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[www.hgea.org](http://www.hgea.org)

January 2025

Aloha:

Thank you for your interest in being a candidate in the 2025 elections for HGEA President and Board of Directors.

Serving the members of our union is both a rewarding and challenging experience. The state board has the responsibility of guiding the union to grow member engagement through various committees that strengthen our presence through politics, community building, and recreational events to name a few.

As we find a new normal in 2025, it is more important than ever to be engaged in identifying and addressing the issues that impact our members collectively. Electees will serve alongside member leaders making the decisions that shape and grow our union.

Board members represent and advocate for all members at the highest levels of decision making. You will have an opportunity to engage with members across our state to make improvements and strengthen our great union.

This is our first year conducting an electronic election. An online candidate questionnaire is available at [www.hgea.org/candidate](http://www.hgea.org/candidate). If you are unable to access the website from home, you may use a computer at any HGEA island division office during regular business hours.

I appreciate the added commitment you have made to fellow members by becoming a candidate and wish you all the best in the upcoming election.

In solidarity,

Ginnet Hayes  
HGEA President



# 2025 HGEA State Board Election

## HAWAII GOVERNMENT EMPLOYEES ASSOCIATION, AFSCME LOCAL 152 2025 - 2027 PRESIDENT AND BOARD OF DIRECTORS ELECTION

### ELECTION PROCEDURES AND CANDIDATE INFORMATION

This information packet is for active members interested in becoming a candidate for the 2025 – 2027 HGEA President and Board of Directors election. This packet contains the following items for your review:

1. Candidate Information
2. Candidate Questionnaire  
(including information for election coverage, eg. eBlasts and website)
3. Candidate Background Information for the Ballot Packet
4. Election Rules and Procedures
5. Election Schedule
6. Election Committee Roster
7. Nomination Petition (2 copies)
8. Job Description – President/Board of Director
9. Candidate Packet Checklist

The HGEA Committee on Elections congratulates you for being a candidate for the 2025 – 2027 HGEA President and Board of Directors election. Best wishes on your campaign.





# 2025 HGEA State Board Election

## HAWAII GOVERNMENT EMPLOYEES ASSOCIATION, AFSCME LOCAL 152 2025 - 2027 PRESIDENT AND BOARD OF DIRECTORS ELECTION

### CANDIDATE INFORMATION

1. Candidates must use the enclosed nomination petition form to obtain at least 15 signatures from active members in the respective jurisdiction that they are running. Two copies of the petition form are provided. If needed, more copies can be obtained at any HGEA office or you may make photocopies of the forms provided. **It is highly recommended that candidates get more than 15 signatures in case some are disqualified. Please ensure all requested information on the petition is legible.**
2. The deadline for submittal of nomination petitions to any HGEA office is **4:30 p.m. on Friday, March 7, 2025**. Petitions received after that date and time will not be accepted by the elections committee.
3. Candidates must complete the enclosed Candidate Questionnaire and submit it along with a photograph of yourself to any HGEA office no later than **4:30 p.m. on Friday, March 7, 2025**. Digital photographs are preferred. You can email [communications@hgea.org](mailto:communications@hgea.org) to submit or arrange for staff to take one for you.

We encourage you to take advantage of the online Candidate Questionnaire form at [www.hgea.org/candidate](http://www.hgea.org/candidate). The online form will offer a spell check feature, as well as a word count feature to alert you when you reach the maximum number of words allowed. (The system will not allow you to type any words over the limit.) If you do not have access to a computer, HGEA will allow you to use a computer in the HGEA office to complete your forms. The information will be used to prepare an elections article for the union's publications, website, and a candidate profile for the ballot packet. If you need a photo taken of yourself, please call HGEA Communications Specialist Kristina Lum, 808-543-0063, for assistance. If the questionnaire and photograph are not received by the above date, information about your candidacy may not meet publication deadlines.

