

# **CANDIDATE'S MANUAL**

---

**2018 ELECTIONS**





**STATE OF HAWAII  
OFFICE OF ELECTIONS**

802 LEHUA AVENUE  
PEARL CITY, HAWAII 96782  
elections.hawaii.gov

SCOTT T. NAGO  
CHIEF ELECTION OFFICER

February 1, 2018

Dear Candidate:

Congratulations on your decision to seek public office! Your willingness to serve in a position of public trust strengthens the foundations of our democratic system and provides voters with more choices. By demonstrating your desire for public service, you are helping to build a stronger Hawaii.

Please read this manual carefully. It presents basic information about federal, state, and county elections, and provides answers to commonly asked questions by candidates and their staff.

We wish you the best of luck on your campaign. If you need further assistance, please do not hesitate to call the Office of Elections at 453-VOTE (8683) or neighbor island residents may call toll free at 1-800-442-VOTE (8683).

Very truly yours,

SCOTT T. NAGO  
Chief Election Officer

STN:KU;jk  
OE-18-008

### Note to Candidates

This manual is a reference source. It is not to be used as the authority on the Hawaii election laws or any other laws for individuals or candidates. It is distributed with the understanding that the Office of Elections is not rendering legal advice and therefore the manual is not to be used as a substitute for legal counsel for the individual or candidate using it. In case of conflict with the manual, the law, regulation, or rule will apply.

Readers should consult the United States Constitution, Hawaii State Constitution, Hawaii Revised Statutes, Hawaii Administrative Rules, County Charters, Attorney General Opinions, and other sources for a complete and legal basis of the law.

### Icons

The following icons used in this manual are to emphasize information.

LEGEND	
	Alert: important information
	Contact: contact information
	Date: important dates and deadlines
	Info: additional information

### Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact us.

	<b>Office of Elections</b>
	802 Lehua Avenue
	Pearl City, HI 96782
	(808) 453-VOTE (8683)
	Toll Free: 1-800-442-VOTE (8683)
	<a href="mailto:elections@hawaii.gov">elections@hawaii.gov</a>
	<a href="http://www.elections.hawaii.gov">www.elections.hawaii.gov</a>

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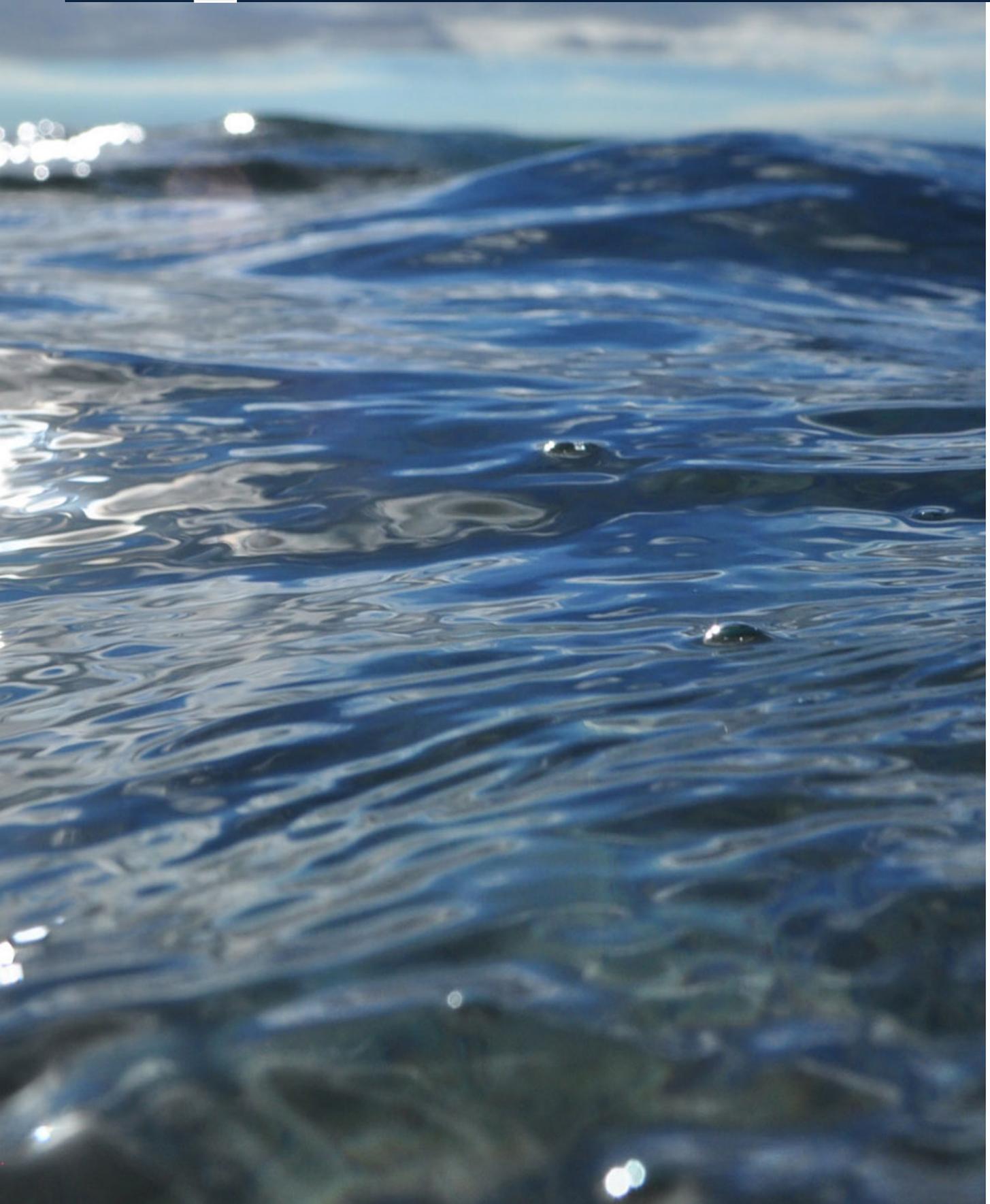
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# OVERVIEW





# CHAPTER 1:

# IMPORTANT DATES

## CANDIDATE FILING

Candidate filing opens at 7:45 am on the first working day of February and ends at 4:30 pm on the first Tuesday in June.

- Open: Thursday, February 1, 2018, 7:45 am
- Close: Tuesday, June 5, 2018, 4:30 pm

## Withdrawal

Candidates may withdraw for any reason by 4:30 pm on the day immediately following the close of filing or for reasons of ill health by 4:30 pm on the fiftieth day prior to an election. Candidates who withdraw for reasons of ill health must provide a statement from a licensed physician or physician assistant. The deadline to withdraw is:

- For any reason: Wednesday, June 6, 2018, 4:30 pm
- For reasons of ill health for the primary: Friday, June 22, 2018, 4:30 pm
- For reasons of ill health for the general: Monday, September 17, 2018, 4:30 pm

## Objections

An objection to a candidate's nomination paper must be made by 4:30 pm on the sixtieth day prior to the primary election. The deadline to file an objection to a nomination paper is:

Tuesday, June 12, 2018, 4:30 pm

## ELECTION DAY

### Primary Election

Hawaii's primary election is held on the second Saturday of August in every even numbered year. The next primary election will be held on:

Saturday, August 11, 2018, 7:00 am to 6:00 pm

The primary election is a nomination process to select candidates to represent political parties and nonpartisans in the general election. The primary election replaces the traditional political party caucuses

and conventions in which each political party chooses a slate of candidates to run in the general election. In a primary election, the voters, rather than the parties, choose the partisan or nonpartisan candidates who will run for office in the general election.

Hawaii conducts a "single-party" primary election. Voters do not declare their party preference prior to voting. Voters receive a ballot that includes political party and nonpartisan candidates but may only vote for one (1) affiliation.

Also on the ballot is a section for Office of Hawaiian Affairs (OHA) and county contests. This encompasses the nonpartisan OHA, County of Hawaii, County of Maui, County of Kauai, and City and County of Honolulu contests.

### General Election

The general election is held on the first Tuesday after the first Monday in November in an even numbered year. The next general election will be held on:

Tuesday, November 6, 2018, 7:00 am to 6:00 pm

The general election is held after the primary election to determine which of the candidates nominated in the primary will take office. To be placed on the general election ballot, individuals must be nominated in a primary election. The general election is a candidate contest, meaning voters can vote for the candidate of their choice regardless of partisan or nonpartisan affiliation.

Also on the ballot is a section of OHA, county contests, constitutional amendments, and county charter amendments and/or initiatives.



# CHAPTER 2:

# QUALIFICATIONS

## REQUIREMENTS

Qualifications vary depending on the office sought. Candidates must possess the qualifications specified by law.

