This document and its policies are currently under review.

May 1, 2014
University of Hawaiʻi at Hilo
University of Hawaiʻi at Hilo Student Association (UHHSA)
Elections Packet

The Election Packet should contain all the following:
1. 2014 Election Schedule
2. General Information
3. 2014 Election Rules
4. UHHSA Constitution – Separate Document
5. UHHSA Senate By-Laws – Separate Document
6. UHHSA Guidelines – Separate Document
7. Candidate Nomination Petition – Form 0001
8. Candidate Acceptance form – Form 0002
9. Candidate Contact Information – Form 0003
10. Candidate Representative Authorization – Form 0004
11. Release of the Family Education right and Privacy Act – Form 0005
12. Election Complaint Form – Form 0006
Before you decide to run for an elected UH Hilo Student Association (UH Hilo Student Association) position, consider these important questions:

Will I have the time to take on the responsibilities of an UH Hilo Student Association position?
*Expect a minimum of 5 hours/week in the UH Hilo Student Association office as well as attending the weekly Senate meeting and additional committee or campus work.*

Do I work well in a team? Can I put aside my personal preferences when it’s in the best interest of the team to do so?
*It takes everyone working together to have a successful UH Hilo Student Association. A “my way or the highway” attitude is not appropriate. This approach will not be effective.*

Why do I want to serve in this position?
*Because you want to make a difference on campus, because you want to be a voice for the students to UH Hilo administration and faculty, because you want to decide on the best use of student fees. Serving for personal gain, to add to your resume, or for the stipend are not good reasons to run for UH Hilo Student Association office.*

Can I respond positively to criticism, change and conflict?
*Working together requires consideration and acceptance of other people’s needs, views, and choices. There will be times when the differences occur as part of the process of working together. Successful UH Hilo Student Associations are able to respond to conflicts in positive ways that strengthen the group.*

What can I offer as a student leader? What can I bring to this position from my other experiences?
*UH Hilo Student Association is an excellent opportunity for students who are novice leaders and students who are experienced leaders to share and learn from each other.*

What do I hope to gain from serving as a student leader?
*Being in UH Hilo Student Association is a great way to serve your fellow students and to make a difference on campus. How much each person gains from this service depends on the extent of each person’s participation and efforts.*

Talk it over with family, friends, faculty, and current UH Hilo Student Association members. When you’ve decided to go for it, follow these simple steps to begin the adventure of serving in UH Hilo Student Association...
HOW TO RUN FOR AN ELECTED POSITION IN THE UNIVERSITY OF HAWAI‘I AT HILO STUDENT ASSOCIATION

This packet is a step-by-step guide to run for any University of Hawai‘i at Hilo Student Association (UHHSA) elected position. UHHSA is a Chartered Student Organization (CSO) that has been authorized by the University’s Board of Regents to receive and expend the mandatory student government fee.

UHHSA is a co-curricular activity, which provides an opportunity for students to serve in leadership positions and to participate in the political arena of our campus. The University community offers and fosters a stimulating, experiential learning environment for those who would like to learn the intricacies of policies, procedures and decision-making that can affect our campus community.

To run for an elected position, you must meet the following requirements:

1. Be currently registered at UH Hilo for a minimum of six (6) UH Hilo credit hours.
2. Register for at least six (6) credit hours at UH Hilo each semester during your term.
3. Have paid your mandatory UHHSA student fee.
4. Have a minimum cumulative GPA of 2.0 at the time of nomination. (2.0 GPA must be maintained throughout term of office.)
5. Be free of any disciplinary sanctions.

Elected UHHSA positions are:

- President*
- Vice-President*
- Data Director*
- Treasurer*
- College of Agriculture, Forestry and Natural Resource Management (CAFNRM) Senator
- Ka Haka ‘Ula o Ke‘elikolani College of Hawaiian Language (KH‘UOK) Senator
- College of Arts and Sciences (CAS) Senator
- College of Business and Economics (CoBE) Senator
- Daniel K. Inouye College of Pharmacy (DIKCoP) Senator
- Graduate Senator
- Senator-at-Large (four positions)

*Executive positions require a one-year minimum of CSO experience.

