

EWCPA BOARD ELECTION RULES

PART I. AUTHORITY AND CONTROL

SECTION 1. DEFINITION

These Election Rules (hereinafter “Election Rules”) are established by the EWCPA Election Committee (hereinafter the “Election Committee” or the “Committee”) in accordance with the EWCPA Constitution, and shall be effective until such time as they may be amended or repealed.

SECTION 2. EWCPA CONSTITUTION

Per the EWCPA Constitution (hereinafter the “Constitution”), the Election Committee shall administer and interpret the election rules, conduct all EWCPA Board (hereinafter the “EWCPAB”) elections, and announce election results.

SECTION 3. FORMATION AND LIMITS

- A. An Election Committee Chair will be recruited by the current EWCPA Board in the Spring before the Fall elections are to take place.
- B. The Election Committee Chair will recruit a committee, consisting of up to six members, in the order that members of the community have expressed interest in serving on the Committee.
- C. Several criteria must be met to serve on the Election Committee. The individual ...
 - (1) must be a member of the EWCPA,
 - (2) must not be a candidate for any EWCPA Board position,
 - (3) must agree not to actively campaign on behalf of any EWCPA Board candidate, and
 - (4) must have sufficient time available to complete her/his Election Committee commitments.
- D. In the interest of ensuring knowledge transfer and maintaining strong oversight, the Chair of the Election Committee may serve in this role for a maximum of two consecutive years (election cycles) only.
- E. Recent Election Committee Chairs (to be updated each year):
 - 2018
 - 2017 Sameer Saraswat
 - 2016 Akino Oshiro
 - 2015 Matthew Kelty
 - 2014 Matthew Kelty
 - 2013 Syed Khan
 - 2012 Matt Berry
 - 2011 Nozomi Tanaka

SECTION 4. KEY RESPONSIBILITIES.

The Chair of the Election Committee shall oversee the Election Committee, election procedures, and appeals, and shall exercise such responsibilities as may be provided by these rules. The members of the Committee, at their collective discretion, may elect a Vice Chair to serve in the absence of the Chair. Under the guidance of the Chair, the Election Committee shall be responsible for ensuring the execution and integrity of the overall process.

PART II. ELECTION PROCEDURES

SECTION 1. NOMINATIONS

- A. Nominations for any EWCPA Board position shall be made via official nomination ballot. Nominations will be submitted to the Election Committee at an email address accessible to all committee members, and nominations must be date-stamped by the Committee-specified nomination deadline.
- B. An eligible individual must receive three (3) or more nominations for a given position in order to appear on the election ballot as an official candidate for said position.

SECTION 2. CAMPAIGNING

- A. The term “campaigning” is defined as speeches, conversations, posting of campaign flyers and posters, public or private postings on social media, and conduct of similar nature intended for the purpose of solicitation of votes. Candidates are allowed to engage in campaigning activities from the date that candidates are officially announced through the end of the election period, subject to restrictions on in-person campaigning during the election period as noted in Section G of this Part of the Election Rules. Candidates who fail to abide by these limitations will be sanctioned, pursuant to Sections J and K of this Part of the Election Rules.
- B. The Election Committee shall schedule and administer a mandatory candidate orientation for all candidates, detailing all election policies.
- C. The candidates shall follow the Election Rules, Constitution, and Policies governing the EWCPA. Candidates who do not observe these rules will be sanctioned, pursuant to Sections J and K of this Part of the Election Rules.
- D. Ignorance of campaign rules is no defense for an election infraction.
- E. The Election Committee will, on request and with appropriate notice, furnish each candidate two posters and a marker. Additional campaigning activities may be undertaken at the candidate’s own initiative and expense.
- F. Posting of physical campaign flyers in the residence halls shall be at the initiative of the candidate, and is permitted only on public boards in accordance with standard Housing Office rules regarding posting flyers. Candidates who fail to comply with this rule will be sanctioned, pursuant to Sections J and K of this Part of the Election Rules.

- G. Candidates are responsible for the immediate removal of all campaign flyers and posters once the election results are announced. Violations will result in a penalty, as determined within the reasonable discretion of the Election Committee pursuant to Sections J and K of this Part of the Election Rules.
- H. The EWCPA LISTSERV (the email distribution list maintained by EWCPA Board) is NOT to be used in connection with campaign activities in any way. Candidates, supporters, and other community members may not distribute campaign/election-related materials to the LISTSERV. Candidates are also advised that the Committee will take an interest in non-election-related email(s) from candidates during the annual election/campaign period. This is to ensure that such communication – particularly in terms of content and frequency – complies with the spirit of this rule. Supporters of a candidate are also not allowed to post messages regarding any candidate or the election in general. In certain instances, candidates or their supporters may be requested to limit all LISTSERV communication during the campaign period. In the case of extreme violations, the Committee may recommend to the EWCPA Board that the individual be removed from the LISTSERV, among other remedies available to the Committee pursuant to Sections J and K of this Part of the Election Rules. Please note that inappropriate actions taken by candidate supporters may result in penalties against the candidate.
- I. Candidates are permitted to engage in direct solicitation of votes, so long as such solicitation is not coercive, intimidating, or harassing in nature. Candidates are prohibited from engaging in solicitation activities that are intended, or have the effect of, infringing upon reasonable expectations of privacy of EWCPA community members. In addition, candidates are prohibited from soliciting votes outside of, or within 20 yards of, the polling place on election day(s). Candidates who fail to abide by these limitations will be sanctioned, pursuant to Sections J and K of this Part of the Election Rules.
- J. Possible penalties for campaigning infractions include, but are not limited to, a written reprimand, a request for a letter of apology, or disqualification from the election.
- K. Should the Election Committee establish a penalty for a candidate, this decision will be considered final.

