



The Associated Students of the University of Hawai'i-West O'ahu (ASUHOWO)
Elections Packet – AY 2018-2019
 INFORMATION OVERVIEW



About ASUHOWO

The purpose of the Associated Students of the University of Hawai'i – West O'ahu (ASUHOWO) shall be to provide democratic representation for the students of the University of Hawai'i – West O'ahu and to promote student participation in education, cultural, and social and community activities, with emphasis on focused student advocacy.

Eligibility

All candidates must be an enrolled student of the University of Hawai'i – West O'ahu and for at least six (6) credit hours on campus. This credit status must be maintained throughout the term of office. Candidates must have an institutional GPA of at least a 2.5 for Senate positions or 3.0 for Executive Board and Caucus Delegate positions.

Executive Board Position(s):

- President.....1
- Vice-President.....1
- Secretary.....1
- Treasurer.....1

Division Senate Position(s):

- Business Administration Senator.....1
- Public Administration Senator.....1
- Education Senator.....1
- Humanities Senator.....1
- Social Sciences.....1

Class Senate Position(s):

- Freshman Class Senator.....1
- Sophomore Class Senator.....1
- Junior Class Senator.....1
- Senior Class Senator.....1

Other Senate Position(s):

- Distance Education1

For description of positions, visit the ASUHOWO website: <http://www.asuhwo.com/get-involved.html>

Mandatory Candidate Orientation Briefing

All candidates must attend ONE of the Candidate Orientation Briefings scheduled on:

- Thursday, March 8 at **12:30pm, 2:00pm, 3:30pm, 5:00pm** (Room TBD)
- Friday, March 9 at **11:00am, 12:30pm** (Room TBD)

If you are unable to attend the briefing, contact Student Life Coordinator, Rouel Velasco (rouel@hawaii.edu), prior to the meeting dates to make alternate arrangements. **Failure to attend will result in disqualification.**

| INFORMATION | APPLICATION |
|---|---|
| <p>This information packet includes the following:</p> <ul style="list-style-type: none"> • Information Overview • General Elections and Transition Calendar • Candidacy Declaration Form • Candidate Campaign Agreement Form • Candidate Profile | <p>The following forms must be turned in by Tuesday, March 6 by 4:30pm to the Student Affairs Front Desk Lobby C-236, 2nd floor of Campus Center.</p> <ul style="list-style-type: none"> • Candidacy Declaration Form • Candidate Campaign Agreement Form • Candidate Profile |

Thank you for your interest in an ASUHOWO position in the Academic Year 2018-2019, 7th Senate of Kapolei!



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 GENERAL ELECTIONS AND TRANSITION CALENDAR

| | |
|---|---|
| Nominations begins-Applications Available <i>Available at Reception Counter at Campus Center 1st Floor and 2nd Floor, Student Lounge, ASUHWO Website</i> | Wednesday, January 31, 2018 |
| Deadline to File Candidacy <i>Submit at Student Affairs Front Desk Lobby C-236, Campus Center 2nd Floor</i> | Tuesday, March 6, 2018 4:30pm |
| Mandatory Candidate Orientation <i>Room TBD. If unable to attend listed dates and times, please contact Student Life Coordinator, rouel@hawaii.edu, to set up appointment. Failure to attend will result in disqualification.</i> | Thursday, March 8 at 12:30pm, 2:00pm, 3:30pm, 5:00pm Friday, March 9 at 11:00am, 12:30pm |
| Public Listing of Candidates <i>Posting may include but not limited to: Bulletin Boards and ASUHWO Website</i> | Monday, March 12, 2018 |
| Campaign Period | Tues, March 13 – Fri, March 23 Mon, April 2 – Fri, April 6 |
| Election Period <i>Online voting</i> | Monday, April 9 8:00am – Friday, April 13, 11:59pm |
| Unofficial Public Announcement of Results & Elections Results Ratification at Senate Meeting | Monday, April 16 |
| Transition Meeting Period <i>Outgoing senate members meet with Incoming senate members by positions, make appointment</i> | Monday, May 7 – Thursday, May 31 |
| ASUHWO 7th Senate take Office | Friday, June 1 |
| Senate Summer Training | June – August 2018 |
| ASUHWO 7th Senate Swear-In Ceremony At Welcome Week Festivities (tentative) | Week of August 20, 2018 |



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 CANDIDACY DECLARATION FORM



Please PRINT or TYPE legibly

Candidate Information

Legal Name (Last, First, Middle Initial): _____

Current Address: _____

City: _____ Zip code: _____ State: _____

UH E-Mail: _____ Phone: _____

Class standing (circle): F So Jr Sr Major/Division: _____

Estimated Credit Load: Fall 2018 _____ Spring 2019 _____

Mandatory Candidate Orientation Briefing Date: (circle your availability, circle one)

3/8 12:30pm

3/8 2:00pm

3/8 3:30pm

3/8 5:00pm

3/9 11:00am

3/9 12:30pm

I, the undersigned, do hereby declare my candidacy for the following office in the ASUHWO General Elections for the ASUHWO – 7th Senate (2018-2019 Academic Year). Indicate below the position you are applying for candidacy.

 Senate Position

I, also authorize the University of Hawai'i Registrar to release information regarding my education records, in accordance with the Federal Family Educational Rights and Privacy Act in accordance with ASUHWO elected office. In signing this, I acknowledge that is now my responsibility to be aware and comply with elections deadlines, the rules governing the elections. By signing below, I also acknowledge that I accept any consequences that are handed down by ASUHWO as a result of noncompliance with ASUHWO election rules and procedures.