Specific duties of the positions above are described in the UHHSA Constitution and By-Laws found at uhh.hawaii.edu/uhhsa.
IMPORTANT Note:

You must turn in your Candidate Nomination Petition (Form 0001) and Forms 0002-0006 by 4:30pm on or before Friday, April 4th, 2014 to the Campus Center office or the Chief Election Officer.
Campus Center staff will verify that all students who have signed the petition are current students of UHH.

NO CANDIDATE may post campaign materials until after the Mandatory Candidates’ Meeting in Campus Center room 301 on Tuesday, April 15, 2014 from 7:00pm-8:00pm. Posting campaign materials prior to the meeting shall constitute a violation of the election rules, subject to disciplinary action by the Chief Election Officer. Candidates may begin posting campaign materials on Wednesday, April 16, 2014.

FOR YOUR INFORMATION

The UH HSA Constitution and By-Laws included in this packet govern this year’s election and, unless revisions are adopted, will govern your term in office should you be elected.

General Information

This election packet has been developed to assist any student who wishes to become a candidate for UH HSA office. UH HSA officers and senators must conform to the eligibility rules as described in the enclosed UH HSA Constitution (Articles 3 & 4) and the UH HSA Election Rules (enclosed).

Every effort has been made to anticipate your questions, and it is important that you read ALL of the information in this packet carefully since each candidate is ultimately responsible for his/her own campaign. Nomination forms and election packets shall be available to any UH Hilo student during the nomination period which officially begins Monday, March 10, 2014 and ends at 4:30pm Friday, April 4, 2014.

Beginning Monday, March 10, 2014 packets may be obtained at:
• Campus Center office, room 210
• UH HSA office, Campus Center 211
• Online at http://www.uhh.hawaii.edu/uhhsa

All candidates will be informed of whether or not their completed election packet has been verified as complete, as deemed by 2014 rules, by Campus Center Staff on Friday, April 4, 2014. Upon notification of official candidacy, candidates are required to attend a MANDATORY Candidates’ Meeting on Tuesday, April 15, 2014 from 7:00pm-8:00pm in Campus Center, room 301. Any candidate who does not attend this meeting, or send a duly authorized representative (Form 0005), will disqualify him/herself from the election. This meeting will provide you with essential information and election officials will be available to answer any questions you may have.
2014 Election Schedule:

March 10, 2014 – Election Packet Available

April 4, 2014 – Final Day to Submit Election Packet

April 11, 2014 – Candidates will be Notified of Eligibility

April 15, 2014 – Submit Candidacy Acceptance Form

April 15, 2014 – Mandatory Candidates’ Meeting

April 16, 2014 – Campaigning Begins

April 22, 2014 – Election

April 23, 2014 – Election

April 26, 2014 – Last Day to Remove Flyers

April 28, 2014 – Last Day to Submit Appeals/Complaints

May 1, 2014 – 2014-15 Officers and Senators assume office

May 2, 2014 – State of the Campus Address

May 19-22, 2014 – Leaders’ reTREAT – Mandatory for Executives
UHHSA 2014 ELECTION RULES

Part I. AUTHORITY AND CONTROL

SECTION 1. AUTHORITY.

These rules are established in accordance with the UHHSA Constitution.

SECTION 2. ELECTION COMMITTEE.

The current UHHSA Election Committee Chair shall serve as Chief Election Officer subject to the counsel and advice of an Election Advisory Committee, of at least two (2) members, that shall be UH Hilo students appointed by the UHHSA Senate. The Chief Election Officer shall administer and interpret these election rules, review and approve the candidacy of each nominee, conduct the Spring 2014 UHHSA election, officially announce the results of the election and submit to the office of the Chancellor a written report of the election to include: a) the complete numerical tabulation of the results, b) a report of any and all official complaints received and actions taken, c) a detailed description of the procedures for the election, and d) an evaluation of the election.

SECTION 3. CHIEF ELECTION OFFICER.

The Chief Election Officer shall exercise such responsibility as may be provided by these rules or by the Chancellor. The Chief Election Officer is responsible for all aspects of the Spring 2014 election.

