN THE UNIVERSITY OF HAWAI'I AT HILO STUDENT ASSOCIATION

This packet is a step-by-step guide to run for any University of Hawai'i at Hilo Student Association (UHHSa) elected position. UHHSa 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 fee. UHHSa is a co-curricular activity which provides an opportunity for students to serve in leadership positions and to participate in the political arena of our campus.

The University community offers and fosters a stimulating, experiential learning environment for those who would like to learn the intricacies of policies, procedures and decision-making that can affect our campus community.

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

1. Be currently registered at UHH with a minimum of (6) credit hours.
2. Plan to register for at least six (6) credit hours next Fall Semester.
3. Have paid your mandatory UHHSa student fee.
4. Have a minimum cumulative GPA of 2.0 at the time of nomination. (2.0 GPA must be maintained throughout term of office.)
5. Have good academic and financial standing.

### **Elected UHHSa positions are:**

- President\*
- Vice-President\*
- Data Director\*
- Treasurer\*
- College of Agriculture, Forestry and Natural Resource Management (CAFNRM) Senator
- Ka Haka Ula o Ke'elikelani College of Hawaiian Language (KCHL) Senator
- College of Arts and Science (CAS) Senator
- College of Business and Economics (CoBE) Senator
- Senator-at-Large (four positions)

*\*Executive positions require a one-year minimum of UHHSa experience.*

**Specific duties of the positions above are described in the UHHSa Constitution and By-Laws attached to this packet.**

## IMPORTANT

**Note: You must turn in your Candidate Nomination Petition (Form 0001) and Forms 0002-0006 by 4:00pm on Friday, March 7, 2008.** Campus Center staff will verify that all students who have signed the petition are current students of UHH.

NO CANDIDATE may post campaign materials until after the mandatory meeting for candidates on **Wednesday, March 19, 2008** in Campus Center room 301 from 4:00pm-6:00pm. Posting campaign materials prior to the meeting shall constitute a violation of the election rules, subject to action by the Chief Elections Officer. Posting campaign materials begins on Thursday, March 20, 2008.

## FOR YOUR INFORMATION

The UHHSAs Constitution and ByLaws included in this packet govern this year's election and 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 a UH Hilo Student Association (UHHSAs) office. UHHSAs officers must conform to the eligibility rules as described in the enclosed UHHSAs Constitution (Articles 3 & 4) and the UHHSAs 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 his/her own campaign.

Nomination forms and election packets shall be available to any UH Hilo student during the nomination period which officially begins Monday, March 3, 2008 and ends at 4pm, March 7, 2008.

Beginning Monday, March 3, 2008, packets may be obtained at:

- Campus Center office, room 210
- UHHSAs office, Campus Center 211
- Faculty Advisor Dr. Jennifer Richardson's office, K Hall 206
- Online at <http://www.uhh.hawaii.edu/uhhsa>

**All candidates are required to attend an informational Candidate Orientation meeting on Wednesday, March 19, 2008 at 4:00pm in CC301. Any candidate who does not attend this meeting, or send a duly authorized representative (see form enclosed) will disqualify him/herself from the election. This meeting will provide you with essential information and election officials will be available to answer any questions you may have.**

## UHSA 2008 ELECTION RULES

### Part I. AUTHORITY AND CONTROL

**SECTION 1. AUTHORITY.** These rules are established in accordance with the **UHSA Constitution.**

**SECTION 2. ELECTION COMMITTEE.** The current UHSA Election Committee Chair shall serve as Chief Election Officer subject to the counsel and advice of a two-member Election Advisory Committee that shall be UH Hilo students appointed by the UHSA Senate. The Chief Election Officer shall administer and interpret these election rules, review and approve the candidacy of each nominee, conduct the Spring 2008 UHSA election, officially announce the results of the election, and submit to the office of the Chancellor a written report of the election to include: a) the complete numerical tabulation of the results, b) a report of any and all official complaints received and actions taken, c) a detailed description of the procedures for the election, and d) an evaluation of the election.

**SECTION 3. CHIEF ELECTION OFFICER.** The Chief Election Officer shall exercise such responsibility as may be provided by these rules or by the Chancellor. The Chief Elections Officer is responsible for all aspects of the Spring 2008 election.