**To ensure that you have done everything to complete the necessary paperwork for your candidacy, we have provided a Candidate Packet Checklist.**

4. In accordance with the election rules and procedures, only a listing of your background information (up to 100 words) as provided by the candidate, will be included in the ballot material. Narratives or platform statements are prohibited.

## **CANDIDATE INFORMATION**

*(continued from previous page)*

### **5. *Mailing Campaign Literature***

Candidates shall be allowed once prior to the election to have their campaign literature mailed by the union to eligible members at the candidate's expense. Please call HGEA Communications Specialist Kristina Lum, 808-543-0063, for arrangements.

### **6. The Board of Directors will include:**

President

Unit 2 (1 seat)

Unit 3 (5 seats)

Unit 4 (1 seat)

Unit 6 (1 seat)

Unit 8 (1 seat)

Unit 9 (1 seat)

Unit 13 (3 seats)

Unit 14 (1 seat)

Unit 15 (1 seat)

Hawaii-at-Large

Kauai-at-Large

Maui-at-Large

Oahu-at-Large

Ex-officio Retiree Director

Any questions, please call your Elections Committee representative (roster attached) or HGEA Field Services Officer Chad Ngai, 808-543-0042.



# 2025 HGEA State Board Election

## HAWAII GOVERNMENT EMPLOYEES ASSOCIATION, AFSCME LOCAL 152 2025 - 2027 PRESIDENT AND BOARD OF DIRECTORS ELECTION

### CANDIDATE QUESTIONNAIRE

In order for the membership to learn about your candidacy, please complete this form and return it to any HGEA office no later than **4:30 p.m. on Friday, March 7, 2025**. The information provided will be used to prepare an elections article for the union's publications, website, and a candidate profile for the ballot packet.

We encourage you to take advantage of the online Candidate Questionnaire form at [www.hgea.org/candidate](http://www.hgea.org/candidate). The online form will offer a spell check feature, as well as a word count feature to alert you when you reach the maximum number of words allowed. (The system will not allow you to type any words over the limit.) If you do not have access to a computer, HGEA will allow you to use a computer in the HGEA office to complete your forms.

Please include a photograph of yourself with this form. The photograph can be of any size, color, or black and white. It will be used for articles, the website, and the ballot packet. If you need a photograph taken of yourself, please contact HGEA Communications Specialist Kristina Lum, 808-543-0063, for assistance.

Information submitted **AFTER Friday, March 7, 2025** may not make publication deadlines. Please *kokua*. Any questions, please call HGEA Field Services Officer Chad Ngai, 808-543-0042, or your elections committee representative.

Candidate for the Office of: \_\_\_\_\_

Name: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

Personal/Home Email Address: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Job Title: \_\_\_\_\_

Years employed in current job: \_\_\_\_\_ Year joined government \_\_\_\_\_

Year joined HGEA: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Candidate names will be listed on the ballot in alphabetical order, by last name, first name and middle initial. Print your name as you want it on the ballot:

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LAST NAME

FIRST NAME

MIDDLE INITIAL

**INFORMATION FOR THE UNION'S PUBLICATIONS AND WEBSITE**

***Submit by 4:30 p.m., Friday, March 7, 2025***

1. Why are you running for office: (Please limit to no more than 50 words.)

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2. What are your goals: (Please limit to no more than 50 words.)

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## HGEA/AFSCME President and Board of Directors Nomination Petition

***Submit by 4:30 p.m., Friday, March 7, 2025***

We, the undersigned active members of the Hawaii Government Employees Association, AFSCME Local 152, AFL-CIO, hereby nominate \_\_\_\_\_ of the Department of \_\_\_\_\_, Bargaining Unit \_\_\_\_\_ as a candidate for the office of \_\_\_\_\_.

This petition is submitted in accordance with Article III, Elections, Section 5 of the HGEA/AFSCME Bylaws. (Note: A petitioner must provide all information, including their Social Security Number's last 4 digits or their HGEA member number found on their HGEA membership card or the HGEA website, for the signing to be valid. Please print legibly.)