### Residency for State Elective Offices

Candidates running for state office with a district residency requirement must be a qualified voter of the district from which they seek election.

### Residency for County Elective Offices

Candidates running for county office should refer to the respective charter for county specific district residency requirements.

### Felons

For state and county offices, under the “Uniform Act on Status of Convicted Persons” a person sentenced for a felony may not become a candidate for or hold public office from the time of the person’s sentence until the person’s final discharge (HRS §831-2). A felon must receive and present his/her final discharge papers before he/she is eligible to file a nomination paper.

## FEDERAL OFFICES

### U.S. Senate

Seats Available: 1 of 2  
District: Statewide  
Term: 6 years, Jan. 2019 to Jan. 2025

Qualifications:

- U.S. citizen for 9 years
- Inhabitant of Hawaii when elected
- At least 30 years of age

### U.S. Representative

Seats Available: 2 of 2  
District: Congressional I and II  
Term: 2 years, Jan. 2019 to Jan. 2021

Qualifications:

- U.S. citizen for 7 years
- Inhabitant of Hawaii when elected
- At least 25 years of age

## STATE OFFICES

### Governor

Seats Available: 1 of 1  
District: Statewide  
Term: 4 years, Dec. 2018 to Dec. 2022

Qualifications:

- Resident of Hawaii for not less than 5 years immediately preceding the election
- Registered voter of Hawaii
- At least 30 years of age

### Lieutenant Governor

Seats Available: 1 of 1  
District: Statewide  
Term: 4 years, Dec. 2018 to Dec. 2022

Qualifications:

- Resident of Hawaii for not less than 5 years immediately preceding the election
- Registered voter of Hawaii
- At least 30 years of age

### State Senate

Seats Available: 12 of 25  
District: Senate 1, 3, 4, 6, 7, 12, 16, 17, 18, 21, 23, 24  
Term: 4 years, Nov. 2018 to Nov. 2022

Qualifications:

- Resident of Hawaii for not less than 3 years prior to election
- Qualified voter of the appropriate State Senatorial District prior to filing

### State Representative

Seats Available: 51 of 51  
District: Representative 1 - 51  
Term: 2 years, Nov. 2018 to Nov. 2020

Qualifications:

- Resident of Hawaii for not less than 3 years prior to election

- Qualified voter of the appropriate State Representative District prior to filing

**Office of Hawaiian Affairs (OHA) Trustee**

Seats Available: 5 of 9, nonpartisan

District: Maui resident trustee, Oahu resident trustee, At-Large trustee (3 seats)

Term: 4 years, Nov. 2018 to Nov. 2022

Qualifications:

- Resident of respective island for seats requiring residency
- Registered voter of Hawaii

**COUNTY OF HAWAII OFFICES**

**Councilmember**

Seats Available: 9 of 9, nonpartisan

District: Council 1 - 9

Term: 2 years, Dec. 2018 to Dec. 2020

Qualifications:

- Resident and registered voter of Council District at least 90 days prior to primary election
- Qualified voter of the County of Hawaii for at least 1 year prior to election

**COUNTY OF MAUI OFFICES<sup>1</sup>**

**Mayor**

Seats Available: 1 of 1, nonpartisan

District: Countywide

Term: 4 years, Jan. 2019 to Jan. 2023

Qualifications:

- Resident of the County of Maui for a period of at least 1 year prior to filing
- Qualified voter of the County of Maui

**Councilmember**

Seats Available: 9 of 9, nonpartisan

District: East Maui, West Maui, Wailuku-Waihee-Waikapu, Kahului, South Maui, Makawao-Haiku-Paia, Upcountry, Lanai, Molokai

Term: 2 years, Jan. 2019 to Jan. 2021

Qualifications:

- Resident in the area of the county from which the person seeks to be elected for a period of 1 year before filing

- Qualified voter of the County of Maui

**COUNTY OF KAUAI OFFICES**

**Mayor**

Seats Available: 1 of 1, nonpartisan

District: Countywide

Term: 4 years, Dec. 2018 to Dec. 2022

Qualifications:

- Resident of the County of Kauai for at least 3 years prior to election
- Qualified voter of the County of Kauai
- 30 years of age

**Councilmember**

Seats Available: 7 of 7, nonpartisan

District: Countywide

Term: 2 years, Dec. 2018 to Dec. 2020

Qualifications:

Qualified voter of the County of Kauai at least 2 years prior to election

**CITY AND COUNTY OF HONOLULU OFFICES**

**Councilmember**

Seats Available: 4 of 9, nonpartisan

District: Council II, IV, VI, VIII

Term: 4 years, Jan. 2019 to Jan. 2023

Qualifications:

Resident and registered voter of the appropriate Council District

<sup>1</sup> The Prosecuting Attorney in the County of Maui is appointed by the Mayor with the approval of the County Council.

## THE HATCH ACT

A federal law passed in 1939, limits certain political activities of federal employees, as well as some state, D.C., and local government employees who work in connection with federally funded programs. The law's purposes are to ensure that federal programs are administered in a nonpartisan fashion, to protect federal employees from political coercion in the workplace, and to ensure that federal employees are advanced based on merit and not based on political affiliation.

If you are unsure about your employee status, check with your employer regarding your eligibility and contact the Federal Hatch Act Unit.

### Hatch Act Unit

1730 M Street, N.W., Suite 218

Washington, DC 20036-4505

(800) 854-2824

[hatchact@osc.gov](mailto:hatchact@osc.gov)

[www.osc.gov/pages/hatchact.aspx](http://www.osc.gov/pages/hatchact.aspx)

## NEXT ELECTION

### President and Vice President

The next scheduled election will be in 2020.

### U.S. Senate

The next scheduled election for the other U.S. Senate seat will be in 2022.

### State Senate

The next scheduled election for districts 2, 5, 8, 9, 10, 11, 13, 14, 15, 19, 20, 22, and 25 will be in 2020.

### OHA Trustee

The next scheduled election for Hawaii resident, Molokai resident, Kauai resident, and At-Large trustees will be in 2020.

### County of Hawaii

The next scheduled election of Mayor and Prosecuting Attorney will be in 2020.

### County of Kauai

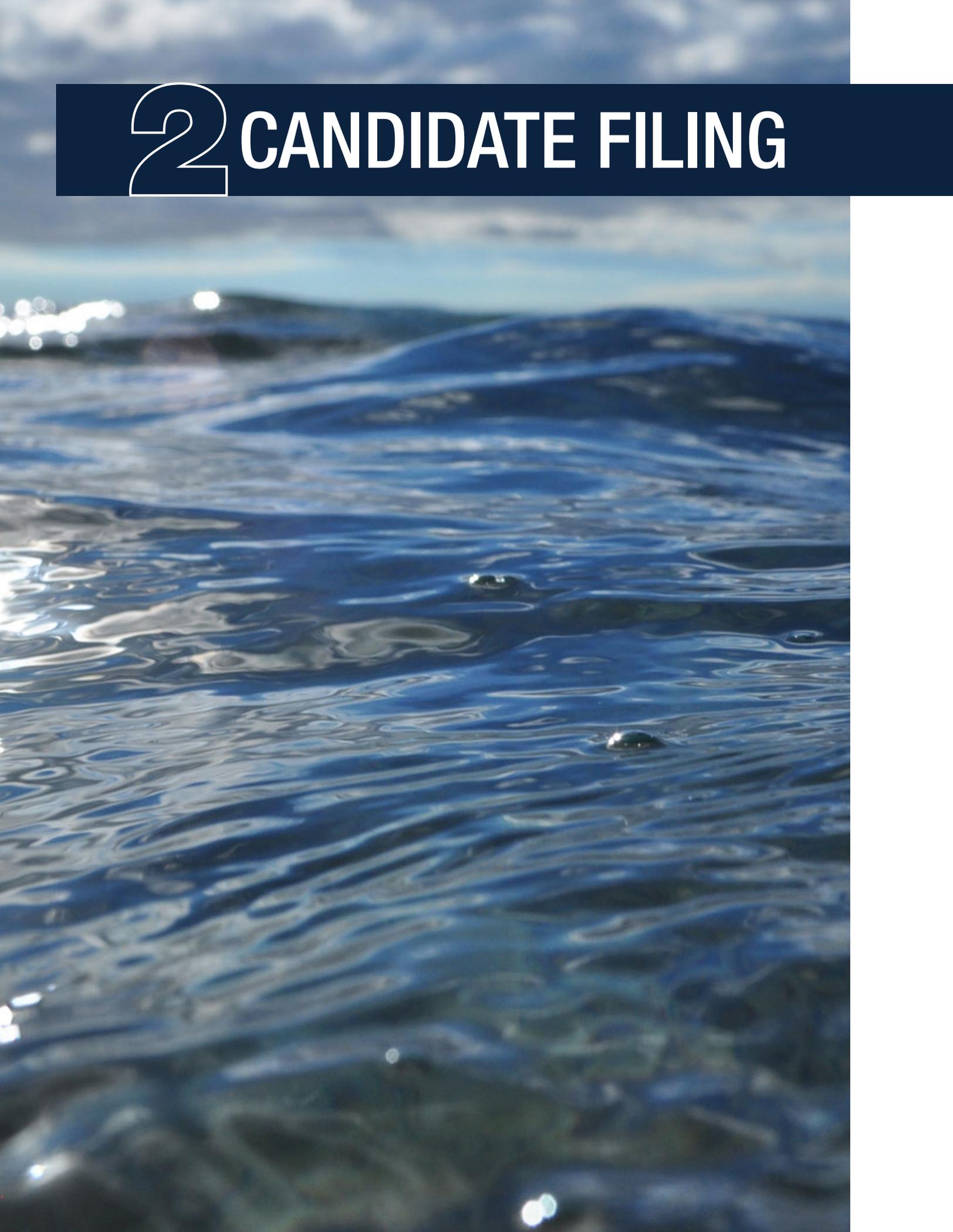
The next scheduled election for Prosecuting Attorney will be in 2020.