### Part II. QUALIFICATION OF VOTERS

**SECTION 1. PHILOSOPHY.** All UHSA elections shall be conducted in a fair, responsible, and equitable manner.

**SECTION 2. ELECTIONS.** In the Spring of 2008 all officers and senators shall be elected.

### Part III. QUALIFICATION OF VOTERS

**SECTION 1. VOTERS.** All students currently enrolled at UH Hilo, who have paid student government fees shall be allowed to vote in any UHSA election.

- a. In the election of the College of Agriculture, Forestry and Natural Resource Management Senator, only students enrolled in a minimum of six credit hours within the College of Agriculture, Forestry and Natural Resource Management may vote.
- b. In the election of the College of Hawaiian Language (Ka Haka 'Ula O Ke'elikōlani) Senator, only students enrolled in a minimum of six credit hours within Ka Haka 'Ula O Ke'elikōlani may vote.
- c. In the election of the College of Arts and Science Senator, only students enrolled in a minimum of six credit hours within the College of Arts and Sciences may vote.
- d. In the election of the College of Business and Economics Senator, only students enrolled in a minimum of six credit hours within the College of Business and Economics may vote.

- f. In the election of the UHHS A President, Vice President, Data Director, Treasurer, and Senators-at-Large, all members of UHHS A enrolled in a minimum of 6 credits may vote.

#### **Part IV. ELECTIONS AND VACANCIES**

**SECTION 1. NOMINATIONS FOR ELECTION.** Nomination of UHHS A Executive Officers and Senators shall be by petition including names, social security numbers, college status, and signatures of at least 25 (twenty-five) UH Hilo students. More signatures are recommended in case some signatures are determined to be invalid. Name and college status (College of Agriculture, College of Arts and Sciences, Ka Haka 'Ula O Ke'elikōlani, College of Business and Economics) of each signatory of the petition will be verified by the Chief Elections Officer and the Campus Center staff. Petitions that are found to contain fewer than the minimum 25 (twenty-five) signatures shall be deemed invalid.

**SECTION 2. ACCEPTING/DECLINING OF NOMINATION.** The following procedure shall apply to all nominees for UHHS A Executive Officers and Senators:

- a) Each candidate for office shall file with the Chief Elections Officer an official acceptance, on form 0002, or refusal of the nomination, **no later than 4:00pm, March 11, 2008.**
- b) A student may be a candidate for no more than one office in the 2008 election.
- c) Each candidate shall sign a release in accordance with the Family Educational Rights and Privacy Act to enable the Chief Elections Officer and the UHH Campus Center Director to certify that the eligibility requirements as specified in the 2008 UHHS A Constitution, Article IV, Section B have been met.

**SECTION 3. OFFICIAL CANDIDACY.** In order for a candidate's nomination to be considered complete, all of the following must have been received by the chief Elections Officer by **4:00pm on Friday, March 7, 2008. Candidate must complete all forms (0001-0006) otherwise candidacy will consider invalid.**

- a) Form 0001. The petition with 25 valid UHH student signatures.
- b) Form 0002. Official acceptance of nomination signed and dated by the nominee.
- c) Form 0003. Contact Information Form.
- d) Form 0004. Candidate Data Personal Sheet.
- e) Form 0005. Candidate Representative Authorization Form.
- f) Form 0006. Signed Release of the Family Education Right and privacy Act.

**Nominations that are incomplete as of 4:00pm, Friday, March 7, 2008 shall be deemed invalid and such candidate shall be disqualified from the 2008 election.**

#### **Part V. CAMPAIGNING.**

**SECTION 1. BRIEFING OF CANDIDATES.** The Chief Elections Officer shall inform candidates of pertinent UHHS A Constitution provisions, the Election Rules, and University policies and procedures by scheduling a candidate briefing. All candidates are responsible to attend the meeting, **March 19, 2008 at 4:00pm in Campus Center 301** or send a duly authorized representative in his or her place. Whether the candidate attends the meeting or sends a representative, the candidate will be held responsible for all information, rules and

directives presented at the meeting. A plea of ignorance will not be considered a valid defense for any infraction of the election rules.