	Name (Please print or type)	Unit	SSN (last 4 digits) or Member No.	Signature
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____
19	_____	_____	_____	_____
20	_____	_____	_____	_____
21	_____	_____	_____	_____
22	_____	_____	_____	_____
23	_____	_____	_____	_____
24	_____	_____	_____	_____
25	_____	_____	_____	_____

NOTE: This nomination petition must be signed by at least 15 active members. Candidates for president need the signatures of any 15 members on their petition. Unit director candidates need the signatures of 15 unit members. At-large director candidates need the signatures of 15 active members from their respective island divisions. Both original signatures and electronically obtained signatures are valid.



## HGEA/AFSCME President and Board of Directors Nomination Petition

***Submit by 4:30 p.m., Friday, March 7, 2025***

We, the undersigned active members of the Hawaii Government Employees Association, AFSCME Local 152, AFL-CIO, hereby nominate \_\_\_\_\_ of the Department of \_\_\_\_\_, Bargaining Unit \_\_\_\_\_ as a candidate for the office of \_\_\_\_\_.

This petition is submitted in accordance with Article III, Elections, Section 5 of the HGEA/AFSCME Bylaws. (Note: A petitioner must provide all information, including their Social Security Number's last 4 digits or their HGEA member number found on their HGEA membership card or the HGEA website, for the signing to be valid. Please print legibly.)

	Name (Please print or type)	Unit	SSN (last 4 digits) or Member No.	Signature
26	_____	_____	_____	_____
27	_____	_____	_____	_____
28	_____	_____	_____	_____
29	_____	_____	_____	_____
30	_____	_____	_____	_____
31	_____	_____	_____	_____
32	_____	_____	_____	_____
33	_____	_____	_____	_____
34	_____	_____	_____	_____
35	_____	_____	_____	_____
36	_____	_____	_____	_____
37	_____	_____	_____	_____
38	_____	_____	_____	_____
39	_____	_____	_____	_____
40	_____	_____	_____	_____
41	_____	_____	_____	_____
42	_____	_____	_____	_____
43	_____	_____	_____	_____
44	_____	_____	_____	_____
45	_____	_____	_____	_____
46	_____	_____	_____	_____
47	_____	_____	_____	_____
48	_____	_____	_____	_____
49	_____	_____	_____	_____
50	_____	_____	_____	_____

NOTE: This nomination petition must be signed by at least 15 active members. Candidates for president need the signatures of any 15 members on their petition. Unit director candidates need the signatures of 15 unit members. At-large director candidates need the signatures of 15 active members from their respective island divisions. Both original signatures and electronically obtained signatures are valid.



# 2025 HGEA State Board Election

## HAWAII GOVERNMENT EMPLOYEES ASSOCIATION, AFSCME LOCAL 152 2025 - 2027 PRESIDENT AND BOARD OF DIRECTORS ELECTION

### REGULAR ELECTION SCHEDULE

- January 2025..... Notice of election and nomination period to be announced.
- Wednesday, February 5, 2025..... Nomination petitions available to candidates.
- Friday, March 7, 2025, 4:30 p.m..... Deadline for submitting nomination petitions. Elections Committee to verify candidate eligibility.
- Monday, March 17, 2025, 4:30 p.m. .. Deadline to challenge candidate eligibility.
- Saturday, March 22, 2025 ..... Earliest date to establish voter list for mail-outs.
- Saturday, March 22, 2025 through  
Monday, April 21, 2025 ..... Period during which election ballots shall be mailed (15 to 45 days before Election Day)
- April 2025 ..... Candidate profile and election schedule published in a union publication.
- TBD..... HGEA Candidate Forum
- Friday, April 25, 2025, 4:30 p.m..... Deadline to request a mailed paper ballot or credentials to cast electronic ballot if new member or not received.
- Tuesday, May 6, 2025..... Last day to vote (Election Date).
- Friday, May 16, 2025 ..... Deadline to receive mailed ballots postmarked by the election date.
- Saturday, May 17, 2025..... Counting of ballots. Certify results.
- Tuesday, May 27, 2025, 4:30 p.m..... Deadline for protests on conduct of election.