### City and County of Honolulu

The next scheduled election for Mayor, Prosecuting Attorney, Councilmember districts I, III, V, VII, and IX will be in 2020.



# 2 CANDIDATE FILING





# CHAPTER 3:

# GETTING STARTED

The candidate filing process allows qualified individuals to have their name on the ballot. To appear on the ballot, candidates must complete and file a nomination paper (HRS §12-3).

The Office of Elections will issue and accept nomination papers for all federal and state elective offices, including the Office of Hawaiian Affairs (OHA). Nomination papers for county offices are only available from the respective county. The Counties of Hawaii, Maui, and Kauai will also accept their respective federal and state elective offices.

### Candidate Filing

Open: Thursday, February 1, 2018, 7:45 am  
Close: Tuesday, June 5, 2018, 4:30 pm

## APPLICATION

To obtain a nomination paper, candidates must first submit an **Application for a Nomination Paper**.

Applications and nomination papers are available through the following locations:

- Office of Elections: federal and state elective offices.
- Clerk's Office in the Counties of Hawaii, Maui, and Kauai: respective federal, state, and county elective offices.
- City and County of Honolulu Clerk's Office: City and County of Honolulu elective offices only.

Check the Office of Elections' website for a list of locations and hours of operation.  
[www.elections.hawaii.gov](http://www.elections.hawaii.gov)

## NOMINATION PAPER

Candidates may apply for more than one (1) nomination paper if they have not decided which office or party to run for. However, candidates may not file a nomination paper for more than one (1) office or for more than one (1) party; nor shall any person file a nomination

paper both as a party candidate and as a nonpartisan candidate (HRS §12-3).

The Office of Elections and the Clerk's Office will provide candidates assistance. However, it is the candidate's responsibility to fulfill all of the requirements. Candidates are advised to file their nomination paper early and to allow ample time to comply with all of the requirements.

### Changes to Nomination Paper

A new nomination paper is required if the candidate desires to change the candidate's name, the office or district sought, or the party affiliation. Filing requirements and deadlines remain unchanged.

### Incomplete or Altered Nomination Paper

A nomination paper which is incomplete (does not contain all the required certifications, signatures, and requirements of Hawaii Revised Statutes (HRS) §12-3), or contains alterations or changes made by anyone other than the chief election officer or clerk shall be void and will not be accepted for filing.

### Lost Nomination Paper

Candidates who lose their nomination paper should contact the office of issuance for a replacement set.

Candidates are responsible for acquiring the required number of signatures on the reissued nomination paper. Filing requirements and deadlines remain unchanged.

## CANDIDATE'S BALLOT NAME

Each candidate must designate the name that he/she wants to appear on the ballot. The ballot name will be placed on the nomination paper and must be finalized at the time of filing.

Each candidate is allowed a maximum of 27 characters on the ballot for his/her name including all letters, blank spaces, and punctuation marks. The ballot name may include a nickname or Hawaiian equivalent in parenthesis. Titles and slogans are not permitted as part of the candidate's ballot name (HAR §3-173-4).

All candidates' names will be in the format prescribed by the Office of Elections to ensure the consistency and equality. The chief election officer is authorized to conform all names printed on the ballot to the format prescribed in Hawaii Administrative Rules (HAR) §3-173-4.

**i** Ballot Name Format:  
LASTNAME, Firstname M.I., Jr. (Nickname)

Candidates verify and confirm the correct spelling of their ballot name at the time of filing. Once the nomination paper is filed, the candidate's designated ballot name cannot be altered except for changes made by the Office of Elections to ensure consistency and equality.

**SIGNATURE REQUIREMENTS**

Prior to being filed, the nomination paper must be signed by a specific number of properly registered voters who are qualified to vote for the candidate. Candidates are responsible for ensuring there are sufficient signatures of qualified voters on their nomination paper. The number of required signatures varies depending on the office sought.

SIGNATURE REQUIREMENT	
<b>U.S. Senate</b>	25 registered voters of Hawaii
<b>U.S. Representative</b>	25 registered voters of the district
<b>Governor &amp; Lieutenant Governor</b>	25 registered voters of Hawaii
<b>State Senate &amp; State Representative</b>	15 registered voters of the district
<b>Office of Hawaiian Affairs</b>	25 registered voters of Hawaii
<b>County of Hawaii, Councilmember</b>	15 registered voters of the district
<b>County of Maui, Mayor &amp; Councilmember</b>	15 registered voters of the County of Maui
<b>County of Kauai, Mayor &amp; Councilmember</b>	15 registered voters of the County of Kauai
<b>City &amp; County of Honolulu, Councilmember</b>	15 registered voters of the district

To be valid, each signatory must:

- Include the last four digits of his/her social security number, name, signature, residence address, and date of birth for verification (HRS §12-3(a)(5)).
- Be registered to vote in the district from which the candidate seeks election.
- Sign a nomination paper for only one (1) candidate for a specific elective office if there is only one (1) seat available. However, if more than one (1) seat is available for election, a signatory may sign as many nomination papers as there are available seats (HRS §12-4(a)).

**!** Mailing address will not be accepted in place of a residence address.

Voter registration affidavits that have not been entered in the voter register by the clerk shall not be considered or accepted when determining whether a signatory is eligible to sign a candidate's nomination paper (HRS §12-4(b)).

Signatures will be verified at the time of filing. Candidates are advised to obtain more signatures than is required in anticipation of invalid or unqualified signatories. Once the nomination paper is filed, candidates will not be allowed to add more signatures.

**WITHDRAWAL OF SIGNATURES**

Voters may withdraw their signature from a candidate's nomination paper by providing written notice to the chief election officer or clerk, in the case of a county office, at any time before the candidate's nomination paper is filed. The written notice must include the voter's name, social security number, residence address, date of birth, the voter's signature, the name of the candidate, and a statement that the voter wishes to remove his/her signature from the candidate's nomination paper. State law also requires that the notice of withdrawal must be received by the chief election officer or clerk no later than 4:30 pm on the fourth business day prior to the close of filing. Any request received after the candidate's nomination paper is filed or after the fourth business day prior to the close of filing will not be accepted (HRS §12-4(c)).

The candidate shall be sent written notice, within 24 hours of receipt of a request, that the voter has withdrawn his/her signature from the candidate's nomination paper and the voter's signature will not be counted (HRS §12-4(d)).

# CHAPTER 4:

# FILING YOUR NOMINATION PAPER

## FILING THE NOMINATION PAPER

The filing deadline for regular federal, state, and county elections is Tuesday, June 5, 2018, 4:30 pm. It is recommended that all candidates file their nomination paper early. State law prohibits exceptions or extensions to the filing deadline.



**Deadline to File Nomination Paper**  
Tuesday, June 5, 2018, 4:30 pm

Candidates are encouraged to file their nomination paper at the office of issuance.



Check the Office of Elections' website for a list of locations and hours of operation.  
[www.elections.hawaii.gov](http://www.elections.hawaii.gov)

Candidates requesting media coverage are advised to coordinate with the office of filing prior to sending a press release. This is to ensure the candidate's nomination paper is in order prior to filing and adequate accommodations are set.

## CERTIFICATION BY CANDIDATES

All the certifications listed below, except for the Oath of Loyalty/Affirmation which must be taken before a notary public or a public officer authorized by law to administer oaths, must be certified by each candidate by self-subscribing oath. The certifications are located on the nomination paper.

### All Candidates

Pursuant to HRS §19-3.5, any person who knowingly takes an oath prescribed or authorized by law and willfully makes any false statement of fact while under oath therein shall be guilty of voter fraud, which is a Class C felony punishable by up to five (5) years imprisonment and/or a \$10,000 fine.