Part II. PHILOSOPHY

SECTION 1. PHILOSOPHY.

The UHHSA election shall be conducted in a fair, responsible and equitable manner.

SECTION 2. ELECTIONS.

In the Spring of 2014, all officers and senators shall be elected.
Part III. QUALIFICATION OF VOTERS

SECTION 1. VOTERS.
A. All students currently enrolled at UH Hilo, who have paid student government fees shall be allowed to vote in any UHHSA election.
B. In the election of the College of Agriculture, Forestry and Natural Resource Management Senator, only students enrolled in a minimum of six (6) credit hours in the College of Agriculture, Forestry and Natural Resource Management may vote.
C. In the election of the College of Hawaiian Language (Ka Haka ‘Ula O Ke‘elikolani) Senator, only students enrolled in a minimum of six (6) credit hours within College of Hawaiian Language (Ka Haka ‘Ula O Ke‘elikolani) may vote.
D. In the election of the College of Arts and Sciences Senator, only students enrolled in a minimum of six (6) credit hours within the College of Arts and Sciences may vote.
E. In the election of the College of Business and Economics Senator, only students enrolled in a minimum of six (6) credit hours within the College of Business and Economics may vote.
F. In the election of the Daniel K. Inouye College of Pharmacy Senator, only students enrolled in a minimum of six (6) credit hours within the Daniel K. Inouye College of Pharmacy may vote.
G. In the election of the Graduate Senator, only students enrolled in a minimum of six (6) credit hours within any of the Graduate programs may vote.
H. In the election of the UHHSA President, Vice President, Data Director, Treasurer, and Senators-at-Large, all students may vote.

Part IV. ELECTIONS AND VACANCIES

SECTION 1. NOMINATIONS FOR ELECTION.
Nomination of UHHSA Executive Officers and Senators shall be by petition including names, school ID numbers, college status and signatures of at least twenty-five (25) UH Hilo students. More signatures are recommended in case some signatures are determined to be invalid.

Name and college status (College of Agriculture, Forestry and Natural Resources Management, College of Arts and Sciences, Ka Haka ‘Ula O Ke‘elikolani, College of Business and Economics, Daniel K. Inouye College of Pharmacy, and Graduate Program) of each signatory of the petition will be verified by the Chief Election Officer and the Campus Center staff. Petitions that are found to contain fewer than the minimum twenty-five (25) signatures shall be deemed invalid.
A student may be a candidate for no more than one office in the 2014 election.

Each candidate shall sign a release in accordance with the Family Education Rights and Privacy Act to enable the Chief Election Officer and the UH Hilo Campus Center Director to certify that the eligibility requirements, as specified in the 2014 UHHSA Constitution, Article IV, Section B has been met.

SECTION 2. OFFICIAL CANDIDACY.

In order for a candidate’s nomination to be considered complete, all of the following must have been received by the Chief Election Officer by 4:30pm on Friday, April 4, 2014. The candidate must complete all forms (0001-0005) otherwise the candidacy will be considered invalid.

a) Form 0001 Candidate Nomination Petition
b) Form 0002 Candidate Acceptance Form
c) Form 0003 Candidate Contact Information Form
d) Form 0004 Candidate Representative Authorization Form
e) Form 0005 Release of the Family Education Right and Privacy Act

Nominations that are incomplete, when submitted, shall be deemed invalid and such candidate shall be disqualified from the 2014 election.

Part V. CAMPAIGNING.

SECTION 1. BRIEFING OF CANDIDATES.

The Chief Election Officer shall inform candidates of pertinent UHHSA Constitution provisions, the Election Rules and University policies and procedures by scheduling a mandatory candidate briefing. All candidates are responsible to attend the Candidates’ Meeting in Campus Center Room 301, on Tuesday, April 15, 2014 from 7:00pm-8:00pm or send a duly authorized (Form 0004 Candidate Representative Authorization) representative in their place. Whether the candidate attends the meeting or sends a representative, the candidate will be held responsible for all information, rules and directives presented at the meeting. A plea of ignorance will not be considered a valid defense for any infraction of the election rules.

