

## Ho'ike Board of Directors Election Process

### Objective:

Select one seat on the Board of Directors through an election process with qualified voters and candidates. The Director would serve a regular three-year (3) term commencing on July 1, 2004.

### Voter eligibility

- A resident of the County of Kauai
- A currently Certified Ho'ike Producer
- Anyone who has completed a certification training program conducted by Ho'ike
- Anyone in the Ho'ike database who has submitted a tape for broadcast during the past 24 months.
- No age limit
- Individuals with a contractual relationship with Ho'ike on behalf of an institutional programmer (institutions designated liaison)

### Candidate eligibility

- ◆ A resident of the County of Kauai
- ◆ A currently Certified Ho'ike Producer
- ◆ Anyone who has completed a certification training program conducted by Ho'ike
- ◆ Anyone in the Ho'ike database who has submitted a tape for broadcast during the past 24 months.
- ◆ Individuals with a contractual relationship with Ho'ike on behalf of an institutional programmer (institutions designated liaison)
  - Ho'ike employees or immediate family members are not eligible.
  - Elected County, State, or Federal officials are not eligible.

In the event no more than one candidate nomination is received there will be no election. That individual will be automatically elected and their name forwarded to the DCCA for confirmation.

### Term of Office

The term of office for the elected seat will be three years (3) commencing on July 1, 2004. It will expire on June 30, 2007. A new election will be held to continue to fill the seat every three years.

In the event the elected director vacates the seat within six-months of the election the second highest vote getter will be offered the director seat.

If the elected director vacates the seat six-months or longer after the election the DCCA will work with Ho'ike to fill the vacancy.

### Responsibility of the Board of Directors

The property and business of the corporation shall be managed by the Board of Directors, which may exercise all powers of the corporation and do all lawful acts.

The Board meets a minimum of six times per year at locations, dates and times that may vary according to circumstances. Additional work may be required from time to time.

Candidates and voters are urged to review the Ho'ike by-laws for more detail on the structure and responsibilities of a Director.

### Election Coordination

The election process will be coordinated by the Ho'ike staff. This includes the development and verification of the database, the public communication and promotion, the verification of candidate and voter authenticity, and conducting the election.

The Board of Directors will be responsible for counting the ballots and verifying the results.

### Election Balloting

Ho'ike has determined that an election using mailed out paper ballots would be the most efficient and effective process.

Balloting will be conducted by the use of pre-paid mailing envelopes. Each qualified voter will receive a ballot along with the return envelope. The ballots will be collected at the Ho'ike facility commencing on June 1 and concluding on June 22 for a total of 16 business days (Ho'ike is closed on Friday June 11 for Kamehameha Day holiday).

All ballots will be held in a sealed container to be delivered to the Election ad-hoc committee of the Board of Directors for counting on June 23, 2004.

### Election Results

The results of the election including the vote tallies will be announced no later than June 30, 2004

At the Ho'ike facility  
On the Ho'ike website  
In a press release to the Garden Island newspaper  
To the Director of the DCCA

The top three candidates will be notified by phone and mail.

In the event of a tie a coin toss will determine the winner. The toss of the coin will be conducted by the sitting President of the Board with the tied candidates.

In the event of a challenge to the results of the election the Ho'ike Board of Directors will conduct a review. Should the challenge remain unsolved Ho'ike will provide the necessary documentation and records to the DCCA for determination and resolution of the challenge.

### Communication Plan

Some or all of the following methods will be used to publicize election-related information, as applicable:

Posters and flyers at the facility  
Ho'ike website  
Channel IVBB  
Public access channel public service announcement  
Radio public service announcements  
Garden Island newspaper  
US mail  
Special programming on Access channel  
Candidate announcements

Beginning the week of May 3 announce the election process and related information. Provide mail out information to the Ho'ike database of users. Initiate the solicitation for candidates or nominees.

Beginning the week of May 24 and once the nomination process is closed candidate profiles will be distributed. The election process will be promoted and conducted.

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