Each candidate must certify, by signing a self-subscribing oath that he/she:

- Will qualify under the law for the office sought;
- Has determined that all the information on the

nomination paper is true and correct, except for the information provided by the registered voters who signed the nomination paper (signatories); and

- Is in compliance with HRS §831-2, regarding felons. (State and County candidates who have not received final discharge for a felony conviction are ineligible to be a candidate for public elective office in Hawaii (HRS §12-3))

### Partisan Candidates

Each partisan candidate must also certify, by signing a self-subscribing oath that he/she is a member of the political party listed on the nomination paper (HRS §12-3).



Candidates who are not bona fide members of a political party may be challenged and disqualified on that basis.

### County Candidates

Each county candidate must also certify, by signing a self-subscribed oath, that he/she has complied with the relevant provisions of the applicable county charter and county ordinances pertaining to elected officials.

### Resignation from Office

Elected state or county public officials must certify, by signing a self-subscribing oath, that he/she has complied with the Constitution of the State of Hawaii Article II, Section 7, Resignation from Public Office, and qualify under the law to be a candidate for another State or County office.

Elected state or county public officials must resign from the office currently held before being eligible as a candidate for another state or county elective office. This applies only if the term presently held is not normally scheduled for election in the same year as the office sought. The candidate must resign from the office currently held before filing the nomination paper (Hawaii State Constitution, Article II, Section 7).

**Oath of Loyalty/Affirmation**

Each candidate must take and subscribe to a prescribed written Oath of Loyalty or Affirmation before a notary public or a public officer authorized by law to administer oaths (HRS §12-7). The Oath of Loyalty or Affirmation may be completed before filing; or at the time of filing, depending on location. Check with the location before filing, as to whether a notary public or public officer authorized by law to administer oaths will be available.

Candidates should be prepared to provide a current identification containing the person’s picture and signature (e.g. drivers license or state I.D.) when the Oath of Loyalty or Affirmation is subscribed to before the notary public.

**FILING FEE**

The filing fee must be paid by cash, cashier’s check, certified check, or money order at the time of filing. The filing fee varies depending on the office sought and is non refundable (HRS §11-117).

 Personal or campaign checks are not accepted.

FILING FEE	
<b>U.S. Senate &amp; U.S. Representative</b>	
Full: \$75	Discount: N/A
<b>Governor &amp; Lieutenant Governor</b>	
Full: \$750	Discount: \$75
<b>State Senate, State Representative, &amp; Office of Hawaiian Affairs</b>	
Full: \$250	Discount: \$25
<b>Mayor</b>	
Full: \$500	Discount: \$50
<b>Councilmember</b>	
Full: \$250	Discount: \$25

PAYABLE TO
Cashier’s checks, certified checks, and money orders should be made payable to:
<b>Federal &amp; State Candidates</b> Office of Elections
<b>County of Hawaii Candidates</b> Director of Finance
<b>County of Maui Candidates</b> County of Maui
<b>County of Kauai Candidates</b> Director of Finance
<b>City &amp; County of Honolulu Candidates</b> City & County of Honolulu

Candidates running for federal or state office and who file their nomination paper with the County of Hawaii, Maui, or Kauai are encouraged to pay the filing fee by cashier’s check, certified check, or money order.

**Discounted Filing Fee**

Candidates for state and county offices that agree to abide by the state’s voluntary campaign expenditure limits may receive a discounted filing fee by submitting an **Affidavit to Voluntarily Agree with Campaign Expenditure Limits** to the Campaign Spending Commission prior to filing their nomination paper with the chief election officer or clerk.

To receive the discounted filing fee, the candidate must provide the chief election officer or clerk with a notarized filed copy of the affidavit at the time of filing (HRS §12-6). Contact the Campaign Spending Commission for more information about campaign expenditure limits.

**Candidates Who Agree to Comply with but Exceed the Spending Limits**

A candidate who agrees to the expenditure limit, but subsequently exceeds the expenditure limit must pay the balance of the full filing fee and notify all opponents, the Office of Elections, and the Campaign Spending Commission by telephone and in writing the day the expenditure limits are exceeded. The candidate must also notify all contributors, within 30 days of exceeding the limit, that the expenditure limit was exceeded. (HRS §11-426).



**Campaign Spending Commission**  
 Leiopapa A Kamehameha Building  
 235 S. Beretania Street, Room 300  
 Honolulu, HI 96813  
 (808) 586-0285  
[www.hawaii.gov/campaign](http://www.hawaii.gov/campaign)

**Candidates Who Are Indigent**

Candidates who declare themselves indigent via an affidavit may have the filing fee waived. The affidavit must be accompanied by a petition signed by registered voters who constitute one-half of one percent (1/2%) of the total voters registered at the last preceding general election in the district from which the indigent person seeks election (HRS §12-6). Indigent candidates must file a nomination paper and comply with other filing requirements.

**AUDIO BALLOT**

The Help America Vote Act of 2002 requires an audio version of the ballot for individuals with disabilities. Upon filing the nomination paper, the candidate will be asked to record his/her ballot name. This recording will be used to assist the production of the audio ballot ensuring the correct pronunciation of the ballot name. It will not be the actual recording used for the audio ballot.

**WITHDRAWAL OF CANDIDATES**

Candidates who have filed a nomination paper may withdraw their candidacy for the following reasons:

**For Any Reason**

Candidates may withdraw in writing for any reason not later than 4:30 pm on the day immediately following the close of filing (HRS §11-117).

**For Reasons of Ill Health**

Candidates may withdraw for reasons of ill health no later than the 50th day prior to the election. To withdraw, the candidate must submit a written notice to the chief election officer for a candidate seeking federal or state office, or the appropriate clerk for a candidate seeking county office. The notice is to be accompanied by a statement from a licensed physician or physician assistant indicating that such ill health may endanger the candidate's life (HRS §11-117).

**Deadline to Withdraw**  
 For Any Reason:  
 Wednesday, June 6, 2018, 4:30 pm

 For Reasons of Ill Health for Primary:  
 Friday, June 22, 2018, 4:30 pm

For Reasons of Ill Health for General:  
 Monday, September 17, 2018, 4:30 pm

**OBJECTION TO A CANDIDATE'S NOMINATION PAPER**

An objection to a candidate's nomination paper may be made by the chief election officer, the clerk in county elections, a registered voter, or an officer of a qualified political party. All objections must be received not later than 4:30 pm on the 60th day prior to the primary election (or next earliest working day if that day is a Saturday, Sunday, or holiday).

 **Deadline to File Objection**  
 Tuesday, June 12, 2018, 4:30 pm

An objection by a registered voter is to be made to the chief election officer or clerk in the case of county offices, who will reach a preliminary determination on the objection as to whether it may warrant disqualification. If the preliminary determination is that the objection may warrant disqualification, then the chief election officer or clerk in the case of county offices, will file a complaint in the circuit court for a determination of the objection.

An objection by an officer of a qualified party is to be made by the officer directly filing a complaint in the circuit court for a determination of the objection (HRS §12-8).

Candidates will be notified of any challenge by registered or certified mail. Refer to Section 12-8, Hawaii Revised Statutes (HRS) for more specific information on challenges, evidentiary hearings, and decisions.



# CHAPTER 5:

# OTHER AGENCY REQUIREMENTS

## REQUIREMENTS WITH OTHER AGENCIES

In addition to filing a nomination paper with the Office of Elections or your County Clerk's Office, candidates are required to file reports with other agencies. Agencies vary depending on the office sought. Contact the agency for more information and filing deadlines.

### Federal Elective Offices

- Campaign finance reports with the Federal Election Commission (FEC) or Secretary of the Senate
- Personal finance statements with the House Committee on Ethics or Senate Select Committee on Ethics

### State Elective Offices

- Campaign spending reports with the Campaign Spending Commission
- Financial disclosure reports with the State Ethics Commission

### County Elective Offices

- Campaign spending reports with the Campaign Spending Commission
- Financial disclosure reports with the County Clerk's Office and/or County Board of Ethics

## FEDERAL ELECTION COMMISSION (FEDERAL CANDIDATES)

### Campaign Finance Reports

Individuals running for federal office must register with a Statement of Candidacy (Form 2) and file financial reports when they raise or spend more than \$5,000 in contributions or expenditures. United States Senate candidates file with the Secretary of the Senate. United States Representative candidates file with the FEC.

Federal candidates must designate a principal campaign committee. This campaign committee takes in contributions and makes expenditures for the candidate's campaign. A campaign committee must register by completing a Statement of Organization

(Form 1). Committees for United States Senate candidates register with the Secretary of the Senate. Committees for United States Representative candidates register with the FEC. Forms are available on the FEC's website.



