

## **Appendix 1: LES JOB DESCRIPTION**

### **THE PACIFICA FOUNDATION IS HIRING**

Local Election Supervisors at KPFA, KPFK, KPFT, WBAI WPFW

#### **Job Summary**

The Pacifica Foundation ([pacificafoundation.org](http://pacificafoundation.org)) is seeking to hire a local election supervisor (LES) at each of its five radio stations, KPFA, KPFK, KPFT, WPFW and WBAI. The LES will work together with the national election supervisor (NES) to carry out the 2010 Local Station Board (LSB) Elections at their local radio station. Visit [Pacificaelections2010.org](http://Pacificaelections2010.org) for all election related information.

Duration: June 1st to November 1st, 2010

Pay: \$15K, 5 month contract position

#### **Contact for an Interview:**

**Please send your CV, including references and a cover letter to:**

**Renee Asteria, National Election Supervisor, nes @ pacifica.org**

#### **What are these elections all about?**

The Pacifica Foundation, the oldest network of non-commercial, community-based radio stations in the United States, is the only listener-supported independent media network for which both listener-members and staff-members (paid and unpaid) have the opportunity to be involved in the decision-making process with respect to the station's budget, programming and policies via the local station board. Each local station board (LSB) is composed of 24 delegates and 12 are elected to serve on the board each election cycle. These 12 delegates are elected to the board through 2 simultaneous elections, one among staff-members (staff members elect 3 staff delegates) and one among listener-members (listeners elect 9 listener members). The LES is charged with supervising these 2 simultaneous elections.

#### **Specific Responsibilities of the Local Election Supervisor (LES)**

Please note that the time-line for the election is strict but each LES will have the opportunity to be creative with respect to each task at hand. It will be necessary to work together with your local election committee (volunteers who may or may not represent candidates) throughout the election cycle.

#### **Candidate Nomination Phase: June 1st to ends July 1st, 2010.**

This first phase involves overseeing the nomination of candidates to the Local Station Board by

- raising general awareness about the election and

- informing both listener and staff members about how to become a candidate for the LSB
- reminding listener members to renew their membership before July 1st in order to participate as a voter or a candidate

This will require significant community outreach efforts by producing election-specific tutorials and PSAs (public service announcements) to air on radio, publishing in local media (in press, blogs etc.), posting on various websites, expanding virtual social networks, and organizing in person community forums. The objective is to get the station's community involved and get as many candidates to run as possible.

The LES is responsible for following up with all potential candidates and making sure all nomination packets are complete by the deadline (July 1st, 2010).

- The LES is in charge of ensuring that the station management, staff and programmers fully support the election process.
- The Local Election Supervisor is responsible for ensuring that all candidates and station staff follow the fair campaign provisions of the Pacifica bylaws, including the interpretation of the bylaws by the National Election Supervisor.
- One of the primary tasks to be tackled within the 90 days of the job is ensuring that accurate staff and listener member lists get to the National Election Supervisor as these represent the actual voting body.
- At the end of the Candidate Nomination phase, the LES will make sure candidate packages are complete and finalize the list of candidates with the supervision of the NES.

### **Campaign Phase: July 1st to September 30th, 2010**

- This involves ensuring that all listener-member candidates prepare oral statements to be rotated on air (candidate statement production) and ensuring that candidate statements are aired both regularly and fairly by radio station staff. All candidates are to receive the same amount of air time during the campaign period.
- It also involves producing live radio forums/debates for listener-member candidates. All candidates are to receive the same amount of air time during the campaign period.
- For the listener-member election, the LES will organize in-person forums/community meetings in partnership with local community based organizations to give listener-member voters opportunities to meet the candidates.
- It may also be possible to produce cable TV shows that regularly air Pacifica programs to introduce candidates to a wider community.

### **Ballot Distribution Phase: August 15th to September 30th**

- The LES is to provide the NES with accurate staff-member and listener member lists by July 15th.
- The NES will send out ballots August 16. Ballots will be different for each station (different candidates, different voting body) and have the return address as a secured station-specific PO Box which the LES will monitor with the help of the election committee.

- The LES will make regular visits to the PO Box together with witnesses and secure incoming ballots which will be in envelopes.
- The LES will keep track of the amount of incoming envelopes in order to estimate how many people have voted and make sure that the quorum (10% of the voting body) for the election is met.
- The LES will be in charge of making sure everyone who is eligible to vote gets a ballot. This will require managing a large database (listener ballot information), keeping accurate records of additional requests in order to prevent duplicate voters, and holding office hours during the day and night in order to give out and accept last minute ballots.

All ballots are to be returned by September 30th, 2010.

### **Ballot counting phase: October 1st to October 15th**

- The LES will be in charge of organizing a secure but public location to ensure that all who want can observe the ballot counting.
- This process will be done with the direct supervision of the NES and should take between 1 to 2 days.

**Write a Final Report describing the joys and pitfalls associated with the job. This is to be completed by November 1st in order to receive the final pay check.**

### **Requirements**

- The patience of a middle school teacher and a good sense of humor.
- The ability and willingness to use progressive discipline to ensure that election policies are followed by station staff, both paid and unpaid, should persuasion prove inadequate
- Demonstrated community organizing skills
- The ability to work with a very diverse group of people, some with very large egos
- Familiarity with election procedures, in particular, the Single Transferable Voting method, a form of proportional representation that Pacifica uses. In any case, the capability of learning the voting procedure with the help of the National Election Supervisor.
- Advanced Word processing skills and good handle on Excel
- Good knowledge of the Internet
- Ability to work with a team and meet deadlines
- Be self-motivated, work well independently

### **Additional Qualifications**

- Media production (especially audio)
- Graphic design
- Booking and event promotion
- Publicity
- Bilingual (English, Spanish)
- Teaching

- Development work

**Supervision**

The supervisor for the Local Election Supervisors is an NES ( National Election Supervisor). The NES is responsible for the election being conducted in the fairest possible manner. The NES is also responsible for the training of the Local Election Supervisors.

**Contact for an Interview:**

**Please send your CV, including referenced and a cover letter to:  
Renee Asteria, National Election Supervisor, nes @ pacifica.org**

## **Appendix 2: KPFA LES Report 2009 (Draft LES Manual)**

### **APPENDICES in ZIP FILE called KPFA 2009 Final Report Appendix**

#### **2009 LSB Election - KPFA FINAL REPORT**

*by Renée Asteria Peñaloza, KPFA LES 2009*

##### **Introduction**

Greetings to all readers, this report aims to serve as a final report of my experience as Local Election Supervisor for KPFA's Local Station Board 2009 Election as well as a first issue of a technical manual to be applied in future elections. I feel that it was an honor to participate in the process of developing a feedback mechanism to allow for community involvement in media. Though there are many flaws with how the election has been carried out – this does not mean that we should do away with the process. Rather we need to work with it – ensure that the last bastion of Free Speech Radio continues to exist within this era of mass media control, brain washing and desensitization.