**SECTION 2. FAIR CAMPAIGNING.** All candidates shall sign the Fair Campaign Practice Code, to be presented at the mandatory meeting, **March 19, 2008.**

**SECTION 3. LIMITATIONS.** Candidates or their supporters shall neither actively campaign nor allow campaign posters to be displayed within 60 feet of the polling booth during the election on **April 7 - April 11** from **8:00 am – 2:00 pm.**

**SECTION 4. POSTING OF CANDIDATES.** A list of candidates will be published in Ke Kalahea and posted conspicuously on campus by the Chief Elections Officer, or an official designee. This list will be posted no later than 12noon Tuesday, April 15, 2008.

**SECTION 5. REMOVAL OF FLYERS AND POSTERS.** Candidates are held personally responsible for removal of their posters and flyers from all University property the day following the last day of the election, no later than **4:00 pm, Monday, April 14, 2008.**

## **PART VI. ELECTION PROCEDURES**

**SECTION 1. BALLOTS.** Ballots shall contain only the names of all certified candidates, as determined by the Chief Elections Officer. There shall be no provision for write-in candidates. Any ballot on which a name has been written shall be considered spoiled.

**SECTION 2. BALLOTING.** Voting shall be done by secret ballot. To obtain a ballot, each voter shall identify him or herself (using a valid driver's license or student ID, or equivalent which contains the bearer's social security number), and shall be checked against an official list of enrolled students. Students whose names do not appear on the list shall be allowed to vote, but their ballots shall be set-aside in a separate envelope for later verification of eligibility.

A simple majority of all votes cast will determine the result of the election. In the event of a tie, a run-off election shall be held within one week of the original election.

**SECTION 3. ELECTION PERIOD.** Balloting shall continue for at least two consecutive days.

### **SECTION 4. BALLOT PREPARATION AND SECURITY.**

- a) The Chief Elections Officer shall be responsible for the printing of the ballots and for security during the course of any UHHSA election.
- b) The names on the official ballots shall appear in alphabetical order for each office.
- c) At the end of the polling day, all ballots shall be returned to and secured by the Chief Elections Officer or an official designee.

**SECTION 5. VOTING POLLS.** The Chief Elections Officer and/or appointed Elections Officials shall open and close the polling places at the designated times and locations, and supervise the voting procedures. They shall be responsible for securing the election site.

### **SECTION 6. VOTING PROCEDURES.**

- a) Voters shall make a clear mark in pen in the appropriate space corresponding to his/her selection.
- b) If a voter spoils a ballot by making a mark that makes their selection unclear, the voter may request a new ballot. The Election Official shall destroy the spoiled ballot immediately.
- c) All voters standing in line at the time of the closing of the polling day shall be allowed to vote.

## **PART VII. TABULATING PROCEDURES.**

### **SECTION 1. COUNTING.**

- a) All ballots will be counted under the sanction of the Chief Elections Officer.
- b) Any doubt as to the intention of the voter will invalidate the vote in that particular race.
- c) Any ballot on which a vote has been cast for more than the allowed number of selections shall automatically be voided.
- d) Tally sheets shall be maintained indicating the entire number of votes cast, the number of votes that are void or blank, and the number of votes for each candidate.
- e) Every attempt shall be made to accommodate representatives of the press to observe counting, provided that their presence will not disturb the count in any way.
- f) Two different Election Officials, to verify the count, shall conduct the ballot count twice.
- g) In the event of a tie vote, as certified by the Chief Elections Officer, a run-off election of only the involved candidates shall be conducted not more than one week after the original election.

**SECTION 2. ANNOUNCEMENT OF THE ELECTION RESULTS.** The Chief Elections Officer or a designated representative shall release the unofficial election results as soon as possible after the closing of the election polls and counting, and prior to certification of the elections by the Chancellor.

**SECTION 3. PRESERVATION OF THE BALLOTS CAST.** Ballots cast in each election shall be preserved by the election authorities until the allowable period for appeals and complaints has passed without any such appeal, or until any such appeal or complaint has been resolved, after which the ballots shall be destroyed.

**SECTION 4. CERTIFICATION.** The Chancellor shall review the tally, any complaints or appeals filed, and the report of the Chief Elections 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.

## **PART VIII. RECOUNT.**

**SECTION 1. CHIEF ELECTIONS OFFICER.** The Chief Elections Officer may order a recount of all ballots for any reason (s)he deems necessary.