### RUN-OFF ELECTION SCHEDULE

Should a run-off election be necessary, the following run-off election schedule will be utilized:

- Monday, June 2, 2025 through  
Monday, June 9, 2025 ..... Period during which run-off election ballots shall be mailed (15 to 22 days before Run-off Election Day)
- Friday, June 13, 2025, 4:30 p.m..... Deadline to request a mailed paper ballot or credentials to cast electronic ballot if not received.
- Tuesday, June 24, 2025..... Last day to vote (Run-off Election Date)
- Friday, July 4, 2025 ..... Deadline to receive mailed ballots postmarked by the run-off election date.
- Saturday, July 5, 2025..... Counting of run-off ballots. Certify results.
- Tuesday, July 15, 2025, 4:30 p.m..... Deadline for protests on conduct of run-off election.



# 2025 HGEA State Board Election

**HAWAII GOVERNMENT EMPLOYEES ASSOCIATION, AFSCME LOCAL 152  
2025 - 2027 PRESIDENT AND BOARD OF DIRECTORS ELECTION**

## **COMMITTEE ON ELECTIONS ROSTER 2023-2025**

Marsha Fukuda .....	Chairperson/Hawaii-at-Large
William Toyozaki.....	Vice-Chairperson
Robert Coffey.....	Maui-at-Large
Carl Dionne .....	BU 8
Andrea Guerrero .....	Kauai-at-Large
Virginia Ishitani .....	BU 3
Norman "Keola" Jimeno .....	BU 13
Kris Marcello .....	BU 9
Sililo Pale, Jr. ....	Oahu-at-Large
Natasha Puaoi .....	BU 3
Kenneth Sasaki .....	BU 2
Lorraine Schelfe .....	BU 3
Kathy Silva .....	BU 6
John Swift .....	BU 3
Veronica Tarleton .....	BU 3
Robert Umiamaka.....	BU 14

HGEA PRESIDENT AND BOARD OF DIRECTORS  
REGULAR AND SPECIAL ELECTION POLICY  
RULES AND PROCEDURES

The nomination and election process for the president and board of directors' regular election and special election shall be conducted in accordance with the HGEA Bylaws and these election rules and procedures, as well as the AFSCME International Constitution and the AFSCME Local Union Election Manual. Should there be a conflict between this policy and the AFSCME International Constitution, the language in the AFSCME International Constitution shall prevail.

1. Composition

The board consists of the corporate officers and directors. The president is elected by the active members of HGEA. The at-large directors are elected by the active members working within the respective geographical jurisdiction of Oahu, Kauai, Maui-Molokai-Lanai, and Hawaii. The ex-officio retiree director is the elected president of the retirees unit. Each collective bargaining unit exclusively represented by HGEA shall be represented by respective directors elected by active members in the respective collective bargaining unit in accordance with the following formula:

Units with membership up to 2,500 – 1 director  
Units with membership between 2,501 and 5,000 – 2 directors  
Units with membership between 5,001 and 7,500 – 3 directors  
Units with membership between 7,501 and 10,000 – 4 directors  
Units with membership between 10,001 and 12,500 – 5 directors  
Units with membership between 12,501 and 15,000 – 6 directors  
Units with membership between 15,001 and 17,500 – 7 directors

2. Term

Each director is elected for a term of two (2) years. Each term begins on July 1 and ends on June 30. If a director fills an unexpired term of more than one (1) year, such term constitutes a full term of two (2) years.

3. Limitation

No person shall be re-elected as a director for more than two (2) consecutive full terms of two (2) years each, but after an interval of one (1) term, may be re-elected as a director for another two (2) consecutive full terms. If a director does not take office on July 1, or is elected to fill an unexpired term of more than one (1) year, such term constitutes a full term.

