

## Guidelines for In-Person Forum Production

**Note: Aim for 3 in-person listener candidate and 2 staff candidate forums. With respect to your time management, listener candidate forums take priority as these are more complex with respect to organization, format, production and promotion. The staff candidate forums should take place at the station itself, 1 during office hours (lunch hour for example) and 1 during early evening hours (after the news for example) to capture paid and unpaid staff.**

### Listener candidate forums production

#### **Promotion:**

For all forums you can produce promotional Carts and write a script for Live Reads (the board operators read these promotional scripts at various times during the day between shows and at other times.) You can ask election committee members to help push this process. For example by making sure that there is an up to date Live Read Script posted at the station, and in the main control room and potentially in the news department control room.

#### **Partnering with host organizations:**

You should produce a minimum of 3 in-person listener candidate forums, two of these in partnership with a host organization (provided that this host organization understands and signs the letter of host neutrality), and one produced entirely by your radio station (can be located at the radio station itself. This is due to the small promotional budget and partnering with a host organization will help you not only with the cost (location, sound) but with the promotion (getting the word out). Despite having access to the airwaves – it is still hard to generate enough hype in order to get listener members to attend these forums.

These forums should be designed in a way to prioritize candidate–public interaction. For example, hold the forums in geographically distinct regions within the radio stations listener radius.

In addition to partnering with host organizations, you may find it useful to organize one radio–sponsored forum. For this you will need programmer support, on–air publicity and it may be useful to combine a candidate forum with an appropriate event – such as a spoken word event or a community pot–luck. Concerts tend to be too much of a distraction and have not meshed well with forums in the past – but this doesn't mean it can't be done!

#### **Preparing:**

Like for on–air forums you will need to prepare ahead of time.

#### **You will need some basic infrastructure:**

- the venue should be large enough to accommodate a minimum of 50 people and should be accessible for wheelchairs
- you should bring or the venue should have a small PA system, a 4–track mixing board, at least 2 microphones (better to have 3) microphone and stands for the host/moderator and whomever else is speaking (candidate or member from the public). If you only have 2 microphones you will need long XLR chords or one of the 2 needs to be wireless.
- a live sound engineer or someone who has enough knowledge to run the sound system.
  - If possible, you may want to record the forums in order to post them online for greater community access.

#### **You will have:**

- a set of basic ground rules,
- letter of host neutrality (if you are working with a host organization),
- specific forum format to guide the use of time and space and ensure all candidates get equal opportunity to present themselves.

- Taking listener-member questions should be the priority so you will probably need to limit the number of candidate responses' to a given question and this should be done in a random fashion. The forum format you choose will integrate this aspect.
- You can use this opportunity to collect questions from the public and add these to the candidate master list of questions used for the production of on air forums. We did this in 2009 at KPFA and ended up with a rich, dynamic list of relevant forum/debate questions which were rooted in community concerns.
- You or the host can choose to moderate. If you have a host/moderator - be sure to have them sign the ground rules and prepare them with a script so that they ensure candidates get an equal opportunity to present themselves to the public.

**The following technical guides are appended:**

- **P3 Letter of Host Neutrality**
- **P4-5 In Person Ground-rules**
- **P6-7 Format #1 - Large Group-Small Group-Large Group Format Example**
- **P8 Format #2 In Person Forum Format Large Group Example**
- **P9-10 Format #3 In Person FORUM Format Sample - Roundtable Discussion**
- **P11-12 Format #4: Free Speech Open Mic Competition & Local Station Board Election Forum Format**
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**Letter of Declaration of Forum Host Neutrality for (You Station) LSB Election 2010**

To Whom it may concern,

Thank you very much for agreeing to host this forum to allow for a successful (Your Station) LSB campaign. We ask all of our hosting organizations to remind your group that we need to do everything possible to create a neutral environment. Please withhold from making any candidate endorsements during the allotted time at the forum and all promotion regarding the forum should be free of specific candidate endorsements. Please review and sign the ground rules attached below.