The main challenges I faced were the work conditions, never-ending work schedule, continual lies & attacks rather than constructive critique and lack of preparation/training. Without enormous support of my election committee, notably, Sally Sommer, Virginia Browning, Perrine Kelly, Mary Berg and Clay Leander, none of the innovations of this year's election would have come to light. They gave me not only technical/logistical support – but became my friends and gave me a lot of moral support allowing me to “become the election”. In reality, though the job is supposed to be 25 hours a week – in order to manage all of the tasks needed to success – you need to be on top of things 24/7 – literally.

As a researcher and independent music producer, I have skills in multiple disciplines which allowed me to multitask and make some sort of sense of the chaotic election process. Not to mention – being young, fiery, no nonsense, unattached woman (independent, few responsibilities other than take care of myself) whose goal is to be useful in this world. These personal attributes helped me to take the job head first and do my best with few obstacles.

##### **Final Report/Technical Manual Outline**

This Final Report/Technical Manual is organized in the following sections, providing a phase by phase description of the election process. The first section covers the prerequisites and preparation for successful election which ideally will be handled in the first 2 months of the job and will integrate lessons to be learned from historical mistakes. The second, third, fourth and final sections cover the Nomination phase, Campaign phase, Ballot Distribution/Collection phase and Vote Count/Results phase respectively. For each section I provide a description and main responsibilities of the LES, Technical/theoretical guide plus samples (appendix) and 2009 Local Election Supervisor Experience, including Challenges & Solutions.

## **I. Prerequisites & Preparation for Successful Election – ASK QUESTIONS**

### Description & Responsibilities of the LES (within the first 2 months)

**Background Research:** Central to ensuring a successful election is to learn from historical mistakes. Part of this is taking the time to get to know the history of the Pacifica Foundation & the history of KPFA. Do a Google search of the Pacifica Foundation and KPFA, read blogs (of different slates) visit the various Pacifica webpages and KPFA's webpage. Know the BYLAWS, their nuances & history of the making.

This may appear as a blanket generalization and perhaps vague, but read the LES job description and question every line. Question previous election supervisors (me and those before me, [reneeasteria@gmail.com](mailto:reneeasteria@gmail.com)) and your "superiors" (National Election Supervisor). This "independent research" as one may call it, may help you to develop "informed neutrality", not naïve neutrality with which you may be entering the job.

**Get Personal Feedback:** In the pursuit of informed neutrality, talk to all the "factions" including management, paid staff, unpaid staff, candidate slates (examples, Concerned Listeners, Independents for Community Radio, Voices for Justice and People's Radio) and other listener representatives. Email people and hang around the station at different times of the day in order to meet with folks on an individual basis. Appendix various websites

**Get your Election Committee Team together:** Start having a weekly meeting (late afternoon, 1 hour long or more as needed) with volunteers who want to participate in helping you with all election related processes. Ideally all "factions" ("sides", "slates" etc.) will participate for purposes of fairness. Publicize these meetings and invite all candidate supporters and election supporters to participate. You may find it useful to develop task-based "job" descriptions further down the line in the process in order to delegate work and tailor your need for help to what people are willing to offer. There may be a few individuals who are willing and available to do everything, and others who want to help but on a limited basis.

**Meet the community (listener and staff):** Set up at least one public "unofficial" forum in a public place outside of the station and at least one "official" staff meeting at the station. Note that the staff meeting has to be authorized by the station's general manager (for "liability" purposes). During the 2009 election, all staff directed email communication was controlled by the GM to a certain extent as all email-blast announcements had to be authorized by the staff mailing list owner. If possible, request that you have direct access to this list as having to go through an intermediary slows things down and prevents timely distribution of information (appendix announcement).

**Collect "anonymous" feedback:** In addition to individual (email and in person) and forum style feedback (meetings) you may find it useful to set up a feedback box (stuck to the wall at the station outside of your work station) with a simple form so that people can submit their question/comments/critiques to you in an anonymous fashion (appendix feedback form).

**Avoid Fund-drive versus Election:** Make sure that the most important phases of the election do not compete with fund-drive efforts – especially the nomination period and the

campaign period. If possible (if the station is doing OK financially), do everything in your power to move the fund-drive before and after the election.

**Combine station promotion with election promotion:** You may want to coordinate all promotional efforts with the station's event producer (Bob Baldock at KPFA) in order to make the most out of limited resources. Election and general station promotion messages can be combined on air (minute long PSAs) as well as guerilla promotion techniques which consist of street teams and tabling at events (literary, musical events) that KPFA has a present at. This can be done throughout the election period (appendix flyer).

**Get Accurate Voter Lists (staff and listener):** As soon as you begin the job ask the station manager for the "official" staff list (names and addresses). Post this at the station along with "add/remove" forms for individuals who want to contest the inclusion of a staff member or want to add a person (appendix..). If there is a conflict (as there was at KPFA between management list and unpaid staff organization's list) it will be up to you (together with the national election supervisor) to develop the final list. This opens up a can of worms as you will have to assess staff status based on amount and kind of work performed. At KPFA there are grey areas with respect to keeping record of volunteer work that counts towards unpaid status versus listener member status. Also there is question as to whether all payroll personnel (including work-study and other temporary positions) should be considered as staff or as listener members. Have a meeting with all parties (unpaid staff, staff and management) and create some form of criteria to divide up staff versus listener membership in order to avoid later on in the game. This is essential as it will haunt you till the very last day of your job.

As soon as you get a somewhat accurate staff list, assess the accuracy of that list (are the addresses up to date) using the information you have at hand (for example email staff individually to confirm their address). Once the staff list is "finalized", you can give to the person in charge of MEMSYS (the database system which keeps track of membership and donations) so that he/she can remove those names from the list of eligible listener voters. Every person gets 1 vote. Staff votes for staff representatives and listener vote for listener representatives. Some staff may have made contributions to the station and therefore may be in the MEMSYS system. Chris Stelick is the "go to" person at KPFA for all questions concerning membership status EXCEPT listener-members who qualify as volunteers. Eden Tosch and Gary Neindroff, who work with subscriptions/premiums can supply you with a list of volunteers to be added to the listener list provided by the member ship department. Please note that as the record keeping system for volunteer work is not very developed, this list will be somewhat incomplete. Come ballot distribution time – rest assured that those who were left off of the volunteer list will contact you for a ballot.

**Ballot Design:** Another Extremely Important issue to deal with early on is the ballot design. As we are using STV method, the ballot is going to be complex, no way around this. But make sure ballot is designed thinking about how ballots will be processed. Appendix poor quality ballot of 2009.