SECTION 2. FAIR CAMPAIGNING.

All candidates shall sign the Fair Campaign Practice Code, to be presented at the mandatory meeting on April 15, 2014.
SECTION 3. LIMITATIONS.

Candidates and/or their supporters shall neither actively campaign nor allow campaign posters to be displayed within 200 feet of the polling area during the election on April 22 – April 23, 2014 from 9:00 am – 5:00 pm.

SECTION 4. POSTING OF CANDIDATES.

A list of candidates will be published in Ke Kalahea and posted conspicuously on campus by the Chief Election Officer, or an official designee.

SECTION 5. REMOVAL OF FLYERS AND POSTERS.

Candidates are held personally responsible for removal of their posters and flyers from all University property no later than 4:00 pm, April 26, 2014.

PART VI. ELECTION PROCEDURES

SECTION 1. BALLOTS.

Ballots shall contain only the names of all certified candidates, as determined by the Chief Election Officer. There shall be no provision for write-in candidates. Any ballot on which a name has been written shall be considered spoiled and invalid.

SECTION 2. BALLOTING.

Voting shall be done by secret ballot. To obtain a ballot, each voter shall identify him/herself (using a valid student ID), and shall be checked against an official list of enrolled students.

Students whose names do not appear on the list shall be allowed to vote, but their ballots shall be set-aside in a separate envelope for later verification of eligibility.

A simple majority of all votes cast will determine the result of the election. In the event of a tie, a run-off election shall be held within one week of the original election.

SECTION 3. ELECTION PERIOD.

Balloting shall continue for at least two consecutive days.
SECTION 4. BALLOT PREPARATION AND SECURITY.

The Chief Election Officer shall be responsible for the printing of the ballots and for security during the course of any UH HSA election.

The names on the official ballots shall appear in alphabetical order for each office. At the end of the polling day, all ballots shall be returned to and secured, in the Campus Center Director's office, by the Chief Election Officer or an official designee.

SECTION 5. VOTING POLLS.

The Chief Election Officer and/or appointed Elections Officials shall open and close the polling places at the designated times and locations, and supervise the voting procedures. They shall be responsible for securing the election site.

SECTION 6. VOTING PROCEDURES.

Voters shall make a clear mark in pen in the appropriate space corresponding to his/her selection.

If a voter spoils a ballot by making a mark that makes the selection unclear, the voter may request a new ballot. An Election Official shall destroy the spoiled ballot immediately.

All voters standing in line at the time of the closing of the polling day shall be allowed to vote.

PART VII. TABULATING PROCEDURES.

SECTION 1. COUNTING.

a) All ballots will be counted under the sanction of the Chief Election Officer.
b) Any doubt as to the intention of the voter will invalidate the vote in that particular race.
c) Any ballot on which a vote has been cast for more than the allowed number of selections shall automatically be voided.
d) 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.
e) Every attempt shall be made to accommodate representatives of the press to observe counting, provided that their presence will not disturb the count in any way.
f) At least one (1) faculty or staff will be invited to observe the counting.
g) Two (2) different Election Officials, to verify the count, shall conduct the ballot count twice.
h) In the event of a tie vote, as certified by the Chief Election Officer, a run-off election of only the involved candidates shall be conducted not more than one week after the original election.

SECTION 2. ANNOUNCEMENT OF THE ELECTION RESULTS.

The Chief Election Officer, or a designated representative, shall release the unofficial election results as soon as possible after the closing of the election polls and counting, and prior to certification of the elections by the Chancellor.

SECTION 3. PRESERVATION OF THE BALLOTS CAST.

Ballots cast in each election shall be preserved by the election authorities until the allowable period for appeals and complaints has passed without any such appeal, or until any such appeal or complaint has been resolved, after which the ballots shall be destroyed.

SECTION 4. CERTIFICATION.

The Chancellor shall review the tally, any complaints or appeals filed, and the report of the Chief Election Officer to certify that the election was conducted in a fair and equitable manner. Following the Chancellor’s certification, the election results will be considered official.

PART VIII. RECOUNT.

SECTION 1. CHIEF ELECTION OFFICER.