**SECTION 2. APPEAL FOR RECOUNT.** Any appeal for a recount must be officially signed and submitted by a candidate or an official representative to the Chief Elections Officer no later than **4:00 pm, April 15, 2008**. The decision as to whether or not to conduct a

recount shall be at the discretion of the Chief Elections Officer and the Election Advisory Committee. The committee shall decide by majority whether or not to conduct a recount.

**SECTION 3. RESULTS.** The results of any officially conducted recount shall be considered final.

## **PART IX. ELECTION OFFENSES AND SANCTIONS.**

**SECTION 1. ELECTION OFFENSES AND SANCTIONS.** The following shall constitute elections offenses.

- a) None-compliance with the UHSA 2005 Constitution, or any University of Hawai'i at Hilo regulations.
- b) None-compliance with these Election Rules.
- c) Violation of the Fair Campaign Practice Code signed at the mandatory meeting for candidates on **March 19, 2008 at 4:00pm in Campus Center room 301.**

**SECTION 2. COMPLAINTS.** Any student of the University of Hawai'i at Hilo may file a written complaint with the Chief Elections Officer at anytime during the campaign and election period. The complaint must state the offender, if known, and the violation. The Chief Elections Officer may discard complaints, which are incomplete. The Chief Elections Officers shall review all complaints in a timely manner in consultation with the Elections Advisory Committee.

The committee shall take whatever action is deemed necessary to maintain the integrity and fairness of the UHSA elections, including, but not limited to, limiting a candidate's campaigning or disqualifying a candidate. The decision of the Chief Elections Officer in such matters shall be final.

## CANDIDATE NOMINATION PETITION

**Please note:**

- NOMINATORS FOR THE COLLEGE OF AGRICULTURE SENATOR MUST BE CAFNRM STUDENTS.
- NOMINATORS FOR KA HAKA ‘ULA O KE‘ELIKŌLANI MUST BE KCHL STUDENTS.
- NOMINATORS FOR CAS SENATOR MUST BE CAS STUDENTS.
- NOMINATORS FOR CōBE SENATOR MUST BE CōBE STUDENTS

WE, the undersign, support (Full name) \_\_\_\_\_

for the office of \_\_\_\_\_.

PRINT NAME	Signature	Social security #	COLLEGE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

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.

<b>Print Name</b>	<b>Signature</b>	<b>Social Security #</b>	<b>COLLEGE</b>
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Form 0002

CANDIDACY ACCEPTANCE FORM

I do hereby submit my CANDIDATE NOMINATION PETITION, ACCEPTANCE FORM, PERSONAL DATA SHEET and REPRESENTATIVE AUTHORIZATION FORM in support of my candidacy for the office of \_\_\_\_\_ in 2008-2009 UHHSAs elections.

I certify that, to the best of my knowledge, all the following information provided herein is accurate.

I also certify that I accepted the nomination, have read the material in the 2008-2009 UHHSAs Election packet and the UHHSAs constitution and agree to the provisions describe therein. I also agree that once the Chief Election Officer declares my candidacy, I will attend (or designate a representative to attend) the mandatory candidate meeting on **Wednesday, March 19, 2008** at **4:00 pm** in **Campus Center 301**.

I further certify that I am an currently enrolled in a minimum of 6 credit hours at UH Hilo, that I have a cumulative GPA of at least 2.0, and that I am not on academic or disciplinary probation and do not have any outstanding financial obligations to the University of Hawaii at Hilo.

If I am elected, I agree to participate in the UHHSAs new officers' retreat tentatively for **May 19-21, 2006**.

Print your name: \_\_\_\_\_.

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.

Office sought: \_\_\_\_\_.

COLLEGE \_\_\_\_\_ Current credit load: \_\_\_\_\_.

Signature: \_\_\_\_\_.

Date/Time: \_\_\_\_\_ : \_\_\_\_\_

Form 0003

CANDIDATE CONTACT INFORMATION FORM

For PUBLIC DISCLOSURE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address

Permanent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

College: \_\_\_\_\_

Office sought: \_\_\_\_\_ Current credit load: \_\_\_\_\_

Previous Experiences and/ or office held:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_ : \_\_\_\_\_

\*Information on this sheet shall be available to any UHH student.