**Return P.O.BOX:** To ensure the securing of returned ballots (filled out ballots and blank returns) it may be a good idea to investigate options for 1 large P.O.BOX, only for ballots. This could be at the post office or a private company. In 2009 there were 2 separate return addresses, one for the completed ballots, and one for blank ballots. The issue is that it is important to keep

track of the blank returns, as these are like “money”, just as important as the completed ballots. As they are associated to “live barcodes” or “unique identifiers” they could fairly easily be “stolen” and used by persons trying to influence the direction of the election. If they go to the same “secure” location as the completed ballots, the returns could be counted just like the completed ballots and on the day of the actual vote count, these blank ballots could be removed from the list of “live barcodes” or “unique identifiers” in order to prevent misuse.

**Are there alternatives to paper ballot?** In order to cut costs (of mailing) and wastefulness (paper...poor trees) it may be appropriate to send out a post card with a unique identifier for online voting system for listener and staff members. In order to avoid “tampering” with the vote, the person would print out their ballot (associated to “live barcode” or “unique identifier” code) and send it in. Voters would be directed to online versions of all candidate materials (statements, mp3s etc). Those who need a paper ballot and imprint materials would be sent these. An online complemented by imprint option would allow for the easy integration of an option for visually impaired individuals who could view/print out the information and ballot in large print or brail (provided they have the appropriate software which converts electronic documents to brail format for printing).

Technical/theoretical guide plus samples (appendix)

Refer again to appendix for materials described above

### 2009 LES Experience, Challenges & Solutions

I came into the job late, on June 3<sup>rd</sup>, knowing nothing of the election process, the players, and the importance of the 2009 election on a national level. All I knew was that I was going to facilitate the election of a body of individuals to represent community needs and that this governing body had actual “teeth”.

As an independent music producer and researcher with an interest in community-based initiatives, I came in full of idealism – as this sort of mechanism is pretty much non-existent, yet extremely important if we are going to use the media to change things for the betterment of the quality of life of the greater whole.

My first day on the job began the morning following the day that I was contacted, interviewed and hired for the position. Les Radke (national election supervisor) gave me a bunch of stuff to read (which I did in brief) and made a strong emphasis on the production of “Carts”. What were those that I thought? Ouff. Quick I looked it up on Wikipedia discovered that they were informational radio segments much like public service announcements. Les took me over to the station, where I was introduced to key players and “go-to” people (Lemlem Riojo, GM; Sasha Lilley, iPD; Deverol Ross and Michael Yoshida, chief sound engineers and Chris Stehlick of membership). My first task was to produce a 1-minute cart that would be put in rotation and it was due the next day. I asked Deverol Ross if I could produce it at home (as I have basic production skills) as he said yes, provided I supply him with the raw files (voice, background music) in separate .wav files and make sure that there is 2.5 to 5 seconds of music flanking the voice (intro, outro) to allow for smooth transition. So that afternoon and evening, I wrote a script, rewriting and improving upon materials that had been used at other stations (appendix sample

scripts), translated it in Spanish and recorded it with the help of Costa Rican a friend of mine (Thank you Xavier). Thinking to myself all the while – wow – I just landed one of the most interesting jobs I have ever held in my life which will allow for me to use my artistic skills and better yet, some of my music.

So the next day, I gave Deverol the “Carts”. The next item was to understand what the situation was and meet the players. We began holding weekly election committee meetings. Following suggestions and my instincts, I somewhat ignored people’s warnings and pessimism and began by holding one public (“unofficial”) meeting at a non traditional location (the Starry Plough bar, we moved next door to Café de La Paz). That meeting was attended mainly by unpaid staff and I began to understand some of the complexities of the job. I never had the chance to have an introductory “official” staff meeting, though we did meet to discuss the airing of “Carts” later on in the game.

During the first 2 weeks of my job, little did I know that we made some huge steps towards getting the election process on the road. There was a boycott going on of airing of election related Carts, but this crumbled quickly. Maybe it was the happy music. Little seeds of motivation and optimism had been planted and I felt the job to be a Godsend.

In retrospect I feel that I would have done a much better job throughout the election if I had had an initial meeting with all staff (paid, unpaid and management) to get the down-low in an open transparent fashion. I would have liked to have known the slates/factions, in other words, the parties of interest. Also the people who participated in the election committee were not representative of all sides. I feel that due to the latter, I did not have access to the views/interests of all sides from the get go due to lack of participation.

Another huge set back which should have been dealt with was communication with the webmaster, Miguel Guerrero and Lemlem Riojo, enforcing the need for continual web presence on KPFA’s site. One should insist upon having a banner at the top of the webpage – and/or – and entry page (like is done during the fund-drive) which makes clear that there is an election going on and points to where to get more information (on the purpose of the local station board, voter status, nomination process, campaign events etc.). Though I requested this happen – it did not. There was minimal cooperation on this front. The lack of prioritizing the election caused obstacles down the line. For example, not having the community forums posted on the webpage till late in the game caused conflict of campaign forums with KPFA scheduled benefit events (Bob Baldock productions). Furthermore, people did not know where to go to get information and many were surprised even late in the game that an election was underway. These issues can be prevented with simple coordination which requires the cooperation of management. These conflicts make it seem as if the election process conflicts with station needs and potential gives listener-members and staff-members the impression that the election is counter-productive. If all parties would work together the election can be used as a way to garner greater support from members as it is a call for participation. Fund-drive and election efforts can be combined using innovative methods.

Not only does the individual station need to clearly promote the election on air and online – but the Pacifica Foundation online presence needs to be reorganized in a fashion that is more user friendly. There are multiple sites where to get information and information varies from site to

site. Each station needs a page dedicated to the LSB and the election. We started this but did not have the time or resources to develop the idea entirely (see <http://kpfaelection2009.net>).

## **II. Nomination Phase**

### Description & Responsibilities of LES

**Raising Awareness/CART Production:** During the nomination phase (1 month period, in 2009 1 month plus a 2 week extension) the main responsibility of the LES is to increase community awareness about the election process. It consists of the production of informational carts for rotation as well as other outreach efforts. The idea is to identify community organizations that may need representation by KPFA or may be interested in increasing their voice in KPFA> Ideally one could approach diverse CBOs and they would nominate community leaders and support them during the election (during the campaign and provide other forms of promotion). The reality is that slates have formed and provide a support network for their candidates. Slates use online (webpages, social networking sites such as Facebook) and imprint (pricy mailings with slate-specific promotional flyers to the KPFA listener- membership list, price on the order of 10 000 \$). Then there are a few independents that are alone in the process.