**Federal Election Commission**  
 999 East Street, North West  
 Washington, DC 20463  
 (800) 424-9530  
[info@fec.gov](mailto:info@fec.gov)  
[www.fec.gov](http://www.fec.gov)

## COMMITTEE ON ETHICS (FEDERAL CANDIDATES)

### Personal Financial Statement

Ethics rules require federal candidates to disclose personal financial information. Candidates for United States Senate should contact the Senate Select Committee on Ethics. Candidates for United States Representative should contact the House Committee on Ethics.



**Senate Select Committee on Ethics**  
 220 Hart Building  
 United States Senate  
 Washington, DC 20510  
 (202) 224-2981  
[www.ethics.senate.gov](http://www.ethics.senate.gov)

**House Committee on Ethics**  
 1015 Longworth House Office Building (LHOB)  
 Washington, DC 20515  
 (202) 225-7103  
[www.ethics.house.gov](http://www.ethics.house.gov)

## CAMPAIGN SPENDING COMMISSION (STATE AND COUNTY CANDIDATES)

An individual who seeks nomination or election to office is a candidate under the campaign spending law if the individual does any of the following:

- Files nomination papers for an office;
- Receives contributions, makes expenditures, or

incurs financial obligations of more than \$100 to bring about the individual's nomination or election to office;

- Gives consent for any other person to receive contributions, make expenditures, or incur financial obligations to aid the individual's nomination or election to office; or
- Is certified to be a candidate by the chief election officer or county clerk.

### Electronic Filing

All candidates and their committees must electronically file reports on the Candidate Filing System (CFS) which can be accessed on the Commission's website.

### Registering

Candidates must register with the Commission by electronically filing an **Organizational Report** within ten (10) days from the date the candidate files nomination papers for office or within ten (10) days from the date the candidate or candidate committee receives contributions or makes or incurs expenditures of more than \$100 in the aggregate during the applicable election period, whichever occurs first.

Candidates must submit the **Candidate Committee Electronic Filing Form** to obtain a username and password from the Commission to electronically file an **Organizational Report** on the CFS. The electronic filing form is available on the Commission's website.

### Reporting and Recordkeeping

Once registered with the Commission, candidates must electronically file **Disclosure Reports** of campaign contributions and expenditures. The reporting schedule is available on the Commission's website. Candidates who do not file their reports on time will be fined.

Contact the Campaign Spending Commission for information on electronic filing, reporting schedule, fundraising, contributions, public funding, and fines.



**Campaign Spending Commission**  
 Leiopapa A Kamehameha Building  
 235 S. Beretania Street, Room 300  
 Honolulu, HI 96813  
 (808) 586-0285  
[www.hawaii.gov/campaign](http://www.hawaii.gov/campaign)

## STATE ETHICS COMMISSION (STATE CANDIDATES)

### Candidate Financial Disclosure Forms

Candidates for state office, including Office of Hawaiian

Affairs (OHA), are required by state law to file a disclosure of financial interests with the State Ethics Commission. These disclosures are public records and are available for public inspection (HRS §84-17).

Financial disclosure forms may be filed electronically on the State Ethics Commission's website or by paper format. If filed by paper format, forms must be completed, printed, signed, and mailed or delivered in person to the State Ethics Commission.

Disclosure forms must be received (not postmarked) by the State Ethics Commission by the deadline date. Neighbor island candidates are, therefore, advised to file electronically or allow sufficient mailing time to meet the deadline. Contact the State Ethics Commission for the filing deadline or to request disclosure forms.

Candidates should file their completed financial disclosure forms with the State Ethics Commission after filing their nomination papers. The State Ethics Commission will send an acknowledgment to candidates upon receipt of their disclosure forms.

No extensions are granted because of the limited time between the filing deadline and the election. As required by statute, the Commission shall release a public list of the names of candidates who have not complied with the applicable filing deadline and shall immediately assess a \$50 late filing penalty fee against those candidates. The Commission may also investigate whether a candidate's financial disclosure statement discloses the interests required to be reported. The Commission may conduct a hearing and issue a public decision as to whether a candidate has complied with the financial disclosure law HRS §84-17.

### Campaign Ethics

Candidates for state elective offices should be aware that there are ethics laws that apply to the political campaign activities of state legislators, employees, and board and commission members. Copies of the Commission's flyer, **Campaign Restrictions for State Officials and State Employees**, are available from the State Ethics Commission. To avoid inadvertent violations of the State ethics laws, refer to Chapter 84 of the Hawaii Revised Statutes or contact the State Ethics Commission for information and guidance.



**Hawaii State Ethics Commission**  
 1001 Bishop Street, Suite 970  
 Honolulu, HI 96813  
 (808) 587-0460  
[ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org)  
[www.ethics.hawaii.gov](http://www.ethics.hawaii.gov)

## COUNTY ETHICS (COUNTY CANDIDATES)

### County of Hawaii

Hawaii County Code, Chapter 2, Article 15, Section 2-91.1, requires that all elected officials and candidates for county office must file financial disclosure statements with the County Clerk's Office, Elections Division. Candidates for elective county office, including incumbents, shall file statements within ten (10) working days after the deadline for filing for office. Additionally, elected officials must file disclosure statements within twenty (20) working days after taking the oath of office and on/or before January 31 of each year thereafter until the end of the term of office.



**County of Hawaii**  
Office of the County Clerk  
25 Aupuni Street, Room 1502  
Hilo, HI 96720  
(808) 961-8277  
[hiloelec@hawaiicounty.gov](mailto:hiloelec@hawaiicounty.gov)  
[www.hawaiicounty.gov/lb-clerk-elections](http://www.hawaiicounty.gov/lb-clerk-elections)

### County of Maui

Section 10-3 of the Maui County Charter requires that all candidates for elective county office file a financial disclosure statement concurrently with the filing of nomination papers at the County Clerk's Office, Elections Division and Board of Ethics. Additionally, all elected county officers shall file a financial disclosure statement within 15 days of taking office.



**County of Maui**  
Office of the County Clerk  
200 South High Street, Room 708  
Wailuku, HI 96793  
(808) 270-7749  
[county.clerk@mauicounty.us](mailto:county.clerk@mauicounty.us)  
[www.mauicounty.gov/elections](http://www.mauicounty.gov/elections)

### County of Kauai

Section 3-1.9 of the Kauai County Code requires that candidates for elective county office shall, within (7) seven days of filing nomination paper, file with the County of Kauai Board of Ethics a financial disclosure statement. Upon assuming office, newly elected officials shall file an amended financial disclosure statement within (30) days of assuming office.



**County of Kauai**  
Board of Ethics  
4444 Rice Street, Room 150  
Lihue, HI 96766  
(808) 241-4919  
[www.kauai.gov/government/boards-and-commissions/board-of-ethics](http://www.kauai.gov/government/boards-and-commissions/board-of-ethics)

### City and County of Honolulu

Section 3-8.4 of the Revised Ordinances of Honolulu requires that candidates for City and County of Honolulu elective offices, including incumbents, file financial disclosure statements with the Clerk's Office within (10) working days after the deadline for filing for office. Additionally, elected officials must file financial disclosure statements within (20) working days after taking the oath of office on/or before January 31 of each year thereafter until the end of the term of office.



**City & County of Honolulu**  
Office of the City Clerk  
530 South King Street, Room 100  
Honolulu, HI 96813  
(808) 768-3800  
[clerks@honolulu.gov](mailto:clerks@honolulu.gov)  
[www.honolulu.gov/elections](http://www.honolulu.gov/elections)



# CHAPTER 6:

# BALLOT ACCESS

## POLITICAL PARTY AND NONPARTISAN

### Partisan Candidates

For ballot access to the primary election, individuals who wish to appear on the ballot as a candidate of a specific political party must belong to a qualified political party in Hawaii. Currently, the Democratic, Green, Libertarian, and Republican parties are qualified in Hawaii. New political parties have until 4:30 pm on February 22, 2018 to file a petition to qualify for the 2018 Elections. Should additional parties become qualified, a revised list of parties will be available at [www.elections.hawaii.gov](http://www.elections.hawaii.gov).

Partisan candidates appear on their respective party ballots in the primary election. The person(s) receiving the greatest number of votes at the primary election as a candidate of a party for an office shall be the candidate of the party in the general election, but not more candidates for a party than there are offices to be elected (HRS §12-41(a)).

### Nonpartisan Candidates

For ballot access to the primary election, individuals not affiliated with any political party in Hawaii may run as nonpartisan candidates for any partisan office. Nonpartisan candidates will appear in the nonpartisan section of the ballot in the primary election.

To qualify for the general election, nonpartisan candidates must meet one of the following qualifications:

- Receive at least ten percent (10%) of the votes cast for the office; or
- Receive a vote equal to or greater than the lowest vote received by the partisan candidate who was nominated.