The Chief Election Officer may or may order a recount of all valid votes for any reason(s) he/she deems necessary.

SECTION 2. APPEAL FOR RECOUNT.

Any appeal for a recount must be officially signed and submitted by a candidate or an authorized representative to the Chief Election Officer no later than 4pm, Monday, April 28, 2014. The decision to conduct a recount shall be at the discretion of the Chief Election Officer and the Election Advisory Committee. The committee shall decide by majority whether or not to conduct a recount.

SECTION 3. RESULTS.

The results of any officially conducted recount shall be considered final.
PART IX. ELECTION OFFENSES AND SANCTIONS.

SECTION 1. ELECTION OFFENSES AND SANCTIONS.

The following shall constitute election offenses:

a) Non-compliance with the current UH HSA Constitution and/or any University of Hawai’i at Hilo regulations.

b) Non-compliance with these Election Rules.

c) Violation of the Fair Campaign Practice Code signed at the mandatory Candidates’ Meeting on Tuesday, April 15, 2014 at Campus Center room 301 at 7:00pm.

SECTION 2. COMPLAINTS.

Any student of the University of Hawai’i at Hilo may file a written complaint, using Form 0006 “Election Complaint Form”, with the Chief Election Officer at any time during the campaign and/or election period. The complaint must state the offender, if known, and the violation. The Chief Election Officer may discard complaints, which are incomplete. The Chief Election Officer shall review all complaints in a timely manner in consultation with the Elections Advisory Committee.

The committee shall take whatever action is deemed necessary to maintain the integrity and fairness of the UH HSA elections, including, but not limited to, limiting a candidate’s campaigning and/or disqualifying a candidate. The decision of the Chief Election Officer in such matters shall be final.
Form 0001
CANDIDATE NOMINATION PETITION

Please note:
• NOMINATORS FOR THE COLLEGE OF AGRICULTURE SENATOR MUST BE CAFNRM STUDENTS.
• NOMINATORS FOR KA HAKA ‘ULA O KE‘ELIKŌLANI MUST BE KH‘UOK STUDENTS.
• NOMINATORS FOR COLLEGE OF ARTS AND SCIENCES SENATOR MUST BE CAS STUDENTS.
• NOMINATORS FOR COLLEGE OF BUSINESS AND ECONOMICS SENATOR MUST BE CoBE STUDENTS.
• NOMINATORS FOR DANIEL K. INOUYE COLLEGE OF PHARMACY SENATOR MUST BE CoP STUDENTS.
• NOMINATORS FOR GRADUATE SENATOR MUST BE GRADUATE STUDENTS.
• NOMINATORS FOR EXECUTIVE BOARD MEMBER (PRESIDENT, VICE PRESIDENT, TREASURER, DATA DIRECTOR) MUST BE UH HILO STUDENTS.

WE, the undersigned, support (Full name) __________________________ for the office of _________________________________________________________.

Twenty-five (25) valid signatures are required for this petition to be accepted. We recommend that you get an additional five (5) in the event that any signatures are invalid. (Illegible names and missing student ID will be deemed invalid.)

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Form 0002
CANDIDATE ACCEPTANCE FORM

I do hereby submit my CANDIDATE NOMINATION PETITION, ACCEPTANCE FORM, PERSONAL DATA SHEET and REPRESENTATIVE AUTHORIZATION FORM in support of my candidacy for the office of _________________________________ in the 2014 UHHSA elections.

I certify that, to the best of my knowledge, all the following information provided herein is accurate. I also certify that I accepted the nomination, have read the material in the 2014-2014 UHHSA Election packet and the UHHSA Constitution & By-Laws and agree to the provisions described therein. I also agree that once the Chief Election Officer declares my candidacy, I will attend (or designate a representative to attend) the mandatory Candidates’ Meeting on Tuesday, April 15, 2014 from 7:00pm-8:00pm in Campus Center room 301.

I further certify that I am currently enrolled in a minimum of six (6) credit hours at UH Hilo, that I have a cumulative GPA of at least 2.0 and that I am not on academic or disciplinary probation.

If I am elected, I agree to participate in the UHHSA retreat to be held at a date to be determined once the Senate is seated.