4. Eligibility

- a. Active members may vote and be elected officers, directors and general assembly delegates and hold any official position in the HGEA. Only active members belonging to a collective bargaining unit exclusively represented by the HGEA may be corporate officers or directors.

- b. An active member may be a candidate for only one (1) corporate office, including the board, in any election. An active member may be a candidate for any office of a subordinate body.
- c. The Election Committee shall certify the number of directors to be elected from each bargaining unit in accordance with the formula established in HGEA bylaws Article V, Board of Directors (Board). The membership count as of December 31 of the previous calendar year shall be used to determine the number of directors to be elected from each bargaining unit.

5. Election Date

The election shall be held in odd-numbered years. Ballots shall be mailed or made available electronically to all active members at least fifteen (15), but not more than forty-five (45) days before the first Tuesday of May. Completed ballots must be returned and postmarked, and/or electronic voting must be completed by the first Tuesday of May. Should a run-off election become necessary, it will be done within forty (40) days from the date of the counting of the election ballots for the regular election. The run-off election date shall be determined prior to each election cycle and included in the election schedule.

In the event of a board vacancy, filling the vacancy shall be done in accordance with HGEA bylaws Article V, Board of Directors (Board), Section 10 Vacancies. If a special election is necessary, the Elections Committee will meet, by order of the chairperson, to determine the special election schedule. The notice of nomination shall be mailed to affected members within forty-five (45) days from the date of the board vacancy.

6. Third Party Elections Organization

The executive director shall contract a reliable, independent third party organization to perform the distribution, collection, counting and/or online voting of ballots and verification of election results for the election.

7. Corporate Funds

Funds of the corporation including those of any subordinate body shall not be used to support any candidate for elective office. HGEA staff shall not endorse or support any candidate for elective office nor distribute campaign literature for any candidate.

8. Union Publications, and Campaign Literature

- a. Publications sponsored or supported by the corporation of any subordinate body shall not endorse or support any candidate for elective office.
- b. Candidates for elective office shall be allowed once prior to the election to have their campaign literature mailed by the union to eligible members at the candidate's expense.

- c. Candidates for elective office may place campaign literature at HGEA offices for membership information purposes.
- d. Any candidate whose name is to appear on the ballot shall have the right to have present an official observer of the candidate's own choosing, who must be a member of the corporation, in all places where ballots bearing the candidate's name are to be cast or counted.
- e. For mailed ballots, observers may be present during addressing, stuffing and mailing of ballots. For electronic voting systems, observers may view the preparation, and mailing of ballot packets for the count and/ or tabulation of electronic votes either in person or by video.
- f. The union shall provide notice of nominations and election not less than fifteen (15) days prior to the holding of nominations for local union officers. The mailing of such notice shall be to all active members statewide, utilizing the United States Postal Service, and must be sent via first class mail.

9. Nominations

- a. Nomination petition forms are to be available online and at all HGEA offices to candidates at least ninety (90) days before the election date. Each nomination petition form that has been issued shall be recorded.
- b. Nomination petitions must be on forms as provided by the board and completed in accordance with HGEA bylaws Article III, Elections, Section 5 Nominations. Nomination petitions must be delivered to any HGEA office no later than 4:30 p.m., at least sixty (60) days before the election date. Facsimiles, photocopies, and mailed nomination petitions will not be accepted unless received and time stamped by any HGEA office before the 4:30 p.m. deadline.
- c. The candidate packet, which includes a questionnaire and information on the candidate, must be completed, signed, and delivered to any HGEA office no later than 4:30 p.m., at least sixty (60) days before the election date. Facsimiles, photocopies, and mailed candidate packets will not be accepted unless received and time stamped by any HGEA office before the 4:30 p.m. deadline.
- d. At least two (2) Elections Committee members are to certify the validity of nomination petitions.
- e. Any challenge to the eligibility of any nominee shall be filed in writing to the Elections Committee chairperson and delivered to any HGEA office no later than 4:30 p.m. at least fifty (50) days before the election date. Upon receipt of a challenge, the Elections Committee will meet, by order of the chairperson, within five (5) days of the challenge's receipt thereof for its disposition. The Elections Committee shall immediately report its ruling to the board.