**Complete Nomination Packages:** Another responsibility is to ensure that potential candidates have completed their paperwork. This includes follow-up (via phone calls, emails) with individuals who requested paperwork (in person, phone, email) and those who down-loaded the nomination package from the Pacifica Webpage. The National election supervisor has a list of people (their emails) who downloaded the paperwork. You may find it useful to hold petition signing events (as all candidates require 15 signatures of valid members for their paperwork to be complete). You can organize this with your election committee and hold one or two petition signing events at the station. Together with the election committee it may be useful to hold an “all-nighter” on the last day in order to capture all potential candidates and give everyone as much time as possible to complete their packages. At KPFA make sure that you know the fax number as candidates can fax their nomination papers provided that they send you the original papers within 1 week. Josh at KPFA is in charge of the Fax room and you may request he leave it open for you to collect incoming faxes. Josh leaves at 4 pm (I think).

**Signing of Fair Campaign Provisions:** Also of much importance is to make sure that everyone signed the Fair Campaign Provisions. One of the main points of this agreement is to make sure that station resources (primarily air-time) are not used to promote one side or one candidate. Also it allows for you to raise staff awareness about the fact that there is an election going on. At KPFA, many staff come in irregularly, at irregular time and may not use email. So it is somewhat difficult to contact everyone. You can use multiple methods of communication, post announcements around the station together with copies of the FCP (including where to return signed agreements, your “box”, Pacifica Box at KPFA or other option), email people and talk to people in person. Your election committee can help you keep track of this process. If you get 100% return, you are looking at an order of 250-300 people that need to sign the FCP.

### Technical Guides in Appendix

#### Programming Guidelines

CART scripts (various)  
Sample Outreach Flyers  
Press Release Sample  
References materials (FAQs etc)  
Political Issues (Program Council, Community Advisory Board)

### 2009 LES Experience, Challenges & Solutions

During the nomination phase we organized 1 community event at the Ashkenaz (3 hour long slot during the afternoon, Larry Dekker is in charge of the daytime schedule) which was poorly attended as there was not enough time or willingness to promote the event. The idea was for this event to recruit new candidates all the while promoting KPFA as a community radio station (information about programs, the Apprenticeship program etc), raising awareness about the Pacifica Foundation and the role of the Local station board. There were no onair announcement and the event was booked very last minute. The Ashkenaz is a wonderful venue to hold these types of event but they need 2 months heads up in order to give you a good date. A weekend during the day may have been more successful. The Ashkenaz did not charge us.

We held 1 petition signing event at the station which was successful, enabling a few candidates to collect the remaining signatures that they needed and we held an “all nighter” at the station thanks to a team of election committee supporters who rotated throughout the night.

In order to improve outreach to community based organizations the election needs a budget for promotion/publicity and an outreach team (your election committee). It is much like promoting a cause, concert or other public event. We developed various flyers and attended various events throughout the Bay area to do guerilla style promotion. However we simply did not have enough wo-man power to do this. Another idea we had was to collaborate with different farmers-market businesses, ask them to put out flyers at their stands while they held their market. This would reach our “niche market” as many of the people who shop at farmers markets may have interests/values aligned with those of KPFA-Pacifica. We got as far as identifying a list of farmers markets and vendors – but again – lacked the wo-man power.

Given the plethora of tasks required throughout the election – it maybe useful to develop election committee volunteer job descriptions tailored to individual interests and availability. For example, we could have coordinated mass distribution of promotional flyers (simple black and white, ¼ page of a standard A4 page) via individuals simply going about their daily lives, posting at their regular spots (cafes, supermarkets) as well as at special events they may be interested in attending (literary events, music etc).

As for the “Carts”, programming guidelines were developed and discussed with staff (1 meeting). See appendix. This was by enlarge a success and although not all programmers were on board, many did meet the requirement (air 15 minutes of promotional material for every hour long program) or did more. We were flexible as the cooperation we received was more than expected in light of the potential boycott (which I was not aware of until after is crumbled).

I feel that the nomination of candidates needs to be tackled much earlier on – perhaps at the beginning of the calendar need. This way you can take time to research potential community based organizations who may be interested. Otherwise, it is far to rushed for anyone to take the

process into serious consideration as being part of the LSB is a fairly large commitment and theoretical responsibility.

Another important issue to raise awareness about is explaining how Single Transferable Vote means and how significant it is for its use given the context. Without this background, some voters get confused and frustrated and end up messing around with their vote – if they vote at all.

Just to reiterate the idea of combining membership drive with raising awareness about the election given that both messages are intrinsically related to member active participation and representation.

### **III. Campaign Phase**

#### Description & Responsibilities of LES

**Production of Candidate CARTS:** A main responsibility it to coordinate the production of candidate carts. Start this as soon as you know who your candidates are (those whose paper work is complete. Ask candidates to prepare statements of various lengths (ex. 30 sec, 60 sec and 1 minute) and set up slots of recording time. Explain that recording time is limited and that they need to commit to one of the times you suggest. The time that you suggest should be booked through the engineering department in order to reserve the studio slot. As you will have to coordinate your time, the sound engineer's time and studio availability, you will not have limitless options. This is why it is important to emphasize the importance of candidates' committing to a recording slot. Slots of 15 minutes per candidate give plenty of time to record their statements and give time for warm-up/retakes etc. If you have the technical capacity you may want to record candidates yourself, provided that you have the equipment to provide a relatively high quality recording as the statements are destined for radioplay.

If candidates refuse to record or fail to show up, warn them that you will improvise a statement for them (based on the statement provided in the candidate package) and have an anonymous voice record it. Set a deadline and stick to it. This way you can provide completed Carts to the person in charge of "loading Carts". At KPFA this was Vini Beachem, who works part-time and is out of the office at 2 pm.

It is important that the rotation of candidate Carts be equal with respect to number of rotations and time of day as listenership varies. You can get the logs each day from the engineering department to track the actual airplay of the Carts. Each Cart is associated to a unique ID – the DAD code. At KPFA Vini helped to track Carts and schedule equal rotation and provided a synthesis of Cart rotation. I feel it is still essential that you manage this task, at least spot-check the logs to make sure Carts are being played. Also it is useful to ask your Election Committee and their supporters to keep an ear out to document when Carts play or when there are problems with a Cart (production quality, if a Cart gets cut off, etc.).

**Production of Onair Forums:** Scheduling onair forums during the campaign phase (especially after ballots have gone out) is essential. Ideally these will be spread out at different times of the day and week in order to capture a diversity of listeners. However you will have to work with station realities. It is important to prepare candidates, moderators and the board operator ahead of time. For example, develop ground rules, write a script for moderators, make a masterlist of questions for candidates to prepare based on relevant issues (feedback collected

from multiple parties), and provide a run sheet for the board op. If you do not want to moderate – recruit a diversity of moderators (see list) who represent known voices and different perspectives. You can have moderators write down their political tendencies (if they are favoring one side or another) as a way to prevent any sort of bias being introduced.

