



ASUH
 Associated Students of the University of Hawai'i
YOUR STUDENT GOVERNMENT

SPRING 2025 Special Elections Packet

YOU MUST TURN IN A FILLED OUT PACKET NO LATER THAN Monday, February 10th, 2024 AT 5 PM. FLOOR NOMINATIONS WILL BE Thursday, February 13th, 2025 AT THE ASUH GENERAL SENATE MEETING.

ELIGIBILITY:

In order to run you must be a full-time, classified, undergraduate student this semester and you must have a cumulative GPA of at least 2.0.

Available Executive Seats:

- President 0
- Vice President 0
- Secretary 0
- Treasurer 1
- Senator-at-large 1

Available College Senatorial Seats:

- Senator of the School of Architecture 1
- Senator of the College of Arts and Sciences 5
- Senator of the Shidler College of Business 2
- Senator of the College of Education 1
- Senator of the College of Engineering 3
- Senator of the Hawai'i inuiākea School of Hawaiian Knowledge 1
- Senator of the College of Health and Sciences and Social Welfare 0
- Senator of the School of Ocean, Earth Science, and Technology 0
- Senator of the School of Pacific and Asian Studies 1
- Senator of the College of Tropical Agriculture and Human Resources 1
- Senator of the School of Travel Industry Management 1

You may only run for the Senate seat correlated with the college or school you are enrolled.

MANDATORY:

You must attend **ONE** virtual candidate orientation. An email will be sent with the Zoom links to the orientation. Two separate meetings are scheduled on:

Tuesday, February 18th at 3:00 PM, via Zoom OR Wednesday, February 19th 2025 at 3:00 PM via Zoom. If you cannot attend either session, contact the ASUH Office to schedule an appointment with the ASUH Elections Committee Chair.

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***Please detach the packet and turn in sheets only from page 8 to 16.
The rest of the packet will be your reference for the Elections.***



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Spring 2025 Special Elections Elections Schedule

Candidate Packets Available:	Friday, January 31st at 8:30 AM
Candidate Packets Due (Including RIO Form)	Monday, February 10th at 4 PM
Floor Nomination Packets Due:	Monday, February 17th at 4 PM
Elections Start Date:	Monday, March 3rd at 8:00 AM
Elections End Date:	Monday, March 10th at 4 PM
Spending Report and Accept/Decline Form Due:	Friday, March 14th at 4 PM

Pre-Elections Schedule

Friday, January 31st, 2025 at 8:30 AM

- Candidate Packets and Temporary RIO forms available in the ASUH Office CC211A and at www.asuh.hawaii.edu
- Nomination Period begins

Monday, February 10th, 2025 at 4 PM

- Candidate Packets (Including RIO Form) due at the ASUH Office (CC211A) at 4:00 PM
- Nomination period ends

Thursday, February 13th, 2025 at 6 PM/7 PM

- Floor Nominations at ASUH GSM at 6:00 PM
- Nomination period ends
- Final day to submit Candidate Packets (Including RIO Form) due at the ASUH Office (CC211A) at 4:00 PM

Monday, February 17th, 2025 at 4 PM

- Floor Nomination (Including Temporary RIO forms) packets due at 4 PM

Tuesday, February 18th, 2025 at 12pm

- Candidate list posted
- Candidate orientation meeting #1 at 3pm

Wednesday, February 19th, 2025

- Candidate orientation meeting #2 at 3pm

Friday, February 21st, 2025

- Campaign Period Begins
- Candidate list posted on Bulletin Board

Monday, February 24th, 2025 at 4:00pm

- Candidate Withdrawal Deadline
- Candidate Profiles Due

Elections Schedule

Monday, March 3rd, 2025 at 8:30 AM

- Elections begin online

Monday, March 10th, 2025 at 4:00 PM

- Campaign Period ends
- Elections end

Post-Elections Schedule

Tuesday, March 11th, 2025

- Unofficial Results posted
- Candidates are notified of the results via email

Thursday, March 13th, 2025

- Elections Appeals deadline at the ASUH Office at 4:00 PM
- Elections Results ratified at the General Senate Meeting at 6:00 PM