If I am elected to an executive position, I agree to attend the mandatory Leaders’ reTREAT on May 19-22, 2014.

Print Your Name: ______________________________________________________________
Student ID #: __________________________________________________________________
Office Sought: _________________________________________________________________
College: _____________________________ Current Credit Load: ________________
Signature: _____________________________ Date: ___________________

For Office Use Only:
Date/Time Received: ______________________ Received by: ___________________
CANDIDATE CONTACT INFORMATION FORM

NOTICE: THIS INFORMATION IS FOR PUBLIC DISCLOSURE

Name: ____________________________________________ Email: _____________________

Phone: ____________________(This information is for the Election Officials’ use only)

Local Address(mailing):

____________________________________________
____________________________________________

College: ______________________________

Office Sought: ______________________________ Current Credit Load: __________

Previous Experience and/or Office(s) Held:

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

What are your goals for UHHSA if you are elected?

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

*Information on this sheet shall be available to any UH Hilo student and to Ke Kalahea.

For Office Use Only:
Date Received: ____________________ Received by: ____________________
Time Received: ____________________
Form 0004
CANDIDATE REPRESENTATION AUTHORIZATION FORM

*** This is to be used if the nominee is unable to attend the MANDATORY meeting being held on Tuesday, April 15, 2014 at 7:00pm in Campus Center, room 301. If the potential nominee, or the representative stated, on this form does not attend this meeting, the nomination will be deemed invalid and the candidate will be not eligible for the election.

I, (candidate name), _____________________________________________________________ acknowledge that no nomination will be valid unless I, or my representative (stated on this form), attends the mandatory Candidates’ Meeting on Tuesday, April 15, 2014 at 7:00pm in Campus Center, room 301.

Candidate Student ID #: ____________________________
Office Sought: __________________________________________
College: ______________________________________________________________________
Signature: __________________________________________ Date: ________________

Name of Authorized Representative: ______________________________________________________________________
Signature of Authorized Representative: __________________________________________
Date: ________________ Representative’s Student ID #: ____________________________
Representative’s Email Address: ________________________________________________

For Office Use Only:
Date Received: _____________________ Received by: _____________________
Time Received: _____________________
Form 005
RELEASE OF THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

I, ____________________________________________________________, a candidate for an UH Hilo UHHSA Senate position, have read the notice to students regarding privacy rights provided at the website below and do hereby sign this release form pursuant to the Election Rules, Part IV-Section 2c, to the Chief Election Officer, and to the UH Hilo Campus Center Director.

Information regarding FERPA may be found at http://hilo.hawaii.edu/registrar/ferpa.php

____________________________________________________________________________
Candidate’s Signature

____________________________________________________________________________
Date

For Office Use Only:
Date Received: ____________________ Received by: ____________________
Time Received: ____________________
Form 006
ELECTION COMPLAINT FORM

Full name of complainant: _______________________________________________________________

Date of complaint: _________________________________________________________________

Complainant's home campus: _________________________________________________________

1. State the offender and violation. (Use the back of this form if needed)

2. Summary of the complaint/inquiry. (Use the back of this form if needed)

ELECTION COMPLAINT DISPOSITION
(This Section to be used by the Chief Election Officer Only)

Case No.: ______________________________

Chief Election Officer: ______________________________

For Office Use Only: ______________________________

Date Received: ______________________________

Received by: ______________________________

Time Received: ______________________________

19 of 20
Submit all completed forms to the Campus Center office Room 210 by 4:30pm Friday, April 4, 2014.

Be sure to pay close attention to the UHHSA Election Calendar. Include election activities and meetings on your personal calendar. Once you’ve met the above requirements, you’re on your way!

Campaigning is key to obtaining votes. Hang banners in highly visible areas. Make flyers with your accomplishments and goals - a photo is a nice touch. Consider making hand outs or stickers for campaigning on the VOTING days.

Finally, the hardest part of seeking an elected position ... WAITING FOR THE VOTES TO BE COUNTED AND THE ELECTION RESULTS TO BE ANNOUNCED!

BEST WISHES & GOOD LUCK!!