You can use the onair forums to promote the inperson forums as well as remind people to vote, how to contact you and where to go to get more information (a website) See appendix for various examples of onair formats.

**Production of In-Person Forums:** Given the miniscule to non-existent promotional budget, it is essential to partner with a host organization to produce in person forums. Like the onair forums you will need to prepare ahead of time. Have a set of basic ground rules, letter of host neutrality, guideline for forum format and make a masterlist of questions for candidates to prepare based on relevant issues (feedback collected from multiple parties. You or the host can choose to moderate. You may want to record the forums in order to post them online for greater community access. The idea is to hold 1 in each region of KPFA listener radius. These forums should be designed in a way to prioritize candidate-public interaction. You can also collect questions that the public poses to candidates throughout the process for posterity. See appendix for examples of formats.

In addition to partnering with host organizations, you may find it useful to organize one KPFA-sponsored forum. For this you will need support – perhaps from a few programmers – as well as onair publicity.

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.

### Technical Guides in Appendix

Onair Forum Formats (2 different ones) and documents for preparing moderators, candidates and board operators

In Person Forum Formats (Large group, Small to Large Group, Round table, Open mic)

Letter of Host Neutrality

Ground rules (on-air and in-person)

Cable Show Forum Format

Campaign Promotional Samples (flyers, scripts, articles)

Venue Booking Contract Sample

LES to Management *Communique* Samples

### 2009 LES Experience, Challenges & Solutions

With initially 30 candidates running in this election, it may have appeared as a daunting task to produce candidate carts and get them into rotation. But we worked with station realities, reduced the air-play time and produced “tasty” candidate carts by putting music in the background. In order to increase the frequency with which the candidates’ names and statements were broadcast

candidate statements were reduced to 30 seconds and paired to fit into the 1 minute long PSA format required to ease the scheduling of Cart rotation.

We produced 3 onair forums (total of 18 hours, 5 candidates appearing at each hour) and had a good turn out with respect to candidate participation (75% at least). One problem of the main problems we had was with the sound quality due the fact that many candidates chose to call-in rather than come to the station in person and due to the loud beeping of timers. As a solution, one should insist that candidates participate in person unless absolutely impossible – or have a maximum of 1 call-in per hour of forum. Not only were candidate calls lost (due to poor reception) but it made taking calls from the public more complex. Also we worked with 5 different board operators, adding an additional level of complexity. Try to work with just one board operator and ask that this person get paid for their time.

We had about a dozen in person forums over a 3 week period. As we failed to partner with host organizations, these were relatively poorly attended. However they served as a precedent, setting an example of what a “real” campaign consists of. Also I managed to record all of them and post a few on the election specific blog for greater access.

The height of the campaign conflicted with the fall fund drive, this caused a lot of frustration and loss of energy and resources. This needs to be avoided or the fund-drive and election process totally integrated.

#### **IV. Ballot Distribution/Collection Phase**

##### Description & Responsibilities of LES

**Reissuing of ballots:** Given that you have staff and listener lists on time (see section one), you should expect to start reissuing ballots 2 weeks after they go out via the mailing house. All people who request before the 2 week period is up should be asked to wait and thanked for their patience. Keep track of these requests and follow-up with them. The mailing house or print house (depending on which company printed the barcodes) must provide you with a list of live barcodes (excel sheet) associated to members names and addresses. It is of utmost importance that when you reissue ballots - you assign new barcode that has not already been used and document the old and new barcodes in one record (a row in the excel file corresponding to the individual member) together with a little note explaining the reason for reissue (new address, replacement, never received etc.). This way come the say of ballot counting you can program the barcode scanner to accept either the old barcode or the new barcode to prevent any attempts for double voting. It may be useful to mail the reissues First Class from the central post office in Oakland (open till 830 pm).

**Ballot Pick-Up:** About 2 weeks after the mailing of ballots you will have to coordinate ballot pick up from the P.O.BOX with at least 2 witnesses. You can do this on a weekly basis until the final 2 week when you may have to go everyday depending on how many ballots are coming in. Count the ballots and package with tape and have witnesses sign across the tape. Secure ballots in a locked, secret location until the ballot count. See appendix for method example. There should be a safe box at KPFA to receive ballots during and after business hours. Ideally this is a permanent fixture at the station – perhaps in the lobby or right outside the front door. Only you will have the key. Opening this box, counting and packaging the ballots will be witnessed just like the POBOX.

**“All-nighter” ballot receipt/reissue:** The final day of the election you can coordinate with your election committee to be at the station till 12 midnight to accept and reissue last minute ballots.

#### Technical Guides in Appendix

Ballot Reissue Record Keeping in Excel Format  
Ballot Reissue Listener Ballot Template  
Ballot Reissue Staff Ballot Template  
Barcodes – spread sheet with barcodes – first, reissue example (excel)  
Example of ballot pick up schedule, logs with witnesses

#### 2009 LES Experience, Challenges & Solutions

Due to various political issues, staff and listener lists were submitted late to the mailing house which retarded the entire process. About 2 weeks post- ballot mailing, we began a weekly pick-up following the scheduled election committee meeting. In total we made 9 pick-ups at the post office. A strong box was donated very last minute to secure ballots at the station. This should not happen in the future. A ballot box should become a permanent fixture. Ballots were stored in a safe, secret location, their whereabouts only know by me. I think it is better to keep the ballots at the post-office, in a rented storage space, or at the station – in a locked room. For financial and political reasons this was not possible in 2009. I think that there should be an “all in one” solution. A PO BOX large enough to receive returned blank ballots and received ballots as well as to secure counted ballots. This will minimize and risk of loss or tampering with the ballots.

### **V. Vote Counting Phase**

#### Description & Responsibilities of LES

**Public Ballot Count:** A public location for witnessing opening of envelopes, sorting, barcode scanning, ballot scanning and tabulation of the votes need to be organized as soon as you know you have met quorum (10% of total). Visit the location and brainstorm the organization of the day. See appendix for examples.

You should be able to complete the entire process in 2 to 3 days provided that the technical side of things is established. Make sure that the software for barcode scanning, ballot scanning and program that processes the ballot scan image to vote ranking - a string of numbers associated to the candidates and their respective rank that corresponds to the individual’s preference - is in place.

You will need a lot of help, especially opening envelopes. You may find it useful to send out a “protocol” to better direct the process – all the while staying flexible. See sample protocol in the appendix.