Friday, March 14th, 2025 at 4:00 PM

- Campaign Materials must be removed
- Campaign Spending Report due at the ASUH Office
- Accept/Decline Position Form due at the ASUH Office



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Spring 2025 Special Elections Senate Rules Regarding Elections

LAST REVISED ON OCTOBER 22, 2019

PART XIII: GENERAL AND General ELECTION RULES

Rule 51 *Authority and Control*

- 51-1 These rules are established by the ASUH Senate in accordance with the ASUH Constitution and shall be effective until such time as may be revised or repealed.
- 51-2 Per the Constitution, the Elections Committee shall conduct all ASUH elections, and announce elections results. The chairperson of the Elections Committee (“Chief Elections Officer”) shall oversee all elections procedures and appeals and shall exercise such responsibilities as may be provided by these rules.
- 51-3 Any senator or executive member who is running in the current elections shall be prohibited from serving on the Elections Committee.
- 51-4 The candidates shall follow the Elections Rules, ASUH Constitution, and policies governing Registered Independent Organizations (RIO).
 - a) Failure to submit any required documentation by the specified deadline shall result in a candidate’s disqualification, except in cases in which the seat in question is uncontested.
 - b) Ignorance of the rules is no defense to elections infraction.

Rule 52 *Elections Committee Pre-Elections Responsibilities*

- 52-1 The Elections Committee shall exhaust all means deemed necessary by the Chief Elections Officer to effectively publish all vacancies within the Senate.
- 52-2 The Chief Elections Officer shall set and review the Elections Regulations and shall publish an Elections Packet, including the Elections Schedule, Elections Rules, and Elections Regulations, before the nomination period begins.
- 52-3 Subsequent to nomination deadline, a list of all verified candidates will be published not less than ten school days before the elections.
- 52-4 The Elections Committee shall schedule a mandatory candidate orientation for all candidates within five school days of nomination deadline.

Rule 53 *Nominations*

- 53-1 In accordance with Article III, Section B; Article IV, Section A; and Article VIII, Section D of the ASUH Constitution, individuals seeking nomination must meet the following eligibility requirements:
 - a) Nominees for any position must be full-time, classified undergraduate students, possess a minimum grade point average of 2.00, and have paid the ASUH membership fee.
 - b) Nominees for Treasurer must have satisfactorily completed at least two semesters of accounting courses or their equivalent.
 - c) Nominees for any College Senator seat must be members of the corresponding college represented in the ensuing semester.

- 53-2 Nominations for President, Vice President, Secretary, Treasurer, and Senators-At-Large made by submitting a petition listing the signatures, printed names, colleges, and University of Hawai‘i identification numbers of at least twenty-five full-time, classified undergraduate students to the ASUH Office.
- a) Nominees for any position must be full-time, classified undergraduate students, possess a minimum grade point average of 2.00, and have paid the ASUH membership fee.
 - b) Nominees for Treasurer must have satisfactorily completed at least two semesters of accounting courses or their equivalent.
 - c) Nominees for any College Senator seat must be members of the corresponding college represented in the ensuing semester.
- 53-3 Nominations for all College Senator seats shall be made by submitting a petition listing the signatures, printed names, colleges, and University of Hawai‘i identification numbers of at least twenty-five full-time, classified undergraduate students enrolled in the respective college to the ASUH Office.
- 53-4 Prospective nominees unable to meet the requirements outlined in 52-2 or 52-3 but still seeking elected office may request for a nomination on the floor of the Senate per the ASUH Constitution Article 8, Section A, from a current member of the Senate, excluding the Presiding Chairperson.
- a) Members of the Senate who wish to floor nominate an individual must provide the Chief Elections Officer the name, major, position(s) desired, and student identification number one (1) day prior to the release of the candidate list.
 - b) The disposition of all floor nomination requests shall be left to the discretion of the Senate.⁵²⁻⁵In the event that a vacant position is without candidates, nominations may be made subsequent to the nomination deadline by the Elections Committee and Operations Manager who must jointly verify the prospective nominee’s eligibility.
- 53-6 Candidates may concurrently run for one executive position (President, Vice President, Secretary, Treasurer, or Senator-At-Large) and one College Senator position.