If you have specific questions please ask me or the National Election Supervisor (Renee Asteria, 510 230 8960, nes@pacific.org).

Many thanks,  
You Name, Local election supervisor 2010  
Your Station

## GROUND RULES

**IN PERSON FORUM Groundrules – All Candidates, hosts/moderators and host organizations need to read and sign that they have understood and will abide by these rules to maintain fairness and neutrality. Copies can be given to the public. The only rule to be observed by the public is that all their questions need to be general (not directed at one candidate) though the direction of the question may be implied.**

**DATE & TIME:** \_\_\_\_\_ (fill in)

## **GROUND RULES**

- There will be no substitutes or stand-ins for the candidates. In the event of absence, candidates can provide a 15 second statement to be read by the local election supervisor or host/moderator for presentation.
- The host organization is free to publicize the forum provided that no candidates or slates are being endorsed.
- Campaign banners, signs, literature handouts or other campaign paraphernalia will be allowed during the forum.
- Opening and closing Statements: all candidates will have 30 seconds for opening and closing statements. The host/moderator will introduce all candidates who are not present to the public by name and point out that more information about the candidates who could not attend can be found online at [pacificaelections2010.org](http://pacificaelections2010.org).
- The local election supervisor should have candidate statements on hand if the public wants more information regarding all candidates running in the election.
- Random sequence generated by [random.org](http://random.org) or other form of randomizing (picking names from a hat) will decide the order of candidates' for opening statements and in addressing questions from the public. Evidently the method used will depend on the format of the forum.
- Candidates can bring notes, pad and pens for taking notes during the debate.
- Cell phones should be turned off.
- Time limits on responses will be strictly observed.
- A timekeeper will hold cards (30 seconds, 10 seconds), visible to the speaker, indicating how much time remains. When the "stop card" is shown, the speaker must end his/her speech within 10 seconds.
- The host/moderator will have the responsibility for enforcing time limits. The host/moderator also will have the authority to interrupt the proceedings to enforce the groundrules and format that were agreed to by the candidates.
- The host/moderator will introduce the candidate speaking before and after he/she speaks.
- The host/moderator may restate the question.
- The host/moderator may interrupt the candidates if they believe the candidates are straying from the subject.
- The candidates will not interrupt one another.
- Candidates will refrain from personal attacks or charges.
- The debate must be run by a host/moderator, who does not act as a spokesman for any individual candidate or candidate slate and has the sole function of ensuring that the ground rules are observed.
- The host/moderator must also state that all viable candidates have been invited.
- **Prior to forums, Moderators / Hosts, Host Organization and Timekeepers must disclose, in writing, any affiliations with, and/or endorsements for, any candidates, or candidate slates to the National Election Supervisor.**

I \_\_\_\_\_ (name in print) have read and agree to abide by the ground-rules.

**Signed:**

**Dated:**

**Type of Participant (circle one)**

**Candidate**

**Moderator / host**

**Host Organization**

**If Moderator/Host, Timekeeper or Host organization disclose your affiliations and endorsements of any candidates or candidate slates in writing below. If you refuse to disclose this information you cannot participate in the on air forum.**

**Format #1 – Large Group–Small Group–Large Group Format Example**

**DATE & TIME**

- September 3, 2009 at Stanford University, 7:00pm till 10:00 pm
- Forum Format: Large Group – Small Group – Large Group (see below) followed by a social hour (if time allows)

**LARGE-SMALL-LARGE GROUP FORUM TWO HOUR FORMAT**

**PART 1 – LARGE GROUP**

Election Supervisor greets everyone introduces the forum format, points out the groundrules, and the host makes their opening statement. Each candidate has 30 seconds to present themselves. The Election Supervisor presents each candidate who is absent (**2 sentence description provided by the candidate or formulated by the election supervisor**).

**PART 2 – SMALL GROUP**

The objective of this section is for the public to be able to meet all the candidates and ask them their questions.

