Hawai`i CC Student Council

ELECTIONS COMMITTEE RULES, POLICIES, AND PROCEDURES

I. PURPOSE

A. The Elections Committee shall be formed to plan, coordinate, direct, conduct, and report on all elections, regular and special, or balloting necessary to assist the student body in exercising its decision making powers.

B. It is the duty of the Elections Committee to conduct elections that are accessible to all students of Hawai`i CC.

C. When the annual Regular Election has concluded, the Elections Committee shall revise and approve these Election Rules.

D. Elections Committee members and Candidates are responsible for knowing and understanding their responsibilities. A plea for ignorance will not be considered a valid defense for any infraction of the Election Rules.

II. REGULAR ELECTION DAYS

A. Regular Elections are to be held annually and must be completed at least two (2) weeks prior to the early registration period during the spring semester. Terms of office shall be from June 1st – June 15th of the next year to allow for overlap and training.

B. Elections must be held during days and times that enable all students the opportunity to vote. Designated polling sites must be on campus grounds, including outreach sites, and/or accessible to all students through electronic online voting system. The Elections Committee shall determine specific dates, times, and places/means of polling and must issue public notices of the same at least ten (10) school days in advance.

III. SPECIAL ELECTIONS

A. Special Elections are to be held when deemed necessary by the Elections Committee and when directed by the Student Council Bylaws.

B. Elections must be held during days and times that enable all students the opportunity to vote. Designated polling sites must be on campus grounds, including outreach sites, and/or accessible to all students through electronic online voting system. The Elections Committee shall determine specific dates, times, and places/means of polling and must issue public notices of the same at least five (5) school days in advance.

IV. APPLICATION PROCESS

A. Candidates must submit an application if they wish to run in an election. Applications must be made available at one or more of the following sources. Electronic means are preferred, however paper format is acceptable when deemed necessary by the Elections Committee:

1. Online
2. Kau Wa`a Center
3. Student Council office

B. Applications must be received at least five (5) school days prior to the start of elections. Upon receipt, the applications shall be forwarded to the Student Life Coordinator for eligibility verification.

C. A notice of eligibility should be provided to the candidate by the Elections Committee within seven (7) school days of receipt of an application.

D. All candidates are required to attend, in its entirety, a Candidate Briefing session, in which the Elections Committee will inform candidates of the Bylaws, Election Rules, and Hawai`i CC policies and procedures. Candidates wishing to send an authorized representative in his/her place may do so only after notifying the Elections Committee in writing.

V. ELECTIONS PROCEDURES

A. In the event that only one (1) candidate has applied for an elective position, the Elections Committee shall have the option to declare the candidate elected unopposed, and to cancel the election.

B. In the event that there are fewer candidates than positions being filled, candidates must receive at least 10% of votes cast to be elected.

C. Only certified candidates shall be listed on the ballot, alphabetically, and separated by the population they represent: CTE, Liberal Arts, West Hawai`i. There shall be no provisions for write-in candidates.

D. All votes shall be cast by secret ballot.

E. Voting method must verify voter eligibility and allow only one vote cast per voter.

F. All students registered at Hawai`i Community College are eligible to vote. Identities shall be verified by current student identification (UH ID card, UH ID number, UH username).

G. All personal information of voters, including student ID numbers, phone numbers, e-mail addresses, addresses, etc., is to be guarded against disclosure to unauthorized persons.

H. Votes shall be tabulated as soon as possible after polls have closed.

1. Online ballots shall be tabulated by the online authority conducting the voting.

2. For paper balloting, vote count shall be observed by at least one (1) faculty member and one (1) registered Hawai`i CC student who are external to the election process. They shall verify the accuracy of the count.

   i. Any ballot on which a vote has been cast for more than the allowed number of selections shall automatically be voided.
ii. 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.

iii. Reasonable accommodations shall be made to representatives of the press and the administration, provided that their presence will not disturb the count in any way.

iv. Counting shall be conducted as soon as possible after the closing of the polls each polling day.

I. The Elections Committee shall verify the final results. The results shall be posted and the candidates should be notified within three (3) school days of final tabulation.

J. The Elections Committee shall present the election results in a report to the Advisor and VCSA within five (5) school days following the posting of the election results. Final authority to accept and ratify all elections shall rest with the Advisor and VCSA.

K. In the event of a tie vote for one position, a run-off election of only the candidates involved shall be conducted note more than one (1) week after the original election.

L. In the event that an appeal is requested, the request must be submitted to the Elections Committee in writing within two (2) school days after the posting of the election results. The decision to accept or decline the appeal shall be made by the Elections Committee and submitted to the appealer within (3) school days of receipt of the appeal.

M. In the event of an appeal, the Elections Committee shall create a proposal of the action it will take and submit it to the Advisor for approval.

VI. CAMPAIGN RULES

A. All candidates must participate in and promote a clean, positive, and inclusive election. No negative campaigning allowed, i.e. slander, defacing, vandalism, and/or inappropriate images, content, language; the Elections Committee may remove negative campaign materials and will inform the candidate of its removal.

B. Equal access to resources will be made available to all candidates.

C. The Elections Committee shall post or publish conspicuously a list of candidates.

D. Any posters or flyers are to be placed only on bulletin boards after permission is granted by the organizer of the board.

1. Within and surrounding Kau Wa`a Center: contact Student Life Program

2. Bulletin Boards on Manono campus: contact Information Center

3. Do not post:
   i. On painted walls
   ii. Without permission of the occupants
iii. And forget to remove

iv. On cars, i.e. under windshield wipers

E. Candidates will not be allowed within fifty (50) feet of tabulation sites (during tabulation) or polling sites, except to vote.

F. No campaigning is allowed within fifty (50) feet of any polling site.

G. Candidates must remove all campaign material within fifty (50) feet of any identified polling sites prior to the start of polling.

H. It is the responsibility of each candidate to remove his or her materials by 4:00 PM on the last day of elections.

VII. CONFLICT OF INTEREST

A. No Elections Committee member shall demonstrate a definite bias for or against any candidate, or give special, unusual, or preferential treatment to a candidate.

B. Candidates cannot serve on the Elections Committee.

C. Candidates that are currently serving on the Student Council shall be held to the same expectations as all other candidates.