Rule 53 *Campaigning*

- 54-1 Harassing voters is prohibited.
- 54-2 Door-to-door campaigning is prohibited in all UH Mānoa residence halls.
- 54-3 Physical campaigning and campaign materials within a computer lab is strictly prohibited during the campaigning period determined by the Chief Elections Officer.
- 54-4 Overt and direct abuse of influence over the voting process is strictly prohibited.
- 54-5 All candidates shall file an income and expenditure form within five school days following the close of elections, regardless of whether any money was spent.
- 54-6 Campaign material must have department and/or UH Facilities Management approval prior to posting.
- 54-7 Tampering with or otherwise manipulating opponents’ campaign material is strictly prohibited.
- 54-8 Registered Independent Organizations; Chartered Student Organizations, excluding ASUH; other student organizations; and faculty shall not be prohibited from endorsing and supporting candidates but shall be subject to the Senate Elections Rules and the Chief Elections Officer’s interpretation of these rules.
- a) Candidates must have written permission from organizations and individuals to use their endorsement on campaign materials.

Rule 55 *Voting Procedures*

- 55-1 Every full-time, classified undergraduate student who has paid the ASUH membership fee, including the candidates themselves, shall be entitled to vote once for each vacant executive officer seat, once for each vacant Senator-At-Large seat, and once for each vacant senator seat in his or her primary college.
- 55-2 Each eligible voter shall receive up to two emails, one pertaining to elections for vacant executive officer and Senator-At Large seats and the other pertaining to elections for vacant senator positions within his or her primary college.
 - a) Each email shall contain a one-time use code which shall be required to access the corresponding web ballot.

Rule 56 *Tabulation Procedures*

- 56-1 The web page operator shall secure all web ballots and tabulate votes based on the Elections Committee's instructions.
 - a) Tabulation shall be completed within two school days after the closing of the elections period.
- 56-2 A valid vote is any vote accepted by the website.
- 56-3 The website will not accept invalid votes so there should be no invalid votes, invalid ballots, or spoiled ballots.
- 56-4 In the event of an emergency that impedes the legal process of the vote, the ASUH retains the right to recommend and enact appropriate solutions.
 - a) The solution must be approved by the ASUH Executive Committee.
- 56-5 Candidates must receive a minimum of two votes to be considered elected.
- 56-6 A tie vote shall be defined as an equivalent number of valid votes between the top contenders for the same office. If a tie vote is determined, a runoff election will be held within two weeks.
- 56-7 The web page operator, in possession of all ballot results, will produce the total elections results, which shall consist of the following:
 - a) Number of valid votes cast
 - b) Number of total ballots
- 56-8 The Operations Manager and Chief Elections Officer shall retrieve, from the Web Page Operator, a hard copy of the finalized elections results, which may be examined by the public upon special request.
 - a) Elections results shall be filed with and preserved by the Operations Manager and shall not be destroyed until the time for an appeal has passed.
 - 1. *If an appeal of any sort is made, the records shall be held until such time as the questions have been resolved.*
- 56-9 The unofficial elections results shall be made available to the public at least two business days prior to the deadline for appeals by the Operations Manager and the Chief Elections Officer.
- 56-10 The Senate shall ratify the elections results at the next General Senate meeting after the posting of unofficial elections results, in accordance with Article VIII, Section B, Subsection 2 of the ASUH Constitution.

Rule 57 *Appeals*

- 57-1 All appeals of elections results shall be submitted in writing to the Elections Committee by the deadline specified by the Elections Schedule.
- 57-2 All appeals must specifically state the offender(s) and violation(s) and can only be filed by ASUH members.