Form 0004

CANDIDATE ACCEPTANCE FORM

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

HOME CAMPUS: \_\_\_\_\_

CREDIT LOAD: \_\_\_\_\_

I do hereby submit my CANDIDATE NOMINATION PETITION, CANDIDATE ACCEPTANCE FORM, CANDIDATE PERSONAL DATA SHEET AND CANDIDATE REPRESENTATIVE AUTHORIZATION FORM in support of my candidacy for the office of \_\_\_\_\_ in the Spring 2008 UHSA elections.

I certify that, to the best of my knowledge, all the information contained herein is accurate.

I also certify that I accept the nomination, have read the 2008 UHSA election rules and the UHSA Constitution and agree to the provisions described therein.

I further certify that I am a regular member of UHSA; that I have a cumulative UH GPA of no less than 2.0; that I will be registered for a minimum of six (6) credits throughout my term of office; that I am not on academic or disciplinary probation; and, that I do not have outstanding financial obligations to the University.

If I am elected, it is my responsibility to participate in the UHSA new officers' training and retreat.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

**Form 0005**

**CANDIDATE REPRESENTATION  
AUTHORIZATION FORM**

\*\*\* This is to be used in the case that nominee is unable to attend the **MANDATORY** meeting being held on **Wednesday March 19, 2008** at **4:00 pm** in **Campus Center 301**.

*If the potential nominee or the representative stated on this form does not attend this meeting, the nomination will be deemed invalid and the candidate will be not eligible for the election.*

I (candidate), \_\_\_\_\_ acknowledged that no nomination will be valid unless myself or my representative (stated on this form) attends the mandatory meeting for which will take place on **Wednesday March 19, 2008** at **4:00 pm** in **Campus Center**.

Name of candidate: \_\_\_\_\_

Social security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Office sought: \_\_\_\_\_

College (CAS, CHL & CAFNRM) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of authorized representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

RELEASE OF THE FAMILY EDUCATION  
RIGHTS AND PRIVACY ACT

I \_\_\_\_\_ a candidate for an UHSA Senate position have read the notice to students regarding privacy rights provided in the 2008 UHSA Election Packet and do hereby sign this release form pursuant to the Election Rules, Part IV, to the Chief Election Officer, and to the UHH Campus Center Director.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date/Time

ELECTION COMPLAINT FORM

Full name of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Complainant's home campus: \_\_\_\_\_

1. State the offender and violation. (Use the back of this form if needed)

2. Summary of the complaint/inquiry. (Use the back of this form if needed)

**ELECTION COMPLAINT DISPOSITION**

Case No.

Chief Election Officer: \_\_\_\_\_

**The election Packet should contain all the following:**

1. 2008 Election Schedule
2. "General Information"
3. 2008 Election Rules
4. UHHS A Constitution
6. Candidate Nomination Petition - Form 0001
7. Candidate Acceptance Form - Form 0002
8. Candidate Contact Information Form - Form 0003
9. Candidate Personal Data Sheet - Form 0004
10. Candidate Representative Authorization Form - Form 0005
11. Notice to Student Regarding the Privacy of Information Act
12. Release of the Family Education Right and Privacy Act - Form 0006
13. Election Complaint Form - Form 0007

**Submit all completed forms and turn it before the deadline on  
4pm *Friday, March 7, 2008.***

Form 0001... your Candidate Nomination Petition that requires twenty-five (25) signatures from your fellow UHH students. Get support from your friends and classmates. It is strongly recommended that you get 30-35 signatures in the event to ensure a minimum of 25 *valid* signatures. Only currently registered UHH students may sign your petition. Submit your petition to the Campus Center office by the deadline.

**Be sure to pay close attention to the UHHS A Election Calendar. Include election activities and meetings on your personal calendar.**

**Once you've met the above requirements, you're on your way! THE DATES, TIMES, AND RULES FOR CAMPAIGNING ARE CLEARLY STATED IN THE ELECTION RULES...PART V.**

Campaigning is *key* to obtaining votes. Hang banners in highly visible areas. Make flyers with your accomplishments and goals - a photo is a good touch. Consider making hand-outs or stickers for campaigning on the VOTING days.

**Finally, the hardest part of seeking an elected position ... WAITING FOR THE BALLOTS TO BE COUNTED AND THE ELECTION RESULTS TO BE ANNOUNCED!**

**BEST WISHES & GOOD LUCK!!**