If more nonpartisan candidates qualify to run in the general election than there are seats available, then the nonpartisan candidate who receives the most votes will appear on the general election ballot. (HRS §12-41(b)).

For Governor and Lieutenant Governor, following the primary, a nonpartisan candidate who qualifies for the general must have a corresponding nonpartisan running

mate on the ballot. If no corresponding running mate qualifies, the nonpartisan candidate will not appear on the general election ballot.

Nonpartisan qualification provisions for the general election do not apply to candidates for OHA, County of Hawaii, County of Maui, County of Kauai, and City and County of Honolulu offices.

## ELECTIVE OFFICES

### United States Senate and United States Representative

Candidates for federal legislative offices who are nominated in the primary election and are unopposed in the general election will be deemed elected to the office sought after the primary election regardless of the number of votes received by that candidate (United States Constitution, Article I, Section 4) (United States Amendment XX, Section 1) (HRS §12-41).

### Governor and Lieutenant Governor

In the primary election, Governor and Lieutenant Governor are each a separate contest. In the general election, Governor and Lieutenant Governor are voted for as a team by political party or as a team by nonpartisan. As such, at no time may someone appear as a candidate for Governor or Lieutenant Governor on the primary or general election ballot if there is no corresponding partisan or nonpartisan running mate on the ballot.

At the close of candidate filing, if there is no candidate for Governor or Lieutenant Governor of the same political party or nonpartisan, then the nomination paper for the prospective candidate(s) will be void and the candidate(s) will not appear on the primary election ballot.

Following the primary, a nonpartisan candidate who would otherwise qualify as a candidate for Governor or Lieutenant Governor on the general election ballot, will not qualify unless there is a running mate in the form of a nonpartisan candidate for Governor or Lieutenant Governor, who has otherwise met the statutory requirements to appear on the general election ballot (Hawaii State Constitution, Article V, Sections I and 2).

**State Senate and State Representative**

Candidates for state legislative offices who are nominated in the primary election and are unopposed in the general election will be deemed elected to the office sought after the primary election regardless of the number of votes received by that candidate (Hawaii State Constitution, Article III, Section 4).

**Office of Hawaiian Affairs**

Island Resident Trustees: If there is one (1) candidate for a seat, the candidate is deemed elected at the close of filing. If there are two (2) candidates for a seat, they appear on the general election ballot. The candidate receiving the most votes is deemed elected. If there are three (3) or more candidates for a seat, they appear on the primary election ballot. If a candidate receives majority of the votes cast, excluding blank and overvotes, the candidate is deemed elected. Otherwise, the two (2) candidates receiving the most votes will appear on the general election ballot. The candidate who receives the most votes at the general election is deemed elected.

At-Large Trustee, three (3) regularly scheduled seats on the ballot: If there are three (3) candidates, the candidates are deemed elected at the close of filing. If there are four (4), five (5), or six (6) candidates, they appear on the general election ballot. The three (3) candidates receiving the most votes is deemed elected. If there are seven (7) or more candidates, they appear on the primary election ballot. If a candidate receives majority of the votes cast, excluding blank and overvotes, the candidate is deemed elected. The next four (4) candidates receiving the most votes will appear on the general election ballot. The two (2) candidates who receives the most votes in the general election is deemed elected. If no candidate receives majority of the votes cast, the six (6) candidates receiving the most votes will appear on the general election ballot. The three (3) candidates receiving the most votes in the general is deemed elected (HRS §13D-4).

**County of Hawaii**

A candidate who receives majority of the votes cast (excluding blank and overvotes) or is unopposed for a seat at the primary election, is deemed elected. The contest will not appear in the general election.

If no candidate receives majority of the votes cast for a seat at the primary election, the two (2) candidates receiving the most votes will appear on the general election ballot. The candidate who receives the most votes at the general election is deemed elected (Hawaii County Charter, Article XIII, Section 13-27).

**County of Maui**

If there are two (2) or fewer candidates for a seat, they will only appear on the general election ballot. If there are three (3) or more candidates for a seat, they will appear on the primary election ballot. The two (2) candidates receiving the most votes will appear on the general election ballot. The candidate who receives the most votes at the general election is deemed elected. (Maui County Charter, Article 3, Section 3-2, and Article 7, Section 7-2).

**County of Kauai**

Mayor: If there is only one (1) candidate at the primary election, the candidate is deemed elected at that time. If there are two (2) or more candidates at the primary election, the two (2) candidates receiving the most votes will appear on the general election ballot. The candidate who receives the most votes at the general election is deemed elected.

Councilmember: The fourteen (14) candidates receiving the most votes at the primary election will appear on the general election ballot. The seven (7) candidates receiving the most votes at the general election will be deemed elected (Kauai County Charter, Article I, Section 1.03).

**City and County of Honolulu**

If there is only one (1) candidate for a seat, the candidate will appear on the primary election ballot, and be deemed elected at that time. If there are two (2) candidates for a seat, they will only appear on the general election ballot. If there are three (3) or more candidates for a seat, they will appear on the primary election ballot. If a candidate receives majority of the votes cast (excluding blank and overvotes) at the primary election, then the candidate is deemed elected. Otherwise, the two (2) candidates receiving the most votes will appear on the general election ballot. The candidate who receives the most votes at the general election is deemed elected (City and County of Honolulu Charter, Article XIII, Section 13-116).

# 3 CAMPAIGNING





# CHAPTER 7:

# ADVERTISING

Any advertisement, including signs and banners, that is broadcasted, televised, circulated, published, distributed, or otherwise communicated, including by electronic means, shall contain the name and address of the candidate, candidate committee, or other person paying for the advertisement.

If the advertisement is not authorized by a candidate or a candidate's committee, the advertisement shall contain the name and address of the person paying for the advertisement (HRS §11-391).

In addition to this requirement, no candidate or committee shall cause or submit any advertisement in support of a candidate or against an opponent, except under the following conditions:

- As authorized by the candidate: the advertisements must contain a prominent notice that the advertisement is approved and authorized by the candidate, except that advertisements paid for by the candidate or candidate committee does not need to include the notice of approval and authority.
- Advertisements not authorized by the candidate: the advertisements must contain a prominent notice that the advertisement is published, broadcasted, televised, or circulated without the approval and authority of the candidate (HRS §11-391).

Bumper stickers and other sundry items are exempt from the disclaimer requirement (HRS §11-302 & HAR §3-160-2).

For advertisements missing the disclaimer, the Campaign Spending Commission has adopted a Schedule of Fines (HAR §3-160-73(a)) which is available for viewing on the Commission's website at <http://ags.hawaii.gov/campaign/schedule-of-fines/>. The fine schedule provides for a fine of \$25 per advertisement for the first violation, \$100 per advertisement for the second violation, and \$500 per advertisement for the third violation. Fines for further violations shall be determined by the Commission via a complaint, but shall not exceed an aggregate amount of \$5,000.

All candidates are urged to check their respective

county ordinance(s) regulating advertisements.



# CHAPTER 8: CAMPAIGN SIGNS

## STATE OF HAWAII

No person or government agency, whether federal, state, or county, shall, in any manner or for any purpose do any of the following acts without a written permit from the director of transportation or the director's authorized representative:

Place, erect, leave, or store any structure, motor or other vehicle, equipment, or any other object wholly or partially within the right-of-way of any state highway; provided that this paragraph shall not apply to the holding or displaying of movable signs, for the purpose of carrying on political campaign activities (HRS §264-6).

No person shall erect or maintain any outdoor advertising outside the right of way boundary and visible from the main-traveled way of any federal-aid or state highway within the State, except for the following:

- Directional and other official signs and notices;
- Signs, displays, and devices advertising the sale or lease of the property upon which they are located;
- Signs, displays, and devices advertising activities conducted on the property upon which they are located; and
- Signs lawfully in existence on October 22, 1965 that have been determined as landmark signs (HRS §264-72).

## COUNTY OF HAWAII

Hawaii County Code, Chapter 3, Section 3-3, Definitions:

(8) "Sign" shall mean any sign, device, figure, painting, picture, drawing, placard, poster, awning, canopy, street clock, light model, notice or bill, including announcement, declaration, display, illustration insignia, or message used to advertise or promote the interests of any person when it is placed outdoors on real property in buildings or structures on real property or buildings in view of the general public.

Hawaii County Code, Chapter 3, Section 3-32(a)(1),

Exempt Signs:

(D) Political Campaign Signs: Any sign or poster not exceeding one square foot in area, announcing a candidate seeking political office; provided that the sign or poster is permitted only for a period of 60 days preceding a general or special election and for a period of 10 days following such election. Note: Act 194, signed into law on June 18, 2003 amended HRS Sec. 44-112(1) to remove any durational limits on the posting of political signs. As such, any durational limits on the posting of political campaign signs in the County Code are no longer applicable. Conformance with all other sign requirements addressed by the building and traffic provisions of the County Code will still be required. For further information, please contact the Department of Public Works at 961-8331 or a private attorney.

