

**Informational Election Packet**

**2017—2018**

Thank you for considering running for an 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 us at:

* Phone #: (808) 734-9580
* Email: kapccsc@hawaii.edu
* Location: ‘Iliahi 129 (next to Subway)
* Faculty Advisor: Shannon Sakamoto
	+ Phone #: (808) 734-9511
	+ Email: sks78@hawaii.edu
	+ Location: Maida Kamber Center - ‘Ilima 104

**I. APPLICATION**

To run for a Student Congress position you must turn in a completed copy of this packet no later than Tuesday, March 21 at 4:00 PM via email (kapccsc@hawaii.edu) or ‘Iliahi 129. Applications must be turned in by the applicant and during the Candidacy Application Period. Please do not submit both an online and a hard copy application, nor submit more than one application.

Eligibility will be verified by the Election Committee from Thursday, March 23, to Friday, March 24. Applicants will be notified by email, on their eligibility status. Students who are considered ineligible will receive an extension of the turn-in period to Monday, April 3 (first day of campaigning), in which they can prove or fix the fault in their eligibility by re-applying. For applicants that meet the eligibility criteria, they will become OFFICIAL CANDIDATES and are allowed to campaign on campus from Monday, April 3, to Friday, April 14.

**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;
* Attended a mandatory orientation section prior to the start of the Eligibility Reviewing. Below is a listing of orientation dates:
	1. Tuesday, March 14, 2017 in ‘Iliahi 123C from 3:00-4:00 PM
	2. Monday, March 20, 2017 in ‘Iliahi 123C from 3:00-4:00 PM

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

**III. TIMELINE:**

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| Candidacy Application Period |
| Wednesday, March 8–Wednesday, March 22 |
| Candidate Orientation Section |
| Tuesday, March 14 |
| Monday, March 20 |
| Review Eligibility Status of Applicants |
| Thursday, March 23–Friday, March 24 |
| Applicant Confirmation and Notification |
| Thursday, March 23–Friday, March 24 |
| On-campus Campaigning Period |
| Monday, April 3–Friday, April 14 |
| Voting Period |
| Monday, April 5–Wednesday, April 19 |
| Ballot Counting |
| Thursday, April 20 |
| Notification of Results to Candidates |
| Thursday, April 20 |
| Appeal Submission Deadline |
| Friday, April 21 |
| Final Review of Appeals |
| Monday, April 24–Tuesday, April 25 |
| Public Release of Election Results |
| Wednesday, April 26 |
| Final Settling of Appeals |
| Thursday, April 27 |
| Final Ratification of Elected Officers |
| Friday, April 28 |
| Elected Officers Paperwork |
| Friday, April 28–Wednesday May 5 |
| Public Ratification and Public Announcements of Elected Officers |
| Wednesday, May 5 |

**IV. CONDUCT**

All Kapi‘olani Community College’s Student Conduct ruling and penalties apply for all students, including OFFICIAL CANDIDATES. Breaking such policies will impose, in addition to penalties sanctioned by Kapi`olani Community College, penalties sanctioned by the Elections Committee. Penalties may range from 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 OSA 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.
* **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 nor Kapi‘olani Community College is 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 three or more instances, 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 elected 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, no later than Friday, April 21, at 4:00PM. Appeal will be reviewed by the Election Committee and approved through a Student Congress Special Meeting.

Candidates may appeal for disqualification of other candidates through formal letter to Student Congress, no later than Friday, April 21, at 4:00 PM. Appeals will be reviewed by the Election Committee and decided through a Student Congress Special Meeting.

**VII. OFFICE POSITIONS**

**President:**

1. Be responsible for convening meeting of the Student Congress
2. Prepare meeting agendas
3. Make Congress committee nominations with a majority confirmation vote of the Congress
4. Be the spokesperson for Congress in all matters appearing before the Congress
5. Be required to make a report to the congress at the end of each semester
6. Shall assume other duties as directed by Congress and generally belonging to the Chair
7. Be a voting member of Congress
8. Be enrolled in at least six (6) credits at Kapi‘olani Community College
9. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher

**Vice President:**

1. Perform all duties generally belonging to that office
2. Be responsible for assisting the treasurer in preparing the Congress annual budget, financial statements, and requisitions
3. Conduct meetings and assume all of the duties of the Chair in absence of the Chair
4. Be responsible for preparing necessary reports as directed by Congress
5. Serve as Chair of the Special Project/ Activities Committee
6. Be a voting member of Congress
7. Be enrolled in at least six (6) credits at Kapi‘olani Community College
8. Be home-based at Kapi‘olani Community College
9. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher.

**Secretary:**

1. Responsible for keeping permanent records of Congress
2. Record and distribute copies of the minutes and pertinent materials to all members
3. Assist the Chair in notifying all members of the meetings
4. Responsible for preparing necessary reports as directed by Congress
5. Work with Public Relations officer to keep the students informed of Congress actions and events
6. Authorized to appoint a Secretary pro tempore in the case of absence (not extended absence)
7. Be enrolled in at least six (6) credits at Kapi‘olani Community College
8. Be home-based at Kapi‘olani Community College
9. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher

**Treasurer:**

1. Responsible for the regular review of all Congress financial records
2. Prepare the Congress’ annual budget, financial statements and requisitions with assistance and consultation of the Vice-Chair
3. Responsible for preparing necessary reports as directed by Congress, including fiscal reports.
4. Be the Chair of the Budget and Finance Committee
5. Be a voting member of Congress
6. Be enrolled in at least six (6) credits at Kapi‘olani Community College
7. Be home-based at Kapi‘olani Community College
8. Be in good academic standing with a cumulative grade point average (GPA) of 2.0 or higher

**Student Congress 2017-2018 Election Candidate Application**

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| **Candidate Information** |
| Name (Last, First, Middle): |
| Phone: | Major: |
| 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 2017 Elections for the Kapi‘olani Community College Student Congress 2017-2018. 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.

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Signature Date

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| **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 kapccsc@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 available publicly, but will not be included onto 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?