



STUDENT CONGRESS

2018-2019

Executive and Member-At-Large Election Packet

Thank you for considering to run for a position within Student Congress. In this packet you will find important information on how to proceed with your application, and the necessary forms to do so. Only the last 3 pages of the packet are required for submission.

Please read this document carefully and thoroughly before completing the necessary paperwork. If you have questions that are not covered in this document, or are confused about a topic, please contact:

- Faculty Advisor: Shannon Sakaue
 - Phone Number: (808) 734-9511
 - Email: sks78@hawaii.edu
 - Location: Maida Kamber Center - 'Ilima 104

I. APPLICATION

To run for a Student Congress position you must email a completed electronic copy (no hard copies will be accepted) of this packet no later than **Friday, April 6 by 4:00 PM** via email (sks78@hawaii.edu) from your UH Email address. Applications must be turned in by the applicant and during the Candidacy Application Period.

Eligibility will be verified by the Election Committee on a rolling review. Applicants will be notified of their eligibility status through their UH Email address. For applicants that meet the eligibility criteria, they will become OFFICIAL CANDIDATES and are allowed to campaign on campus from **Thursday, April 5 - Friday, April 13, 2018**.

II. ELIGIBILITY

Eligible candidates must be enrolled students at Kapi'olani Community College. Eligible candidates are also required to:

- Be enrolled in at least 6 credits at Kapi'olani Community College;
- Have Kapi'olani Community College as their home campus;
- Have a GPA of at least 2.0;
- Attend one mandatory orientation session:
 - a. **Tuesday, April 3, 2018** in 'Iliahi 123C from 3:00-4:00 PM
 - b. **Wednesday, April 4, 2018** in 'Iliahi 123C from 3:00-4:00 PM

If candidates are unable to attend either of the orientations, please contact Student Congress Faculty Advisor, Shannon Sakaue (sks78@hawaii.edu) prior to the meeting date, to make alternative arrangements.

III. 2018 TIMELINE:

Candidacy Application Period
Monday, March 19 – Friday, April 6 by 4:00 PM
Candidate Orientation Session
Tuesday, April 3
Wednesday, April 4
Review Eligibility Status of Applicants
Rolling review
Applicant Confirmation and Notification
Rolling review
On-campus Campaigning Period
Thursday, April 5–Friday, April 13
Voting Period
Monday, April 9–Friday, April 20
Ballot Counting
Friday, April 20
Notification of Results to Candidates

Monday, April 23
Appeal Submission Deadline
Friday, April 27 by 4:00 PM
Final Review of Appeals
Friday, April 27

If No Appeals Are Submitted	If Appeals Are Submitted
Public Release of Election Results	
Monday, April 23	Monday, April 30
Final Settling of Appeals	
N/A	Monday, April 30
Final Ratification of Elected Officers	
Tuesday, April 24	Tuesday, May 1
Elected Officers Paperwork	
Wednesday, April 25 - Friday, April 27	Wednesday, May 2 - Friday, May 4
Public Ratification and Public Announcements of Elected Officers	
Tuesday, April 24	Tuesday, May 1

IV. CONDUCT

All Kapi'olani Community College's Student Conduct ruling and penalties apply for all students, including OFFICIAL CANDIDATES. Breaking such policies may include, but not be limited to, a written reprimand, letter of apology, loss of wages, disqualification, and to referral to the Vice Chancellor for Student Affairs.

As an OFFICIAL CANDIDATE, the following conduct code is will be enforced:

- **Authorized Campaign Posting**

Candidates are only allowed to post campaign material on-campus on authorized bulletin boards, following the Office of Student Activities Posting Policies, and only during the On-campus Campaigning Period. Should any campaign material posting not follow these rules, a written reprimand will be applied. Campaigning expenses cannot exceed a cumulative total of \$40. Any candidate can be required to submit proof of expenditures, in-kind donations, gifts, or any other material that is used to promote or influence the Student Congress campaign.

- **Pejorative Campaigning**

Pejorative campaigning about any candidate is prohibited. If such campaign is promoted in any form and location, and reported, an investigation will be conducted. Should such campaign be promoted or initiate by any candidate or his/her staff, the minimal penalty of a public letter of apology, to be deemed satisfactory by the Elections Committee, will apply. Should the Elections Committee deem such campaign as highly inappropriate or defamatory, disqualification may be imposed with approval of Student Congress.

- **Off-Campus Campaigning**

Candidates are allowed to post campaign material outside Kapi'olani Community College property that does not violate any laws and/or this article. Student Congress and Kapi'olani Community College are not responsible for any consequences of off-campus campaigning that is not outlined in this document.

V. DISQUALIFICATION

Should a candidate be accused and found guilty of any conduct violation in any instance, disqualification will be applied.