 Signature of Candidate

 Date

For Office Only:

Institutional GPA: _____ Major: _____ Credits Earned: _____ Eligible: Y / N

Certified by: _____ Date: _____



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CANDIDATE CAMPAIGN AGREEMENT FORM



Introduction:

1. Every student who is running for a position in the Associated Students of the University of Hawai'i — West O'ahu (ASUHOWO) Student Government is required to adhere to these procedures and rules. Any infraction by a candidate is cause for disqualifications by the Election Commission.
2. These procedures and rules are established to promote fairness and equity during the campaigning process among all candidates.

Nomination Requirements:

1. Candidates must have been accepted for enrollment or be enrolled for at least six (6) credit hours at the time of nomination.
2. Candidates running for officer positions (i.e. President, Vice-President, Treasurer, and Secretary) must have a minimum cumulative grade point average of 3.0 at UHWO.
3. Candidates running for senator must have a minimum cumulative grade point average of 2.5 at UHWO or a minimum 2.5 overall grade point average from previously attended institution(s) if the candidate has not yet completed a semester at UHWO.
4. All requirements must be maintained throughout the candidate's term of office.
5. Individuals who choose to run for Divisional Representative positions (i.e., Business Administration Senator, Education Senator, Humanities Senator, Public Administration Senator, and Social Science Senator) must be declared in the area they wish to represent for the term of office.
6. Individuals who choose to run for Junior and Senior Senator must be a classified student.
7. Individuals who choose to run for Online/Distance Learning Senator must have majority of enrolled courses online.

Nomination Procedures:

1. The candidate must submit all completed nomination forms to be officially nominated for office. Nomination forms must be submitted by 4:30pm.
2. No candidate may run for more than one office.

Campaign Rules

1. The candidate's name and the position sought must be officially posted on the Student Lounge bulletin board and/or website prior to posting campaign posters and/or flyers on campus.
2. Posters and/or flyers may only be displayed in approved areas (i.e., bulletin boards/monitors) and must adhere to campus rules for posting materials on campus.
3. All posters and/or flyers must be approved by the Election Commission prior to displaying them.
4. Campaign speeches are allowed and may be given in classes with the Instructor's permission. In-class speeches should be limited to 5 minutes so as not to interfere with classroom instruction.
5. Campaigning is prohibited on election days.
6. Violation of any of the rules in this nomination packet may result in disqualification of the individual from the election.

Election Procedures:

1. Voting shall be done online by secret ballot.
2. Each candidate's name will appear on the ballot in accordance with the candidate's nomination application.
3. Times and dates for voting will be posted on the bulletin boards and/or website in advance of Election Day.
4. Candidates are elected by a simple majority of the votes.
5. Election results are considered final following tabulation by a third party system and certification by the Elections Commission, Vice Chancellor for Student Affairs, Faculty Advisor, or Student Life Coordinator.
6. Election results will be posted within one (1) instructional day after the poll is closed. The results will be posted on the Online, Student Lounge bulletin board, and/or ASUHWO website.

Campaign Violations:

1. Notification of campaign violations by any candidate must be submitted in writing to the Elections Commission within two (2) instructional days following the closing of the polls.
2. If the Election Commission finds that the reported violation is an infraction of the election rules, the candidate will be notified of the violations within one (1) working day.
3. The accused candidate will have three (3) working days following notification to respond to the allegations.
4. The Election Commission, the Vice Chancellor for Student Affairs, or the Faculty Advisor will notify the candidate of the decision no later than five (5) working days following the receipt of all appropriate documents.

Request for Recount:

1. A request for a recount must be submitted within one (1) working day of poll closure.
2. The Election Commission will rule on the request within two (2) working days of its receipt.
3. The decision of the Election Commission including the Vice Chancellor for Student Affairs, Student Services Advisor, Faculty Advisor, or the Student Life Coordinator is final in all matters pertaining to these rules.

I certify that I have read and understand the previously noted rules and procedures governing ASUHWO elections and will abide by these rules and the decision of the Election Commission.

Furthermore, if elected to ASUHWO, I will commit to the Leadership Training Series that includes six 2-hour sessions and a two day-long retreat during the summer. I also agree to work with other ASUHWO members to find a common meeting time that works for each person to attend the training sessions.

If elected to ASUHWO, I will take the Oath of Office at a public swear-in event. I commit to attending the required amount of ASUHWO meetings according to the constitution to conduct regularly scheduled business. I also commit to serving as a committee chair – to be appointed by the ASUHWO President, with input from ASUHWO members.

(If submitted through your hawaii.edu account it signifies compliance, therefore your signature is not required.)

Printed Name: _____
Signature: _____ Date: _____



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CANDIDATE PROFILE



The Candidate Profile is an opportunity for candidates to introduce themselves to their UHWO constituency via the ASUHOWO website, bulletin boards, and any other medium. More specifically, candidates share what they would like to do in office, goals, plans, etc. Feel free to talk about your platform, your background (where you are from), future plans, or anything that you want to communicate to the people who will be voting during the election. This information may be posted but not limited to the Student Lounge Bulletin Board, ASUHOWO website or any other ASUHOWO Elections materials for promotional purposes.

Please submit the requested information below to Student Life Coordinator, Rouel Velasco, rouel@hawaii.edu by **Tuesday, March 6, 2018**

- Legal Name
- Position to which you are a candidate
- Major/Academic study
- Class Standing
- Hobbies and Interests (optional)
- Short statement addressing your co-curricular leadership involvement in organizations, your reasons for running, and your goals if elected to office. **Total of 150 words max.**
- Include a picture of yourself (headshot pic – from shoulders and up) and attach it as a PDF or JPG (optional)

Failure to submit candidate profile information will still allow you to be eligible to run for office but information will not be included or posted on ASUHOWO website, bulletin boards, or any other medium to promote elections.