

**‘Ōlelo Community Media
2018 Board of Directors Election**

Fact Sheet

- One of the fifteen seats on the ‘Ōlelo Board of Directors is an elected seat.
- The Board is typically made up of representatives from the business, education, community and nonprofit sectors; the client-elected seat helps to bring the interests of active clients to the Board.
- In 2018 ‘Ōlelo is coordinating an election to fill a vacancy starting January 1, 2019.
- ‘Ōlelo clients are encouraged to participate in the election in two ways. Eligible clients are invited to run for the seat to serve on the Board. Additionally, eligible clients are encouraged to vote for the candidate they feel will best serve them on the Board.
- Only eligible ‘Ōlelo clients may run for and vote for this particular Board seat. ***“Eligible ‘Ōlelo clients”*** is defined as someone who, within the 24 month period between August 7, 2016 and August 7, 2018, is in good standing **AND**:
 - Is an active producer or presenter, **AND**
 - Volunteered for 'Ōlelo, **AND**
 - Is 18 years or older, **AND**
 - Is an O‘ahu resident

The following are **ineligible** to run in this election:

- Former employees or interns who otherwise qualify but have worked for ‘Ōlelo or interned within the year preceding the eligibility cutoff date (August 7, 2018)
 - Elected City, State and Federal officials
 - Current ‘Ōlelo employees or interns
 - Immediate family members of current employees or interns (spouse, parent or parent-in-law, natural, step or adopted child, brother, sister, dependent or reciprocal beneficiary, the child or spouse of the employee’s child, brother or sister)
 - Clients currently suspended from using ‘Ōlelo's facilities
- **What are the duties of a Board member?** As a member of the Board of Directors, the Board establishes policies and directives governing business and programs of ‘Ōlelo, and oversees the President and Chief Executive Officer, subject to the provisions of the Bylaws, that the policies and directives are appropriately followed.
 - The Board meets a minimum of four times a year, at locations, dates and times that may vary. Sub-committee or investigative/research work may be required of Board members from time to time.
 - Board members are expected to attend Board and sub-committee meetings, support the organization and to follow its bylaws and corporate policies and procedures.
 - **How can I get more information about Board member duties?** Eligible voters and nominees are encouraged to review ‘Ōlelo's bylaws for more detail on Board structure and duties (copies of ‘Ōlelo's bylaws are available upon request). To request a printed copy, call 834-0007, ext. 112.
 - **How long is the term of the elected Board member?** The term for this Board seat is three years, and runs from January 1, 2019 through December 31, 2021.
 - **Can I nominate someone?** No. You can only nominate yourself.

- **How do I submit my nomination?** You may submit your nomination via Survey Monkey or by submitting the nomination form.
 - **Survey Monkey:** You may submit your nomination via Survey Monkey (link below). On-line nominations will be accepted until **5:00 PM on Wednesday, August 22, 2018.**
<https://www.surveymonkey.com/r/2018BODNomination>
 - **Nomination Form:** Your nomination form must be submitted to 'Ōlelo for receipt no later than **5:00 PM on Wednesday, August 22, 2018.** Submissions will be accepted by mail, fax to 836-2546, or hand delivery. Forms without the nominee's signature are not valid. Additional details are provided on the nomination form.

- **Who can vote in the election?**

Anyone who, within the 24 month period between August 7, 2016 and August 7, 2018, is in good standing **AND**

 - Is an active producer or presenter, **AND**
 - Volunteered for 'Ōlelo, **AND**
 - Is 18 years or older, **AND**
 - Is an O'ahu resident

The following are **ineligible** to vote in this election:

 - Former employees or interns who otherwise qualify but have worked for 'Ōlelo or interned within the year preceding the eligibility cutoff date (August 7, 2018).
 - Current 'Ōlelo employees or interns
 - Immediate family members of current employees or interns (spouse, parent or parent-in-law, natural, step or adopted child, brother, sister, dependent or reciprocal beneficiary, the child or spouse of the employee's child, brother or sister)
 - Clients currently suspended from using 'Ōlelo's facilities
 - Clients under the age of 18-years

- **How many votes per eligible voter are allowed?** **One vote per eligible voter.**

- **How do I find out about nominees?** After the nomination period closes and nominees have been verified, 'Ōlelo will begin to broadly distribute election information in print and on 'Ōlelo's website. Candidate information will also be posted in the Media Service Centers (MSCs).

- **Nominee information.** When submitting their nomination form, nominees may include a statement (up to 150 words) explaining their interests and qualifications. Statements longer than 150 words will be edited at the 150th word and published as is. Only photos taken by 'Ōlelo at the Māpunapuna MSC will be included in official candidate election materials. No personal or professional photos may be used as a substitute for the photo to be taken by 'Ōlelo.

- **How do nominees campaign?** 'Ōlelo will distribute information about candidates. In addition, nominees may campaign to potential voters on their own. Nominees may also create their own programs to air on 'Ōlelo's channels. Campaign materials not produced by 'Ōlelo may not be posted or left in 'Ōlelo's facilities. Staff may not assist in campaign efforts for any candidate.

- **How will voting occur?** Clients can visit the Media Service Center (MSC) of their choice during the **13-day period between September 27 and October 9, 2018** to cast their ballot. **Voting period closes on Tuesday, October 9th at 5:00 pm.** Clients who are not able to visit a MSC may request an absentee ballot packet; requests may be made by e-mail to board@olelo.org and must be received by **September 24, 2018 at 5:00 PM.** Voting, whether, in-person or by absentee voting, will be secured to ensure one vote per eligible client.

- **How will votes be validated and counted?** A ballot counting working group made up of staff and clients will validate and count ballots.

- **When will the winner be announced?** After the election results are available, ‘Ōlelo will make formal announcements via the web.

Important 2018 Dates and Deadlines

Last day to meet nomination eligibility criteria	Tuesday, August 7
Nomination period closes	Wednesday, August 22 at 5:00 pm
Last day to meet voter eligibility criteria	Wednesday, August 22
Candidate photos taken no later than <i>(All Candidates will need to come to Māpunapuna Center to have their photos taken)</i>	Wednesday, August 29 at 3:00 pm
Candidate information distributed by ‘Ōlelo	Thursday, September 13
Deadline to request absentee ballot packet	Monday, September 24 at 5:00 pm
Voting period closes on: Tuesday, October 9th at 5:00 pm	Thursday, September 27 thru Tuesday, October 9
Election results announced	After Thursday, October 11
Elected Board Member seated	Wednesday, October 24