Should a candidate's conduct (not outlined in this document) be deemed as highly inappropriate by the Elections Committee, disqualification may be imposed with approval of Student Congress.

Should the eligibility of a candidate change to be ineligible, disqualification will be applied.

Should an elected candidate be disqualified after the ballot counting, the second most voted candidate for the same office will be considered the elected candidate instead. Should the second most voted candidate for the same office also be disqualified, no candidate will be considered elected.

VI. APPEALS

Candidates may appeal from disqualification through formal letter to Student Congress. All appeals should be sent to Student Congress Faculty Advisor at sks78@hawaii.edu, from the candidate's UH email account no later than Friday, April 27, 2018 at 4:00PM. Any appeal submitted will be reviewed by the Election Committee and approved through a Student Congress Special Meeting.

VII. OFFICE POSITIONS

President:

- A. Be responsible for convening meetings of the Student Congress
- B. Prepare meeting agendas
- C. Identify Student Congress committee nominations with a majority confirmation vote of Student Congress
- D. Be the spokesperson for Student Congress in all matters appearing before the organization
- E. Be required to make a report to Student Congress at the end of each semester
- F. Shall assume other duties as directed by Student Congress and generally belonging to the President
- G. Must be able to dedicate approximately 20 hours a week

Vice President:

- a. Perform all duties generally belonging to that office
- b. Be responsible for assisting the treasurer in preparing Student Congress annual budget, financial statements, and requisitions
- c. Conduct meetings and assume all of the duties of the President in absence of the President
- d. Be responsible for preparing necessary reports as directed by Student Congress
- e. Must be able to dedicate approximately 20 hours a week

Secretary:

- a. Responsible for keeping permanent records of Student Congress
- b. Record and distribute copies of the minutes and pertinent materials to all members
- c. Assist the President in notifying all members of the meetings
- d. Responsible for preparing necessary reports as directed by Student Congress
- e. Work with Public Relations officer to keep the students informed of Student Congress actions and events
- f. Authorized to appoint a Secretary pro tempore in the case of absence (not extended absence)
- g. Must be able to dedicate approximately 15 hours a week

Treasurer:

- a. Responsible for the regular review of all Student Congress financial records
- b. Prepare the Student Congress' annual budget, financial statements and requisitions with assistance and consultation of the Vice President
- c. Responsible for preparing necessary reports as directed by Student Congress, including fiscal reports.
- d. Must be able to dedicate approximately 10 hours a week

Public Relations Officer

- a. Be responsible for all correspondence related to the Office of Public Relations.
- b. Send out information to all concerned bodies.
- c. Release of the information to the press and be in direct contact with the college newspaper, The Kapi'ō News.
- d. Seek out information and support from students and faculty.
- e. Be responsible for preparing all necessary reports as directed by Student Congress.
- f. Must be able to dedicate approximately 10 hours a week

Student Congress 2018-2019 Election Candidate Application

Candidate Information	
Name (Last, First, Middle):	
UH Email Address	Phone:
Major:	Number of semesters at KCC:
How did you hear about Elections?	

I would like to submit my candidacy for the following Student Congress office: (please select one)

- President
- Vice-President
- Secretary
- Treasurer
- Public Relations

I would like to be considered for:

- Member-At-Large (I am not interested in being elected into an office position)

I, the undersigned, do hereby declare my candidacy for the following office(s) in the ASKCC-SC Spring 2018 Elections for the Kapi'olani Community College Student Congress 2018-2019. I acknowledge that this is now my responsibility to be aware and comply with election deadlines, the rules governing the elections, and all bulletins and postings of the Elections Committee. I acknowledge that I accept any consequences that are issued by ASKCC-SC as a result of noncompliance with ASKCC-SC election rules and procedures.

Signature

Date

Ballot Profile
Name (Last, First, Middle)
Major (or pursuing major):
Experience as a leader:
Your biggest accomplishment:
Number one issue to address on behalf of students (to solve within one year):
Why students should vote for you (Optional Question):
Picture:*

* Pictures must have portrait format and be at least 200px*200px, to be attached to this form or e-mailed to sks78@hawaii.edu.

Please keep each of the answers of your ballot profile to 1-3 sentences. Be aware that voters will be reading all candidate's ballot profiles.

On the next page you will have the chance to further develop a profile and explain your platform.

Candidate Profile

The Candidate Profile is an opportunity for you to share what you would like to accomplish while in office and to let your constituents know more about you.

Share about your campaign platform, where you are from, who you are, what you hope for in the future, and anything else you would like voters to know about you during the election. The candidates profiles will be permanently available publicly, but will not be included on the ballots.

Write a short essay of 250 words max addressing the following questions:

- Why am I running for office?
- What do I want to accomplish while in office?
- Any prior experience?
- Hobbies and Interests?