In brief, the public will be seated at tables with approximately the same number of people per table

The candidates will visit each of these tables in a systematic fashion – keeping to a determined order and time schedule. Half of the candidates will rotate clockwise (to the right), half counter clockwise (to the left) in order to allow for a different grouping of candidates

The number of people per table, number of tables, number of candidates that visit each table and how much time is spent at each table will vary and will need to be determined on site and will primarily depend on the number of candidates who show up and public.

For example,

Number of Listeners	10-15 list	16-20 list	21-25	26-30	31-40	Over 40
Number of Candidates						
5-6	3-5 groups	3-5 groups	4-5 groups	5-6 groups	5-6 groups	6 groups
6-8	3-4 groups	3-5	5	5	6	7
9-12		3-5	4-5	5	6-7	7
12-15		4-5	5	5	6-7	7
15-20		5-6	5-6	6-7	6-7	
Over 20		5	6-7	6-7	7	7

With 90 minutes for small groups (taking transition into account):

7 tables            12 minutes each, (probably minimum for any discussion)

6 tables approx 12-13 minutes each session

5 tables            16 minutes

4 tables            20 minutes

- Each table has a facilitator and a time keeper (they can be one in the same) is present at each table.
- They allocate time (ex. 15 to 30 seconds per person) to each of the people present at the table, asking one person to speak at a time.
- Candidates jot down people's questions
- Then each candidate is given equal amount of time to answer the public's questions
- The public can make comments and/or make follow-up questions if there is any time left over
- The facilitator/time keeper has the responsibility to ensure everyone gets an opportunity to ask questions and that candidates get equal amount of time to respond.
- The election supervisor will indicate when candidates should rotate to the next table and provide an announcement when 2 minutes remain for small group discussion.
- A list of sample questions (if people run out of questions which is unlikely), set of groundrules, stop watch and attendance sheet is at each table.

**PART - 3 DEBRIEFING (in LARGE GROUP)**

- After all tables have been rotated through - each facilitator gives a 1 minute presentation of the groups' experience and the discussion is opened to pertinent issues and constructive critic.
- A hand held mp3 player records the discussions at each table, participants are made aware that the content of the audio recording will be made available online for future reference. If someone objects to this they can have their section removed after the fact.

## **Format # 2 In Person Forum Format Large Group Example**

### **DATE & TIME**

- September 20, 2009 in Vallejo, 3–5pm
- Forum Format: Large Group Discussion

### **LARGE GROUP FORUM**

#### **Introductions**

Election Supervisor greets everyone introduces the forum format, points out the groundrules, and the host makes their opening statement.

Each candidate has 30 seconds to present themselves. Slates: 1 representative from each slate presents their principles and platform – 1 minute per representative. (optional)

#### **Forum: Q&A**

Candidates are facing the public.

The election supervisor takes questions from the public, a list is passed around to make sure no question is missed.

Depending on the number of candidates present, the election supervisor either selects at random 5 names or the election supervisor takes note of all candidates and determines which 5 candidates may answer the questions in order to make sure that the forum is not dominated by a few voices. Answers will be timed (either 1 m or 1m30sec long).

The election supervisor reserves the right to be flexible around the format in order to ensure that all candidates get a chance to answer questions.

The forum will be recorded and made available online for future reference. If someone objects to this they can have their section removed after the fact.

## **Format #3 In Person FORUM Format Sample – Roundtable Discussion**

### **DATE & TIME**

- September 13, 2009 in SF, 1:00 pm (candidate RDV)
- Forum Format: Roundtable Discussion with Q&A from public

### **ROUNDTABLE DISCUSSION**

The intention is to stimulate an interactive discussion between LSB candidates and LSB delegates with respect to the roles & responsibilities of the LSB as defined by the Pacifica Bylaws, as well as answer questions from the public.

### **Introductions**

The Election Supervisor (ES) greets everyone introduces the forum format and points out important groundrules.

1 minute – Both LSB candidates and LSB delegates are asked to present themselves and describe the legacy they intend to leave behind while serving on the LSB.