Rule 58 *Hearings*

- 58-1 A hearing shall be conducted within five business days following the deadline for submitting appeals. The accused shall be notified and given a copy of the appeal. The hearing date shall be posted on the ASUH bulletin board at least 24 hours prior to the hearing. At the hearing, the accused may be present and the accuser shall present all evidence and witnesses supporting their position. The accused may do the same. The Trier of Facts shall consist of the Chief Elections Officer or designee, the Elections Committee Vice-Chairperson or designee, and the SLD Director or designee.
- 58-2 Upon completion of the hearing (not to exceed five business days), the Trier of Facts shall deliberate in executive session and within two business days following the conclusion of the hearing, render written findings and an order. The findings and order shall be posted on the ASUH bulletin board.
- 58-3 The accused or the accuser may file a written appeal within two business days of the posting with the ASUH Student Court. If the penalty appealed impacts awards for service, a written appeal must be sent to the Executive Committee before going to the Court.
- 58-4 The finding of fact and order of the Student Court will be the final judgment.

Rule 59 *Penalties*

- 59-1 Penalties may range from a written reprimand, a letter of apology, loss of award for service, disqualification, or a referral to the Dean of Students Office.

Rule 60 *Elections Schedule*

- 60-1 The Elections Committee must set the schedule in accordance with the rules established by the ASUH Constitution (see Article VIII). The schedule must contain the following items with respective deadlines:

- a) Nomination period start and end dates
- b) Temporary Registered Independent Organization (RIO) form due date
- c) Final day for floor nominations at ASUH General Meeting and final day to submit elections applications
- d) Campaign period start and end dates
- e) Candidate withdrawal deadline
- f) Elections start and end dates
- g) Elections appeals and removal of elections materials deadline
- h) Campaign Spending Report due date
- i) Unofficial results posted on or prior to date
- j) Deadline to accept or decline position (pending ratification)

- 60-2 The Elections Schedule shall be based around the following days:

- a) The General Election packet shall be available to all full-time undergraduate students who are eligible to run for office on the first Monday of March. The General Elections Schedule will be based around this and in compliance with the ASUH Constitution.
- b) Election packets for the Spring General Election and Spring General Election, if necessary, will be available on the first day of each semester.



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Spring 2025 Special Elections Elections Regulations

1. Candidates must agree and follow the ASUH Senate Rules in regards to Elections affairs.
2. Campaigning in any public access computer labs on the Elections days is prohibited.
3. Door-to-door campaigning at UH Mānoa residence halls is prohibited.
4. Campaign materials shall be posted only on authorized bulletin boards.
5. Posting multiple flyers on a bulletin board is prohibited.
6. This statement shall be printed on all campaign materials that are distributed or posted:
“*[Name of Temporary RIO] is a Registered Independent Organization at the University of Hawai'i at Mānoa.*”
7. All campaign materials shall be removed by Friday, March 14th, 2025 at 4 PM.
8. Candidates shall submit their full financial activities for the campaign and Elections on the Campaign-Spending Report.
9. Candidates shall submit a Campaign-Spending Report to the ASUH Office by Friday, March 14th, 2025 at 4 PM.
10. The ASUH Elections Committee shall impose penalties for those who violate the Elections Regulations.
11. Ignorance of a violation shall not be accepted.
12. Failure to submit required paperwork by indicated deadlines will disqualify your candidacy for Senatorial positions.



Possible penalties:

Penalties may range from a written reprimand, a letter of apology, loss of stipend, disqualification, or a referral to the Dean of Students Office.

I, _____, completely understand and will fully comply with the above regulations of the Spring 2025 Special Elections as interpreted by the ASUH Committee of the Whole. By signing this contract, I will take full responsibility for any violation I may commit. Be it known that if I violate any of these rules and regulations, the ASUH Committee of the Whole will be required by the official elections rules of the Senate to penalize me by way of disqualification of my senate seat or withholding of my first month's Award for Service. I also understand that I may be penalized for the actions of anyone who I campaign with (e.g. on a slate) and am responsible for the actions of my campaign-mates.