## COUNTY OF MAUI

Maui County Code, Chapter 16.12A, Noncommercial Signs:

Section 16.12A.030, Signs Authorized for all districts without a permit: For all districts, signs or posters not exceeding eighteen square feet in display surface, announcing candidates seeking political office are authorized.

## COUNTY OF KAUAI

Section 15-4.6 Signs Not Requiring a Permit.

The following types of signs are exempt from the permit requirements of this Article, but must comply with the requirements of sections 15-4.4 (Prohibited Signs), 15-4.7 (Construction and Location of Signs), and 15-4.10 (Violation and Penalty).

(a) Temporary Signs.

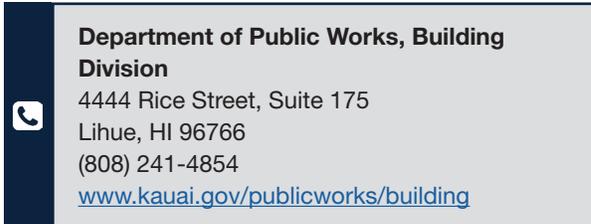
(2) Political Campaign Sign. Any sign which:

(A) Identifies the headquarters of a political candidate, and shall not exceed the size limitation set forth in Section 15-4.5(b).

(B) Identifies and/or provides information about a political candidate or issue to be voted upon.

It shall not be posted within the street right-of-way boundary of any public road or highway and shall not block, obstruct or impede, partially or completely, any public sidewalk or pedestrian walkway and shall not exceed the size limitations set forth in Section 15-4.5(b).

Please review Article 4, Section 15 (Outdoor Signs) of the Kauai County Code for more complete and thorough information on campaign sign regulations for the County of Kauai and direct any questions to Department of Public Works, Building Division.



The LUO does not regulate advertisements fixed to a motor vehicle and political signs carried by individuals.

No person shall use any type of aircraft or other self-propelled or buoyant airborne object to display in any manner or for any purpose whatsoever any sign or advertising device. For the purpose of this section, a “sign or advertising device” includes, but is not limited to, a poster, banner, writing, picture, painting, light, model, display, emblem, notice, illustrations, insignia, symbol, or any other form of advertising sign or device.

### CITY AND COUNTY OF HONOLULU

Political campaign signs fixed to the ground or to a structure were prohibited under Section 21-3.90-2(d) of the Land Use Ordinance (LUO). This prohibition, however, was found unconstitutional by the courts and was repealed by the Council. Therefore, no regulation exists at present.

Signs identifying the campaign headquarters of a political candidate or issue are permitted, and are regulated as “business signs.” Such signs must be located on the premise of the headquarters, and are subject to the LUO sign regulations regarding number, type, and size for the underlying zoning district (see Section 21-3.90-3).

Signs associated with campaign headquarters which are located in the following places are regulated:

- On the lot outside the campaign office; or
- On the exterior face of the building where the campaign headquarters is located; or directly fixed to a window (inside or outside) of the campaign office when they can be seen from a public right-of-way or the parking lot of an adjoining lot.

Before installing a headquarters sign, it is necessary to obtain a sign permit issued by the Planning and Permitting Department located in the Honolulu Municipal Building. Detailed information on such signs and interpretation or clarification of the rules may be obtained over the business counter or by calling the Planning and Permitting Department, Permit Issuance Section, at 768-8000.

# CHAPTER 9:

# POLLING PLACES

## ADMISSION TO THE POLLING PLACE

Candidates may observe the voting process. Candidates should identify themselves to the precinct chairperson when entering the polling place and should refer any questions to the precinct chairperson.

## ACTIVITIES PROHIBITED AT THE POLLING PLACE

Campaign activities are prohibited within the polling place and within 200 feet of the polling place and its appurtenances on election day (HRS §§11-132 and 19-6). The electioneering boundary for each polling place is available at [www.elections.hawaii.gov](http://www.elections.hawaii.gov). A map will also be posted at the polling place prior to the opening of the polls.

Candidates and their supporters are urged to check the 200 foot perimeter around each polling place and its appurtenances prior to election day to ensure compliance with the law.

Activities not allowed within the electioneering boundary on election day:

- Political signs;
- Political clothing; including armbands, hats, and campaign buttons;
- Campaign pamphlets or other literature;
- Public address systems and other public communication media;
- Motor caravans or parades; and
- Entertainment troupes or free food and/or services.

Automobiles and other vehicles with political signs and stickers are allowed within the electioneering boundary only during the time the owner (voter) is voting.

## PERSONS NOT ABLE TO SERVE AS PRECINCT OFFICIALS

A parent, spouse, reciprocal beneficiary, child, or sibling of a candidate is not eligible to serve as a precinct official in any precinct in which votes may be cast for

the candidate. Any candidate for any elective office is not eligible to serve as a precinct official in the same election in which the person is a candidate. A candidate who failed to be nominated in the primary or special primary election is not eligible to serve as a precinct official in the next following general election (HRS § 11-72(b)(3)).



# 4 APPENDIX





# APPENDIX A:

# FREQUENTLY ASKED QUESTIONS

## RECEIVING AND FILING A NOMINATION PAPER

### Do I have to pick up my nomination paper in person?

No. The candidate may authorize someone to pick up his/her nomination paper. The authorized person must be able to provide specific information about the candidate such as, legal name, date of birth, social security number, home and mailing address, telephone numbers, and a contact person's name and phone number.

Once a nomination paper is issued, no alterations or changes will be made. If the information is incorrect, the nomination paper will not be accepted for filing.

### Why should I pick up my nomination paper in person?

When picking up a nomination paper, the person issuing the paper will explain the filing process and answer any questions you may have. As the candidate, you are responsible for complying with the filing requirements and understanding the applicable laws regardless of who picks up the nomination paper. If you are a first time candidate, we strongly recommend that you pick up your nomination paper in person.

### Can someone other than myself file my nomination paper or can I mail it in?

Our laws do not prohibit a candidate from having another person file his/her nomination paper or from filing through the mail. However, we strongly recommend that you file your nomination paper in person to ensure that you fulfill all of the requirements. The nomination paper submitted by mail must be received by the candidate filing deadline (not post-marked).

Each candidate is required to sign many documents in the nomination process. If any document is incomplete, the problem can be easily rectified when a candidate files in person.

### What do I need when I come in to file my nomination paper?

You will need the following items when you come in to file your nomination paper:

- Your original nomination paper containing at least the minimum signatures required;
- Your filing fee in the form of cash, cashier's check, certified check, or money order (candidates for federal or state office filing in the Counties of Hawaii, Maui, or Kauai are encouraged to pay by cashier's check, certified check, or money order);



Personal or campaign checks will not be accepted.

- A notarized filed copy of the Affidavit to Voluntarily Agree with Campaign Expenditure Limits from the Campaign Spending Commission if you wish to qualify for the discounted filing fee; and
- A current identification containing your picture and signature (such as drivers license or State I.D.) for when you take the Oath of Loyalty/Affirmation.



Check with the location before filing, as to whether a notary public or public officer authorized by law to administer oaths will be available.

## CHANGES TO MY INFORMATION AND NOMINATION PAPER

### What should I do if I decide to run for a different office or under a different political party?

If you wish to make any change on the nomination paper, you must request a new set. Do not alter any information on the nomination paper. A nomination paper that has been altered in any way will not be accepted for filing.

**What if I change my residence address after I file my nomination paper?**

Once you file you may not alter your nomination paper in any way. This includes changing the residence address listed on your nomination paper. Although we will not make a change directly on the nomination paper, we will attach your written notification of your change of address to your nomination paper.

If the list of candidates has not been certified, you may request that the information in that list be updated. If the list has already been certified, then we will not make the change to that list. We will, however, retain the change of residence address as part of your record.

**What should I do if I lose my nomination paper?**

If you lose your nomination paper, contact the office of issuance immediately. You must still acquire the required signatures and meet the filing deadline and requirements.

**SIGNATURES****What happens if some of the people who sign my nomination paper are not registered voters, or do not live within the district I seek to represent?**

Signatures of persons who are not properly registered to vote or who do not reside in the correct district will not be counted. The Office of Elections, or the Clerk's Office, will verify that the people who sign your nomination paper are properly registered and eligible to sign your nomination paper before you file the nomination paper.

We strongly recommend that you obtain more signatures than required and file your nomination paper early to avoid the consequence of insufficient signatures. If you wait until the last day to file your nomination paper and the number of signatures, for any reason, is insufficient, you may not qualify to be a candidate. If you file early, and the number of valid signatures on your nomination paper is insufficient, you will have an opportunity to obtain additional signatures before the deadline.