#### Technical Guides in Appendix

Ballot Count Sample Day 1, Day 2 and Volunteer Login Sheet Sample  
Ballot Count Procedure Visual Sample  
Ballot Count Mitigating Problems  
Ballot Count Procedure for Ballot Transfer Visual Sample

## Ballot Count Replacement Ballot Visual Sample Poor Ballot Design Sample

Example procedures from BAAP  
Estimated Man/Wo-man power needed

### 2009 LES Experience, Challenges & Solutions

A process that should have taken 3 days ended up taking 2 weeks. This was mostly due to the politicized atmosphere and the on-site pilot testing of ballot processing software. The image reading software not developed ahead of time and was not done together with the ballot design. We had to transfer approximately 1/6<sup>th</sup> of all ballots that were considered too poor quality to be read by the ballot processing soft-ware – which was excellent – but an “end of pipe” technical solution all the same. Hours were spent dealing with general mistrust of the software, scanner and overall process. Many many many volunteers did countless hours of work to “mitigate” some of the errors.

As soon as all the ballots had been scanned, the images along with the string of numbers corresponding to individuals’ voting preference were made public via fileshare and blog. This was done with the intent to be as transparent as possible and ask for people’s help in identifying mistakes.

All in all I feel that it was very successful – thanks to the many people who invested their energy. See the blog for the final results.

### **Summary & Thank You’s**

I sit here writing the “final paragraph” of this report – with all the details running through my head. A crazy beautiful adventure. Thank you for supporting my creative ideas. Thank you for providing me with employment in a time of need. Special thanks to my election committee – Sally Sommer, Virginia Rodriguez, Perrine Kelley, Mary Berg and Clay Leander. And of course Les Radke. These individuals helped me to take on this task and provided me technical and emotional support. Thank you Pacifica and KPFA. Thanks to the various board operators (names), to Maria and Belinda of the Business office, to technical support Deverol Ross, Community Volunteers and host organizations, membership department (Chris Stelick) ... list not done....

A few things, it is really a full time position, a 60 hour work week – not 25. I think that to keep this process going, you need to increase the number of hours in the job description or provide more resources (technical, training etc) or make it a part-time position year-round. increase – or part-time year round. There needs to be proper technical manual. During the process there needs to be regular meetings with staff (paid, unpaid) and all “factions” (Slates) to understand the issues at hand. One main problem I came across was in trying to work with everyone, I encountered resistance to carrying out the election – so even though I was open to work with everyone – only those who were interesting in having a successful election participated. Hard to change this. I think that the election can be carried out in a far less costly manner (online voting complemented by paper ballots). Also, we may want to seek counsel of organizations such as the League of Women Voters.

Appendix 3: Nomination Package (example taken from KPFA)

PART OF



Visit [pacificallections2010.org](http://pacificallections2010.org) and [pacifica.org](http://pacifica.org) for more information.

**It is the responsibility of the Candidate to ensure that the nomination package is complete and returned to the Local Election Supervisor before 6pm, July 19th, 2010.**

***Submit your at least 1 of your statements Immediately (see page 5) in electronic format (email, .doc, .txt, .pdf) to the Local Election Supervisor so we can post it on [Pacificallections2010.org](http://Pacificallections2010.org) and begin promoting your campaign!***

## **Description**

KPFA's Local Station Board (LSB) election will seat 12 delegates on KPFA's LSB. The LSB is composed of KPFA's listener and staff members. Nine of the 12 delegates are elected from KPFA's listener-members and 3 are elected from KPFA's staff-members. All delegates serve a 3 year term on the LSB. The 12 delegates (9 listener, 3 staff) elected this year will join the 12 delegates elected in 2009.

From June 1st to November 1st, 2010, separate but simultaneous elections will be carried out among Listener and Staff members. The elections are organized and supervised by the Local Election Supervisor (LES, [les\\_kpfa@pacifica.org](mailto:les_kpfa@pacifica.org)) and the National Election Supervisor (NES, [nes@pacifica.org](mailto:nes@pacifica.org)). To promote each candidates' campaign the LES will facilitate the production of various radio segments to be aired on KPFA, create a page on Pacifica Elections 2010 Website ([pacificaelections2010.org](http://pacificaelections2010.org)) for each candidate and organize community forums and candidate debates. All ballots will be sent out August 16th, 2010. The LES will reissue ballots to individual members by request. Completed ballots are due by midnight, September 30th, 2010.

## **Listener-Candidate Requirements**

In order to run in the 2010 election, Candidates must **be KPFA members** in good standing either by donating at least \$25 or performing 3 hours of volunteer work (between July 1st, 2009 and midnight June 30th, 2010) **AND complete all 6 pieces of the nomination package** (candidate contact information, fair campaign pledge, candidate statement, questionnaire, nomination petition, and election committee referral request). The Local Election Supervisor will assist you to complete your package by organizing petition signing events. Candidates should submit at least their statements immediately to be posted on Pacifica Elections 2010 official webpage ([pacificaelections2010.org](http://pacificaelections2010.org)). This will allow voting members to contact you with questions or offer to sign your petition. You can submit a photo (.jpeg format) for your online profile. **You may submit one revision of this statement by 6pm, July 19th, 2010.**

## **The Role of the LSB**

The purpose of the LSB is make sure that the needs of the community being served by the station are being met. The LSB has the following powers, duties and responsibilities under the direction and supervision of the Pacifica Foundation's National Board (PNB):

- To review and approve that station's budget and make quarterly reports to the PNB
- To screen and select a pool of candidates for the position of General Manager from which the Executive Director shall hire, to prepare an annual written evaluation of the station's General Manager.
- Both the Executive Director and/or an LSB may initiate the process to fire a station General Manager.
- To screen and select a pool of candidates for the position of station Program Director from which the Executive Director shall hire, to prepare an annual written evaluation of the station's Program Director.
- To work with station management to ensure that station programming fulfills the purposes of the Foundation and is responsive to the diverse needs of the listeners (demographic) and communities (geographic) served by the station, and that station policies and procedures for making programming decisions and for program evaluation are working in a fair, collaborative and respectful manner to provide quality programming.
- To conduct "Town Hall" style meetings at least twice a year, for hearing listeners views, needs, concerns
- To assist in station fundraising activities.
- To actively reach out to underrepresented communities
- To perform community needs assessments, or see to it that separate "Community Advisory Committees" are formed to do so.
- To ensure that the station works diligently towards the goal of diversity in staffing at all levels and maintenance of a discrimination-free atmosphere in the workplace.
- To exercise all of its powers and duties with care, loyalty, diligence and sound business judgment consistent with the manner in which those terms are generally defined under applicable California law.