Signature

Date



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Spring 2025 Special Elections Candidate Declaration Form

Please type or print legibly

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CANDIDATE INFORMATION		
Legal Name (Last, First, Middle):		Student ID #:
Pronouns:	College:	Major:
Email:		Phone:
Current Address:		
City:	State:	Zip code:
How did you hear about the Elections?		

I, the undersigned, do hereby declare my candidacy for the following office(s) in the ASUH Spring 2025 Special Elections for the ASUH-Mānoa 112th Senate. I understand that I may run for one (1) Senate Seat from my college or school and one (1) executive seat.

Senatorial Position

Executive Position

In signing this, I acknowledge that it is now my responsibility to be aware and comply with elections deadlines, the rules governing the elections, and all bulletins and postings of the Elections Committee, Chief Elections Officer and ASUH Office. I acknowledge that ignorance of rules is not an excuse for breaking them.

In signing this, I am confirming that I am a full time, classified undergraduate student at the University of Hawai'i at Mānoa.

By signing below, I also acknowledge that I accept any consequences that are handed down by ASUH as a result of noncompliance with ASUH Elections Rules, Regulations, and procedures. 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 ASUH elected office.

Please check this box if you plan to be floor nominated. Floor nominated candidates are not required to get 25 signatures on the *Candidate Petition Sheet* but are encouraged too.

I will be Floor nominated by ASUH Representative _____

Signature

Date



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Spring 2025 Special Elections Candidate Petition Sheet

INTAKE DATE

By Signing below, I hereby support: _____

for the candidacy of the following position: _____

IMPORTANT UPDATE NOTICE:

The 25 signature requirement will be waived in observation of social distancing, all turned in packets will be floor nominated upon submission.

I certify that I am a **full-time** classified **undergraduate** student at the University of Hawai'i at Mānoa. I also certify that if the candidate is running for a specific seat in a college or school, I am also enrolled in that respective college or school. (Acceptable acronyms, CTAHR SPAS CAS

TIM SOEST)

Name	Signature	College / School	UHM ID No.
Example: John Doe 1234-5678	<i>John Doe</i>	Colleges of Arts and Sciences or CAS	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

Name	Signature	School/College	UHM ID No.
Example: John Doe	<i>John Doe</i>	Colleges of Arts and Sciences	1234-5678
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

I, _____, certify that the above names are from the same college or school from which I plan to represent in the 112th Senate. I understand that forgery or any false information on this petition may result in my candidacy disqualification, and hereby accept these terms.

Signature

Date

A person must have 25 signatures to be nominated.

You may waive this requirement by requesting a floor nomination from the Elections Committee or a current Senator.



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Spring 2025 Special Elections Candidate Profile

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The Candidate Profile is an opportunity for candidates to talk about what they want to do in office and to let their constituency know more about them. Feel free to talk about your campaign platform, where you are from, your hopes for the future, or anything that you want to communicate to the people who will be voting for you during the Elections. This information may be posted on the ASUH bulletin board, ASUH Web page, in an Elections oriented Ka Leo article or any other ASUH Elections materials for promotional purposes.

Please submit an electronic copy to asuh@hawaii.edu by Monday February 24th, 2025 by 4 PM with the following information in Microsoft Word format:

- Name
- College & Major
- Position running for
- Class Standing
- Hobbies and Interests
- Please address the following questions (Why I am running for office? What do I want to accomplish while in office? Any prior experience? etc.)
- Also include a picture of yourself and attach it as a PDF or JPEG (optional)

Total of 150 words max and be sure to use Times New Roman, 12-pt font

If this form is not turned in, your candidate profile will not be used during the Elections.

I, _____, understand and hereby accept these terms.

Signature

Date

Please sign this document after submitting the electronic copy of your candidate profile to asuh@hawaii.edu and turn it in with the rest of your Elections Packet.

Temporary RIO Application Guide

ASUH Spring 2025 Special Elections

Why must this form be completed?