10. Election Ballot and Ballot Information

- a. A candidate shall be given the opportunity to indicate how his/her name will appear on the ballot.
- b. A candidate shall be given the opportunity to submit a listing of the candidate's related background and qualifications limited to one hundred (100) words to be included in the ballot packet.
- c. Candidates shall be listed on the ballot in sequential order alphabetically, last name first, or randomly on the electronic ballot.
- d. At least two (2) Elections Committee members are to review the electronic and paste-up ballots before they are made electronically available or printed and are to inspect the printed ballots prior to mailing.
- e. Sufficient ballots are to be printed to manage the needs for: active members eligible to vote; ballots mailed but not received; spoiled ballots; lost ballots; and specimen ballots.

11. Electronic and Mailing of Ballots

- a. The election is to be conducted by secret ballot and only active members in good standing shall be eligible to participate in the election. All elections conducted by electronic voting or with electronic ballots shall comply with the provisions on voting by electronic voting systems set forth by AFSCME Local Elections manual and with Appendix D, Section 2, Subsection G of the AFSCME International Constitution.
- b. If using electronic ballots, they are to be made available to active members at least fifteen (15), but not more than forty-five (45) days before the election date using a voter list that is prepared not more than forty-five (45) days before the election date. At least two (2) Elections Committee members and one (1) representative from the third party elections organization are to observe and certify the electronic ballots made available to the membership.
- c. If mailing ballots, they are to be mailed at least fifteen (15), but not more than forty-five (45) days before the election date using the aforementioned voter list. At least two (2) Elections Committee members are to observe the mailing of said ballots and certify the distribution of the ballots to the membership.
- d. Persons whose application for membership are received by the HGEA Honolulu Office after the voter list cut off date may request to have a ballot electronically made available or mailed to them from the office of the third party elections organization. Requests must be received by the last work day on or prior to twenty (20) days before the ballot counting date. The membership application must be signed, dated, meet all of the membership eligibility requirements, and include a copy of the employer personnel action form to verify bargaining unit designation.

- e. Members who have lost, spoiled, or not received a ballot may request to have a ballot electronically made available or mailed to them from the office of the third party elections organization. Requests must be received by the last work day on or prior to twenty (20) days before the ballot counting date. Thereafter, requests to replace lost, spoiled, or ballots that have not been received, will not be considered. The third party elections organization shall implement procedures to assure that original ballots being replaced are not counted.
- f. Persons whose applications for membership are received by any HGEA Office after the last work day on or prior to twenty (20) days before the ballot counting date will not be eligible to vote.

12. Ballot Packet

- a. Each member is to receive the following items electronically or by mail:
  - 1) The election ballot(s).
  - 2) Voting instructions describing how the ballot is to be marked, what to do in the event of a spoiled ballot and the voting deadline.
  - 3) A list of the candidates' related background and qualifications up to one-hundred (100) words.
  - 4) One postage paid envelope, if voting by mail.
  - 5) A second envelope with "secret ballot" printed on the face into which the ballot is to be placed if voting by mail.
- b. The voting member shall (for electronic voting only item #1 is necessary):
  - 1) Mark the choice of candidate(s) on the ballot;
  - 2) Place the completed ballot(s) into the "secret ballot" envelope and seal; and
  - 3) Place the sealed "secret ballot" envelope into the return-addressed envelope, seal this envelope.
  - 4) Name of member should be written on the outside of the envelope and mailed to be received by the specified deadline.

13. Counting of Ballots

- a. Electronic ballots must be completed by 4:30 p.m. on the election date. All mailed ballots must be postmarked on the election date and received by the third party elections organization office by 4:30 p.m. on the day before the ballots are counted.
- b. At least seven (7) days but not more than fifteen (15) days after the election date, the third party elections organization shall open the ballot box and begin counting the ballots. The first day of ballot counting is considered the ballot counting date.
- c. The Elections Committee will oversee the activities of the third party elections organization.