(Pacifica Bylaws, Article 7. [http://www.pacifica.org/governance/bylaws\\_rev.html](http://www.pacifica.org/governance/bylaws_rev.html) )

### **CHECKLIST OF NOMINATION REQUIREMENTS**

- Candidate Contact Information (signed)
- Candidate Statements (3 versions)
- Candidate Questionnaire
- Fair Campaign Pledge (signed)
- Nomination Petition with 15 Valid Signatures
- Election committee referral request
- Meet with Local Election Supervisor in person or on the phone

**It is the responsibility of the Candidate to ensure that the above is completed before 6 pm, July 19th, 2010.** If you submit your documents early, and you have left out any required information, the Local Election Supervisor MIGHT contact you and ask you to supply that information. If you submit your documents at the last minute and they are incomplete, you can be certain that you will not be contacted, and your nomination package will simply be rejected. **You may fax your materials at the last minute by 6 pm, July 19th, 2010, but the documents requiring your original signature (Candidate Cover Sheet, Candidate Agreement, Fair Campaign Pledge) MUST be received by July 23rd, 2010.**

Please submit complete nomination material to:

KPFA Local Election Supervisor

[les\\_KPFA@pacifica.org](mailto:les_KPFA@pacifica.org)

ATTN: Local Election Supervisor

1929 Martin Luther King Way

Berkeley, CA 94704

For last minute applications:

Pacifica National Office Fax #: **510-849-2617**

Please keep a copy of all materials you submit for your records

**CANDIDATE CONTACT INFORMATION**

<b>First Name</b>	
<b>Last Name</b>	
<b>Street Address</b>	
<b>Home phone</b>	
<b>Cell phone</b>	
<b>Email</b>	
<b>Alternate Email</b>	

**Pacifica's Mission Statement**

(a) To establish a Foundation organized and operated exclusively for educational purposes no part of the net earnings of which inures to the benefit of any member of the Foundation. [\*]

(b) To establish and operate for educational purposes, in such manner that the facilities involved shall be as nearly self-sustaining as possible, one or more radio broadcasting stations licensed by the Federal Communications Commission and subject in their operation to the regulatory actions of the Commission under the Communications Act of 1934, As Amended.

(c) In radio broadcasting operations to encourage and provide outlets for the creative skills and energies of the community; to conduct classes and workshops in the writing and producing of drama; to establish awards and scholarships for creative writing; to offer performance facilities to amateur instrumentalists, choral groups, orchestral groups and music students; and to promote and aid other creative activities which will serve the cultural welfare of the community.

(d) In radio broadcasting operations to engage in any activity that shall contribute to a lasting understanding between nations and between the individuals of all nations, races, creeds and colors; to gather and disseminate information on the causes of conflict between any and all of such groups; and through any and all means compatible with the purposes of this corporation to promote the study of political and economic problems and of the causes of religious, philosophical and racial antagonisms.

(e) In radio broadcasting operations to promote the full distribution of public information; to obtain access to sources of news not commonly brought together in the same medium; and to employ such varied sources in the public presentation of accurate, objective, comprehensive news on all matters vitally affecting the community.

\* Article II Subsection (a) was amended March 6, 1971, filed April 9, 1971, and corrected amendment filed May 5, 1971. “ **I \_\_\_\_\_ (your printed name) am running as a candidate in the 2010 election for KPFA’s Local Station Board. I recognize that I must be a member before midnight June 30th and complete the nomination package by 6 pm, July 19th, 2010 in order to run.**”

**Signature:**

X \_\_\_\_\_

**Date:**

---

Printed Name:

---

### **KPFA CANDIDATE STATEMENT**

Each candidate is entitled to have a statement made available to every voter. You are required to submit a candidate statement in order to be placed on the ballot. **Please submit 2 versions of your statement: 1st version, 500 words or less (obligatory version) and 2nd version, 50 words or less (obligatory version). You may also submit 1 additional statement where you can include your biography/curricula vitae/resume with relevant life and work experience (any length, optional).** In drafting your statement, **you must begin with your name.** Focus on presenting your qualifications, in other words, what you plan to contribute to the Local Station Board. You may list the names of 5 of your endorsers. **Your endorsers CANNOT be KPFA Staff.**

Submit your statements via email immediately to the LES ([les\\_KPFA@pacificafca.org](mailto:les_KPFA@pacificafca.org)) in the body of an email (or another common electronic format such as Word). This will allow the LES to help initiate the promotion of your campaign by creating a profile page on the official election website [pacificaelections2010.org](http://pacificaelections2010.org). **You may submit 1 revision of your 3 statements and questionnaire to the LES by 6:00pm, July 19th, 2010.**

CANDIDATE STATEMENT 1

**1st version, 500 words or less (obligatory)**

CANDIDATE STATEMENT 2

**2nd version, 50 words or less (obligatory)**

CANDIDATE STATEMENT 3 (eg. BIOGRAPHY or Curricula Vitae (CV) or Resume)

**3rd version, any length (optional)**

## **KPFA CANDIDATE QUESTIONNAIRE**

**Candidates must answer the following questions and submit the answers along with their final statement.** Please keep your answers as brief as possible. Submit your Questionnaire via email immediately to the LES ([les\\_kpfa@pacifica.org](mailto:les_kpfa@pacifica.org)) in the body of an email (or another common electronic format such as Word). This will allow the LES to help initiate the promotion of your campaign by creating a profile page for you on the official election website [pacificaelections2010.org](http://pacificaelections2010.org). **You may submit 1 revision of your questionnaire to the LES by 6:00 pm, July 19th, 2010.**

1. Why do you want to be on the Local Station Board (LSB)?
2. How do you envision the LSB working with the Pacifica Foundation, KPFA staff and listener members?
3. How can KPFA better serve the community? Please define community.
4. Describe some actions you would take to increase the influence of the station in underrepresented communities and to increase the diversity of the listening audience.
5. What sources of funding, other than listener donations, do you feel KPFA should solicit? Do you have any ideas with respect to improving the current funding mechanisms?
6. Please state briefly the skills, experience, educational background, work history, organizational affiliations, areas of community service, areas of interest and expertise that you would bring to the Pacifica network as a member of the Local Station Board.
7. On which Local Station Board committees are you interested in actively serving? If you are a current Local Station Board member, on which committees do you currently serve?
8. If you are currently on the Board and wish to be re-elected please describe your 3 year experience on the LSB. What did you accomplish? What were the obstacles you faced? Do you envision any change in the next three years if you are re-elected?