In order to campaign during the ASUH Elections, such as putting up posters and handing out flyers on campus, you must register as a temporary RIO and follow the rules and policies governing a Registered Independent Organization.

Follow the steps below:

Top Right: Academic Year 2024 – 2025(Circle Spring)

1. Enter the name you wish to campaign under, including any slates (i.e. “Elect John Doe”, “Jane Smith for Senate”)
2. Leave Blank
3. Answer question (Answer is usually NO unless you have ran in an ASUH election before)
4. “Campaigning in the ASUH Spring Special Elections”
5. None
6. Name / E-mail / Phone Number / Student

EXAMPLE:

John Doe, jdoe@hawaii.edu, 808-555-1234, Student

7b. January 20th, 2025 through March 20th, 2025

8. Sign your name



Academic Year 2024-2025
Fall **Spring** Summer

REGISTERED INDEPENDENT ORGANIZATION (RIO)
APPLICATION FOR **TEMPORARY** REGISTRATION

1. **Name of organization and commonly used abbreviation (if any):**

2. Federal Tax ID # (if any): _____ State General Excise Tax License # (if any): _____

3. **Has organization been registered on campus before? No OR Yes, under what name(s):**

4. **Describe the purpose(s) of the organization clearly and specifically:**

5. Describe any affiliation the organization has with other campus, local, state, national or international organizations or agencies:

6. Identify below the names and positions of 6 students, faculty, APT, and/or staff affiliated with the University who will serve as the authorized representatives of the organization. These individuals will assume responsibility for the organization. Note: If a temporary RIO is being established for the purpose of participating as a candidate in an ASUH or GSO election, only one (1) individual is required.

NAME E-MAIL PHONE UHM Affiliation (student, faculty or staff. If faculty or staff, please include dept.)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

7. The authorized representatives identified in #6 must review and sign below. By the signatures below, the authorized representatives certify that:

- a. The information provided in this application and additional registration information sheets are accurate and that the Student Life & Development will be notified of any changes in this information.
- b. The organization will operate for a period of no more than two months beginning: 01/20/2025 and ending: March 20, 2025.
- c. A roster of current members is attached (if applicable).
- d. The administrative policies governing Registered Independent Organizations have been received, will be compiled with, and will be communicated to all members of this organization.
- e. This organization will not utilize discriminating membership practices based upon race, color, national origin, religion, gender, age or disability, or veteran's status except if allowed by federal and local laws.
- f. They authorize the University to release their names, e-mail addresses and phone numbers as the representatives of this organization.
- g. They may be held personally liable, collectively or individually, for any debts or obligations owed to the University by this organization and that financial obligations may be placed on them should such action be deemed appropriate by Student Life & Development.
- h. INDEMNIFICATION. This organization shall identify, defend and hold harmless UNIVERSITY and the State of Hawaii, and their officers, employees, agents, or any person acting on their behalf from and against: (1) any claim or demand for loss, liability, or damage, including, but not limited to, claims for property damage, personal injury or death, by whomsoever brought, arising from any accident or incident connected with the performance of this agreement except liability arising out of the sole negligence of the UNIVERSITY or its employees; (2) all claims, suits and damages by whomsoever brought or made by reason of the nonobservance or nonperformance of any of the terms, covenants and conditions herein of the rules, regulations, ordinances and laws of the federal, state, municipal or county governments. Furthermore, this organization shall reimburse UNIVERSITY and the State of Hawaii, and their officers, employees, agents, or any person acting on their behalf for all attorney's fees, costs, and expenses incurred in connection with the defense of any such claims.

8. Signatures of authorized representatives in #6

- a. _____ b. _____
- c. _____ d. _____
- e. _____ f. _____

*****FOR SLD USE ONLY*****

Registration received by: _____

Registration approved by: _____

Date registration received: _____ Date registration approved: _____

Category: ___ ASUH or GSO Elections DBASE Record #: _____
 ___ Short-term project DBASE OrgID #: _____
 ___ Other (specify): _____

RIO Orientation Session Date Attended: _____