SECTION 3. VOTING PROCEDURES

- A. Eligibility.
Every EWCPA member, as defined pursuant to Sections A and B of Article II of the “East-West Center Participants Association Constitution” (hereinafter, the “EWCPA Constitution” or the “Constitution”), shall be entitled to vote.
- B. Polling Station.

1. The Election Committee shall conduct elections at time and place that is deemed convenient for as many EWCPA members as possible, after an appropriate period of campaigning.
2. The Education Office of the East-West Center will provide the Election Committee with a list of eligible voters for the election. Individuals must be listed on the voter roll in order to vote. The Election Committee will publish the voter roll in advance of the voting period, so that members can ensure that their names are included. Members who discover that their names are missing from the list must inform the Election Committee at least 48 hours before the election if they wish to participate in the voting process.
3. In order to vote during the election period, an EWCPA member must present a picture ID that identifies her or him as an EWCPA member listed on the voter roll. The member will be allowed to vote only after providing identification and signing the voter roll next to her or his name.
4. Election marshals shall be either members of the Election Committee or volunteer members recruited from the EWCPA community. These election marshals shall open, operate, and close the polling site on election day(s). Marshals, whether election committee members or EWCPA volunteers, may not be a candidate for any EWCPA Board office.

C. E-Mail Voting

Casting of votes through e-mail will be permitted to current EWCPA members who are living or engaging in academic activities off-campus, and who are unable to cast their votes by physical ballot during the election period. Those members who wish to cast their vote by e-mail shall notify the Election Committee that:

1. They live or are engaging in academic activities off-campus, or are unable to cast their vote in person during the election period, and
2. They wish to cast their vote by e-mail.

Notifications and votes should be sent from a University of Hawai'i email address if one exists; if the member does not have a University of Hawai'i email address, she or he must notify the committee of that fact.

Requests to vote by email should be sent at least 24 hours before the election period begins to an election-specific email address that is accessible to all members of the Election Committee. Completed e-mail ballots must be received at the same address no later than the close of polling hours on the (final) day of the election.

D. Write-In Candidate Procedures

Voters may vote for an individual whose name is not printed on the ballot. This is done by writing the name of the individual on the blank line located directly at the end of the

list of candidates for that particular office, or as otherwise instructed. Casting a write-in vote does not alter the total number of votes that may be marked for a given position.

SECTION 4. TABULATION PROCEDURES

- A. At the designated close of the voting period, the ballot box must be sealed and be placed within the safe custody of the Election Committee.
- B. The Election Committee will hold a proceeding at a pre-announced time on the day the election period ends, during which time the votes will be tabulated. The proceeding will be open to the public. Initial election results will be announced once the tabulation process is complete and verified.
- C. An invalid vote for a specific office shall invalidate the vote for that specific office only; it shall not invalidate the entire ballot.
- D. 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 run-off election will be scheduled for purposes of determining the winner for that position.
- E. Tally sheets shall be maintained by the Election Committee until they are eligible for disposal as discussed in Section I-2 of this Part of the Election Rules.
- F. Election Returns shall consist of the following:
 - 1. Number of valid ballots,
 - 2. Number of spoiled ballots,
 - 3. Number of total ballots,
 - 4. Number of valid votes cast for each position, and
 - 5. Number of invalid votes cast for each position.
- G. The winner shall be defined as the candidate who has the plurality of valid votes.
- H. Appeal of Results: Appeals of or challenges to the tabulation results must be made within two business days of the announcement of the election results.
- I. Preservation of Ballots and Results.
 - 1. Tabulation records shall be preserved by the Election Committee, and shall be made available to the entire EWCPA community for upon request.
 - 2. Records and ballots shall not be destroyed until the time for an appeal (two business days) has passed. If an appeal of any sort is made, the records and ballots shall be held until such time as any questions have been resolved.

SECTION 5. PUBLISHING RESULTS.

The election results shall be announced to the EWCPA community via e-mail from the Elections Committee, and any other means that the Committee deems appropriate.

PART III. APPEALS AND PENALTIES

SECTION 1. APPEALS

- A. All appeals of election results and/or procedures shall be submitted in writing to the EWCPA Election Committee within two (2) business days of the announcement of preliminary results, and the Committee shall have the power to declare invalid all or any part of any election.
- B. All appeals must specifically state the alleged offender(s) and violation(s), and may only be filed by EWCPA members.

SECTION 2. HEARINGS

- A. If an appeal is filed, a hearing shall be conducted within five business days following the publishing of the preliminary election results. The accused shall be notified and given a copy of the appeal. The hearing date shall be posted on the EWCPA bulletin board at least 24 hours prior to the hearing. At the hearing, the accused may (but need not be) present. The accuser shall present all evidence and witnesses supporting her or his position, and the accused may do the same. The Election Committee shall then issue a decision.
- B. The accused or the accuser may file a written appeal of the Committee's findings to the EWCPA Board within two (2) business days of the Committee's decision.
- C. If there is no written appeal, then the EWCPA Board shall ratify the decision of the Election Committee.
- D. If an appeal is filed, the EWCPA Board may choose to further investigate the appeal and issue its own decision; or it may ratify the decision made by the Election Committee.
- E. Once issued, the findings of fact and order of the EWCPA Board will be final.