**What happens if my nomination paper does not have the required number of signatures or are incomplete in any way?**

State law prohibits the chief election officer or clerk from accepting or filing any nomination paper

that is incomplete or does not have the required number of valid signatures.

**May I add additional signatures to my nomination paper after I file them?**

No. Once the nomination paper is filed you will not be allowed to alter it in any way. This includes adding additional signatures to your nomination paper. You are responsible for ensuring that the people who sign your nomination paper are qualified voters and reside in the correct district before they sign your nomination paper. Make sure your nomination paper contains the required number of signatures of qualified voters in the district before you file.

**POLITICAL PARTY AND NONPARTISAN****If I am running as a partisan candidate, by what date do I have to be a member of the political party?**

You must be a member of the political party from which you seek office before you file your nomination paper. Our state law requires that you sign a certification, by self-subscribing oath, which states that you are a member of the specific party when you file your nomination paper. If you are not a member of the party when you file your nomination paper, you may be disqualified on that basis.

**If I run as a nonpartisan candidate in a partisan office, will I automatically go on the general election ballot if I win my primary?**

No. Nonpartisan candidates who seek a partisan office must qualify to appear on the general election ballot. To qualify a nonpartisan candidate must:

- Receive at least ten percent (10%) of the votes cast for the office; or
- Receive a vote equal to or greater than the lowest vote received by the partisan candidate who was nominated.

If more nonpartisan candidates qualify to run in the general election than there are seats available, then the nonpartisan candidate who receives the most votes will appear on the general election ballot.

The nonpartisan qualification provisions listed above do not apply to candidates for Office of Hawaiian Affairs (OHA), County of Hawaii, County of Maui, County of Kauai, and City and County of

Honolulu.

for a listing of service bureaus.

## BALLOT NAME

### May I change the way my name will appear on the ballot after I file my nomination paper?

No. Once the nomination paper is filed you will not be allowed to alter it in any way. This includes changing the way your name will appear on the ballot as designated on your nomination paper. Make sure your name is spelled correctly before you file your nomination paper.

### In what order will candidate names appear on the ballot?

Our laws require that the names of the candidates shall be placed upon the ballot for their respective offices in alphabetical order by the candidate's last name except for those cases listed below.

**Candidate Vacancies:** The name of the replacement candidates shall be printed in an available and appropriate place on the ballot, not necessarily in alphabetical order.

**Vice President or Lieutenant Governor:** In the general election, the name of the candidate for Vice President or Lieutenant Governor shall be placed immediately below the name of the candidate for President or Governor, respectively, of the same political party. The teams are placed on the ballot in alphabetical order by the last name of the candidate for President or Governor, respectively.

## CAMPAIGNING

### How can I get a list of candidates?

Lists of applicants and candidates are updated and available every Friday after close of business during the candidate filing period on the Office of Elections' website located at [www.elections.hawaii.gov](http://www.elections.hawaii.gov).

The list is also available at the Office of Elections and Clerk's Office. These lists will not be mailed or faxed by any of the offices.

### Where can I get preprinted labels?

Preprinted mailing labels may be obtained for a fee from various service bureaus. The preprinted mailing labels may be obtained and used for election purposes only. Contact the Clerk's Office

## WITHDRAWAL AND RESIGNATION

### What do I have to do if I change my mind about being a candidate after filing my nomination paper?

After filing your nomination paper, you must officially withdraw from the election by submitting a request to withdraw to the chief election officer, or to the clerk in the case of county offices, by the withdrawal deadlines.

You may withdraw for any reason up to 4:30 p.m. on the day immediately following the close of filing. After this deadline, you have until the fiftieth day prior to the election to withdraw for reasons of ill health only. Requests to withdraw for reasons of ill health must be accompanied by a statement from a licensed physician or physician assistant indicating that such ill health may endanger the candidate's life.

#### Deadline to Withdrawal

For Any Reason:

Wednesday, June 6, 2018, 4:30 pm



For Reasons of Ill Health for Primary:

Friday, June 22, 2018, 4:30 pm

For Reasons of Ill Health for General:

Monday, September 17, 2018, 4:30 pm

### When and why must an elected official resign from public office?

A State or County elected official must resign from public office if he/she is seeking another State or County elective office; and the elected official's current term does not end in the same year as the office sought. The resignation requirements apply only to State and County offices. The candidate must resign from the office currently held before filing his/her nomination paper.



# APPENDIX B: ELECTION CALENDAR

Subject	Event	Date
Candidates	Pick up nomination paper from the Office of Elections or Clerk's Office (HRS §12-2.5)	Thursday, February 1
New Political Parties	File petition to form political party, party rules, and officers with the Office of Elections (HRS §11-62)	Thursday, February 22
Political Parties	File party rules with the Office of Elections (HRS §11-63)	Wednesday, March 14
New Political Parties	File political party objections with the Office of Elections (HRS §11-62)  Note: The deadline is not later than the twentieth business day after the petition is filed. As such, the deadline could be earlier if the group filed its petition earlier.	Thursday, March 22
Political Parties	Submit names of precinct officials to the Office of Elections (HRS §11-72)	Friday, April 6
Political Parties	File party officers with the Office of Elections (HRS §11-64)	Saturday, May 12
<b>Candidates</b>	<b>Last day to file nomination paper for the Primary Election with the Office of Elections or Clerk's Office (HRS §12-6)</b>	<b>Tuesday, June 5</b>
Candidates	Submit request to withdraw from the Primary Election for any reason to the Office of Elections or Clerk's Office (HRS §11-117)	Wednesday, June 6
Candidates, Political Parties, and Voters	File written objections to nomination paper for the Primary Election with the Office of Elections or Clerk's Office (HRS §12-8)	Tuesday, June 12
Candidates	Submit request to withdraw from the Primary Election for reasons of ill health to the Office of Elections or Clerk's Office (HRS §11-117)	Friday, June 22
Clerk's Office	Mail Primary Election ballots to overseas voters (52 USC §20302 & HRS §15D-9)	Wednesday, June 27

Subject	Event	Date
Voters	Last day to register to vote for the Primary Election with the Clerk's Office (HRS §11-24). Voters are eligible for late registration for the Primary Election at either an early walk-in voting location or an election day polling place (HRS §§11-15.2 & 15-7)	Thursday, July 12
Voters	Open early walk-in voting locations and late registration for the Primary Election (HRS §15-7)	Monday, July 30
Political Parties	Submit names of poll watchers for the Primary Election to the Office of Elections or Clerk's Office (HRS §11-77)	Wednesday, August 1
Voters	Last day to request a mail ballot for the Primary Election from the Clerk's Office (HRS §15-4)	Saturday, August 4
Voters	Close early walk-in voting locations and late registration for the Primary Election (HRS §15-7)	Thursday, August 9
	<b>PRIMARY ELECTION (HRS §12-2)</b>	<b>Saturday, August 11</b>
Candidates, Political Parties, and Voters	File complaint on contests for cause in the Primary Election with the Hawaii State Supreme Court (HRS §11-173.5)	Monday, August 20
House, Senate, and County Clerks	Submit Constitutional Amendment questions, County Charter Amendment questions, and County Initiative questions to the Office of Elections (HRS §11-119)	Thursday, August 23
Candidates	Submit request to withdraw from the General Election for reasons of ill health to the Office of Elections or Clerk's Office (HRS §11-117)	Monday, September 17
Clerk's Office	Mail General Election ballots to overseas voters (52 USC §20302 & HRS §15D-9)	Friday, September 21
Voters	Last day to register to vote for the General Election with the Clerk's Office (HRS §11-24). Voters are eligible for late registration for the General Election at either an early walk-in voting location or at an election day polling place (HRS §11-15.2 & 15-7)	Tuesday, October 9
Voters	Open early walk-in voting locations and late registration for the General Election (HRS §15-7)	Tuesday, October 23

Subject	Event	Date
Political Parties	Submit names of poll watchers for the General Election to the Office of Elections or Clerk's Office (HRS §11-77)	Saturday, October 27
Voters	Last day to request a mail ballot for the General Election from the Clerk's Office (HRS §15-4)	Tuesday, October 30
Voters	Close early walk-in voting locations and late registration for the General Election (HRS §15-7)	Saturday, November 3
	<b>GENERAL ELECTION (State Constitution, Article II, Section 8)</b>	<b>Tuesday, November 6</b>
Candidates, Political Parties, and Voters	File complaint on contest for cause in the General Election with the Hawaii State Supreme Court (HRS §11-174.5)	Monday, November 26
Office of Elections	Determine political party disqualifications (HRS §11-65)	Wednesday, March 6, 2019