- d. The procedures for the counting of the ballots shall be determined by the Elections Committee.
  - e. If there is a difference of twenty-five (25) or less votes between the first and second place, the ballots are to be recounted.
  - f. The candidate for each office receiving a majority of the votes cast for that office shall be declared elected. Any remaining unfilled offices shall be filled through a run-off election.
  - g. The word majority by dictionary definition means more than one-half (1/2). Majority does not mean fifty-one (51) percent. Majority does not mean fifty (50) percent plus one (1). The following formula is utilized to calculate majority vote. Take the total of all votes cast for all candidates. Divide it by double the number to be elected. Any candidate who has more votes than the resulting figure has a majority and has been elected.
  - i. The third party elections organization shall certify the results of the election.
14. Sole Candidate
- A sole candidate for an office, after the close of filing of nomination papers, is deemed to be duly and legally elected to the office for which the person is a candidate.
15. Protests
- a. Protests concerning the conduct of the election must be submitted in writing to the Elections Committee chairperson and delivered to any HGEA office by the tenth day after the election results are certified.
  - b. Upon receipt of a protest, the Elections Committee and at least one (1) representative from the third party elections organization shall meet, by order of the chairperson, within five (5) days of the protest's/challenge's receipt thereof for its disposition. Expedious adjudication is to prevail.
16. Election Reports and Records
- a. The Elections Committee shall report to the board of directors the results of all protests/challenges, and the results of the election.
  - b. All election records, including ballots, shall be retained for at least one (1) year after the election.

Adopted by the HGEA Board of Directors September 30, 1994  
Amended September 25, 1998  
Amended November 22, 2002  
Amended November 7, 2003

Amended January 16, 2009  
Amended January 22, 2011  
Amended May 20, 2011  
Amended September 27, 2013  
Amended May 11, 2016  
Amended September 26, 2020  
Amended January 29, 2021  
Amended October 11, 2024

HGEA/AFSCME  
PRESIDENT  
POSITION DESCRIPTION

A. GENERAL DESCRIPTION

The president shall preside at meetings of the general membership, general assembly and board of directors, and shall represent the membership on union matters in accordance with the Charter of Incorporation and Bylaws. The president is elected by the active membership of the union.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Presides at the board of directors, general assembly and other general membership meetings.
2. Serves as chairperson for the officers committee, building committee, C.R. Kendall scholarship trust fund, and council of presidents.
3. Appoints all committees with the approval of the board of directors, unless otherwise provided by the bylaws.
4. Serves as an ex-officio member of all committees, but shall not be counted in determining a quorum.
5. Submits a report to the biennial general assembly.
6. Represents the union and membership on union matters, including speaking on behalf of the union and board of directors at union functions and other community events as required.
7. Represents the union on the Hawaii State AFL-CIO board of directors.
8. Encourages solidarity among bargaining units, membership participation in union activities and pride in the union.
9. Provides leadership and guidance to the board in achieving the union's goals and objectives.
10. Chair meetings effectively, assuring adequate discussion of all issues, but utilizing the board's time wisely.
11. Develops close communication with the executive director.
12. Develops board members to assume future leadership roles in the union.

13. Enhances the union's image in the community.
14. Serves as a role model for other volunteers as demonstrated by the way he/she represents the union.

C. BACKGROUND AND QUALIFICATION FOR OFFICE

1. Broad knowledge of the union's programs and operations.
2. Commitment to the union and its membership.
3. Able to make decisions; support actions of the board of directors and union.
4. Able to communicate effectively; speak in front of large groups; have strong written and verbal skills.
5. Experience as a steward, unit officer or delegate helpful.
6. Knowledge of parliamentary procedures helpful.
7. Able to take time off from work to participate in union activities.
8. Able to attend evening and weekend meetings and activities on a regular basis.
9. Able to travel inter-island and to the mainland periodically to represent the union.