### **Q&A**

The moderator (the ES) will allow for flexible format, only serving to keep time and stop the discussion if it gets out of hand.

Each question (from the public or between LSB members, either candidates or delegates) will be given a maximum of 10 minutes to be discussed before the moderator.

### **QUESTION ORDER**

There are three types of questions:

1. LSB candidate to LSB delegate,
2. LSB delegate to LSB candidate, and
3. Public to LSB candidate or LSB delegate

LSB delegates who are running for re-election are considered LSB delegates. Before speaking all participants should present themselves, and describe if they are first-time candidates, delegates running for re-election and LSB delegates.

Questions will be taken in the order received alternating between questions from LSB candidate to LSB delegate (and visa versa) and questions from the public.

LSB Candidates or Delegates who have a question will raise their hand.

A list will be circulated in the public so that people can sign up to ask questions.

### **ANSWER PERIOD**

The order of answers, comments or follow-up<sup>1</sup> will be controlled by LSB candidates and LSB delegates.

An “answer stick” (an olive branch) will be passed from the person speaking to the person who wants to speak.

The person who wants to speak will raise their hand to get the attention of the person who is speaking.

The person who is speaking decides who to pass to next.

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<sup>1</sup> not considered a separate question, part of the discussion of the main question

A maximum of 3 minutes for anyone person to speak will be enforced by the moderator.

The moderator will give 3 signals of remaining time: 5 minutes remaining, 1 minute remaining, and 10 seconds remaining.

The forum will be recorded and made available online for future reference. If someone objects to this they can have their section removed after the fact.

#### **Format # 4: Free Speech Open Mic Competition & Local Station Board Election Forum** **Format**

An open format designed with the intention to bring together artists, activists and candidates. The event will serve for the present campaign as well as raising awareness for the 2010 election, aiming to recruit new members and perhaps start making the beginnings of new CAB, PC and other committees.

Candidates will share the spotlight, alternating with activists and artists though out the night. The main themes we hope to focus on are community outreach mechanisms, the role of CABs and logistics with respect to getting them started, the PC and more.

The STV method will be employed to select the top 9 participating artists & activists (not candidates, though candidates can vote). We will hope to demonstrate the STV practically with the intent to demystify the concept.

Note: this time-line goes by the assumption that only 15 candidates will show up and will be modified accordingly. Also as we do not know how many artists and activists will participate, this also is an estimate.

#### Time-line

6pm - Set-Up and Sound Check

Sound engineer, Election Committee & Supervisor and Candidates are present

Candidates are encouraged to set up a booth - either individual or one for their slate.

7:00-7:05

ES presents the format and introduces the main themes briefly. She reads off the list of candidates presents and points out their booths.

7:05-7:15

Candidate 1, 2 and 3 present themselves and take questions from the public

Note: the format is open - candidates are invited to express themselves artistically.

7:15-7:30

Artists & Activists 1,2,3 present their pieces

7:30-7:45

Candidate 3,4 and 5 present themselves and take questions from the public.

Note: the format is open - candidates are invited to express themselves artistically.

7:45-8:00

Artists & Activists 4,5,6 present their pieces

8:00-8:15

Candidate 7,8,9 present themselves and take questions from the public.

Note: the format is open - candidates are invited to express themselves artistically.

8:15-8:30

Artists & Activists 7,8,9 present their pieces

8:30-8:45

Candidate 10,11,12 present themselves and take questions from the public.

Note: the format is open - candidates are invited to express themselves artistically.

8:45-9:00

Artists & Activists 10,11,12 present their pieces

8:45–9:00

Candidate 13,14,15 present themselves and take questions from the public.

Note: the format is open – candidates are invited to express themselves artistically.

9:00–9:15

Artists & Activists 13,14,15 present their pieces

9:15–9:30

Closing statements & questions, voting procedure

We can extend the event (pay more).

The audio will be recorded and given to all participants. The order of all participants will be randomly assigned.