Adopted by the Board of Directors on February 21, 1997  
Amended: June 24, 2005

HGEA/AFSCME  
BOARD DIRECTOR  
POSITION DESCRIPTION

A. GENERAL DESCRIPTION

The board director shall represent the interest of the general membership in the development of the union's program goals and objectives. The director shall serve as a link between the interests of the board and the interests of the bargaining units and islands. Each board director is responsible for obtaining unit/island input and for keeping unit/island groups informed of board activities. The decisions of the board affect all members of the union and therefore require that board directors commit sufficient time and energy to understand and share their opinions regarding issues before the board. Board directors are expected to support all decisions made by the board.

B. MAJOR DUTIES AND RESPONSIBILITIES

1. Provides unit/island input to the board of directors. Serve as the board and union spokesperson at unit/island meetings. Board directors that represent bargaining units also serve on unit boards and provide the link between the activities of the unit and the HGEA/AFSCME board.
2. Provides input in the development of board programs, the biennial budget and the board goals and objectives. Assists in the implementation of board programs and activities.
3. Works with other board directors to review and consider new programs and changes to existing programs for the membership.
4. May serve as a board committee chairperson, vice chairperson or committee member to the union's standing and special committees.
5. Recommends board appointments to committees.
6. Provides reports to unit/island groups regarding the activities of the board and the union in general.
7. Speaks on behalf of the board and the union at unit/island functions as requested.
8. Encourages solidarity among bargaining units, membership participation in union activities and pride in the union.
9. Has a fiduciary responsibility to the membership and board of directors to protect and defend the union's organization and programs.

### C. BACKGROUND AND QUALIFICATIONS FOR OFFICE

1. Broad knowledge of the union's programs and operations.
2. Basic understanding of budgeting and financial reporting.
3. Experience as a steward, unit director, delegate or committee member helpful.
4. Commitment to helping the union and its membership.
5. Able to make decisions; support actions of the board of directors and union.
6. Able to communicate; have good written and verbal skills.
7. Able to take time off from work, using vacation leave or other personal leave to participate in union activities. Board members meet approximately 10-12 times per year for meetings or functions. Neighbor island directors may have additional island responsibilities and require more time off from work for travel purposes.
8. Able to attend evening and weekend meetings and activities on a regular basis.
9. Able to travel inter-island and to the mainland on occasion to participate in union activities.
10. Directors elected by the bargaining unit membership must be committed to representing the interest of their unit on a statewide basis, and must also serve on the unit's board of directors. The unit directors may also be requested to attend unit island division meetings on all islands.
11. Directors elected at-large by the active membership on a geographical basis must be committed to representing the interests of all members in that geographical jurisdiction. In addition, the director-at-large must preside over the advisory council of the jurisdiction and serve as an ex-officio to all committees in that jurisdiction. The director-at-large may also be requested to attend unit island division meetings and unit board meetings held in that jurisdiction.

Adopted by the Board of Directors on February 21, 1997  
Amended September 9, 2005



# 2025 HGEA State Board Election

**HAWAII GOVERNMENT EMPLOYEES ASSOCIATION, AFSCME LOCAL 152  
2025 - 2027 PRESIDENT AND BOARD OF DIRECTORS**

## **CANDIDATE PACKET CHECKLIST**

The following is a checklist of items that need to be done prior to turning in the candidate packet for the 2025 – 2027 HGEA President and Board of Directors election. Please ensure that each item is completed.

- ☐ Candidate Questionnaire
- ☐ Candidate Background Information for the Ballot Packet  
(Please note that your signature is required on this page)
- ☐ Information for union publications and the HGEA Website
- ☐ Nomination Petitions – We recommend more than 15 signatures
- ☐ Photo of Yourself  
(Digital photographs are preferred. You can email [communications@hgea.org](mailto:communications@hgea.org) to submit or arrange for staff to take one for you.)

The HGEA Committee on Elections congratulates you for being a candidate for the 2025 – 2027 HGEA President and Board of Directors election. Best wishes on your campaign.