**FAIR CAMPAIGN PROVISIONS (See Appendix 4)**

**“I have read & understand the above fair campaign provisions.”**

**Signature:**

**X** \_\_\_\_\_

**Date** \_\_\_\_\_

Printed name: \_\_\_\_\_

\_\_\_\_ Candidate \_\_\_\_ Paid Staff \_\_\_\_ Unpaid Staff

**“I have read & understand the above fair campaign provisions.”**

**Signature:**

**X** \_\_\_\_\_

**Date** \_\_\_\_\_

Printed name: \_\_\_\_\_

\_\_\_\_ Candidate \_\_\_\_ Paid Staff \_\_\_\_ Unpaid Staff

\_\_\_\_ Candidate \_\_\_\_ Paid Staff \_\_\_\_ Unpaid Staff

**LOCAL STATION BOARD LISTENER-CANDIDATE NOMINATION PETITION**

The purpose of this petition is to allow \_\_\_\_\_ (the individual-listener member) to become a candidate in the 2010 LSB elections. Those who sign must be a listener-member of KPFA in good standing either by donating 25\$ or performing 3 hours of volunteer work between July 1st, 2009 and midnight June 30th, 2010. A minimum of 15 valid listener-member signatures are required though it may be wise to collect a surplus (ex. 20 signatures) to ensure at least 15 valid signatures. Signing this petition is not in anyway associated to your actual vote and you can sign any number of individual petitions. All information below is required in order to verify the membership status of those who sign. **DEADLINE: A minimum of 15 valid signatures must be received by the Local Election Supervisor by or before 6pm, July 19th, 2010. "By signing below I am affirming that I am a member qualified to vote in the upcoming KPFA LSB Election. I am joining with others to nominate \_\_\_\_\_ as a candidate for the KPFA LSB."**

Signature	Printed name	Street Address, City, State	Phone
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

14			
15			

**“By signing below I am affirming that I am a member qualified to vote in the upcoming KPFA LSB Election. I am joining with others to nominate \_\_\_\_\_ as a candidate for the KPFA LSB.”**

Signature	Printed name (NEATLY!)	Street Address, City, State	Phone
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			



**NOMINATION PACKAGE IN SPANISH**

**Translated by ORIANA SAPORTAS KPFA 2010 Local Election  
Supervisor & Renee Asteria**



Es la Responsabilidad de cada candidato de asegurarse que el paquete de nominación este completo y que sea entregado al Supervisor de Elecciones Local antes de las 6pm del 19 de Julio, 2010.

*Entregue al menos una de sus declaraciones de candidato inmediatamente (ver la pagina 7) electrónicamente (email, word, pdf,) al Supervisor Local de Elecciones para poder publicar en la página de elecciones en el Internet a [eleccionpacifica2010.org](http://eleccionpacifica2010.org) y así poder empezar a promover su campaña!!*

## Descripción

La elección para la Mesa Directiva Local (MDL) de KPFA tendrá disponible 12 sillas para delegados en la mesa directiva de KPFA. La mesa directiva está compuesta por miembros oyentes de la radio KPFA y miembros del personal de la radio KPFA. Nueve de los 12 delegados elegidos serán miembros oyentes y 3 de los elegidos serán miembros del personal de la radio KPFA. Todos los delegados sirven un turno de 3 años en la mesa directiva local. Los 12 delegados (9 de los miembros radioyentes y 3 de los miembros del personal del radio) que serán elegidos este año se unirán a los 12 delegados que fueron elegidos en el 2009. La MLD eligiera cuatro de los 24 delegados para servir en la Mesa Directiva Nacional de la Fundación Pacífica (MDP).

Desde el 1 de Junio hasta el 1 de Noviembre del 2010, elecciones diferentes pero que corren simultáneamente serán llevadas a cabo entre los miembros oyentes de la radio KPFA y los miembros del personal de la radio KPFA. Las elecciones son organizadas y supervisadas por el Supervisor de Elecciones Locales (SEL, [les\\_kpfa@pacifica.org](mailto:les_kpfa@pacifica.org)) y por el Supervisor de Elecciones Nacionales (SEN, [nes@pacifica.org](mailto:nes@pacifica.org)). Para promover la campaña de cada candidato el SEL facilitara la producción de varios segmentos de radio que serán transmitidos en KPFA, creara una página web para la elección en Elecciones Pacífica 2010 ([eleccionpacifica2010.org](http://eleccionpacifica2010.org) / [pacificaelections2010.org](http://pacificaelections2010.org)) para cada candidato y organizara foros comunitarios y debates de candidatos. Todos los formularios para las votaciones se mandaran por correo el 16 de Agosto del 2010. El SEL reenviara formularios de votación a personas que las pidan individualmente. Formularios de votación completos tendrán que ser recibidos antes de la medianoche del 30 de Septiembre del 2010.

## Requerimientos para los Candidatos de los Miembros Oyentes de la Radio

Para poder correr en la elección del 2010, los candidatos tienen que ser **miembros de KPFA** donando el mínimo de 25 dólares o haciendo 3 horas de trabajo voluntario - entre el 1ro de Julio del 2009 y la medianoche del 30 de Junio del 2010 - **y haber completado las 6 partes del paquete de nominación** (1. información del candidato, 2. la Promesa de Campana Justa, 4. declaraciones y cuestionario de candidato, 5. petición de candidato y 6. referencias para el comité de elecciones). El Supervisor de Elecciones Local lo asistirá en completar este paquete ayudando a organizar eventos para recolectar firmas en las peticiones. Los candidatos tienen que entregar las declaraciones inmediatamente en formato electrónico (correo electrónico, .doc o .pdf) para poder publicarlas en la página oficial de las elecciones a la página web ([eleccionpacifica2010.org](http://eleccionpacifica2010.org)). Esto ayudara a empezar su campaña. También los votantes lo puedan contactar con preguntas o ofrecer de firmar su petición. **Puede entregar una revisión de sus declaraciones y preguntas de candidato antes de las 6pm del 19 de Julio del 2010.**

## El papel que desempeña la Mesa Directiva Local (MDL) de KPFA

El propósito de la MDL es hacer que las necesidades de la comunidad sean servidas por la estación de radio. La MDL tiene los siguientes poderes, oficios, y responsabilidades dentro de la dirección y supervisión de la Mesa Directiva de la Fundación Pacífica (MDP):

- de revisar y aprobar el presupuesto de la estación y hacer reportes trimestrales al MDP
- de elegir una cantidad de candidatos para la posición de Manager General para KPFA de donde luego el Director Ejecutivo de la Fundación Pacífica se encargará de escoger y emplear, y de preparar una evaluación del Manager General.
- El Director Ejecutivo al igual que la MDL pueden iniciar el proceso de despedir al Manager General de la estación.
- de elegir una cantidad de candidatos para la posición de Director de Programación de la estación de la cual el Director Ejecutivo empleará, y de preparar una evaluación escrita del director ejecutivo.
- de trabajar con la administración de la estación de radio para asegurarse de que la programación cumpla con el propósito de la Fundación y acuda a las necesidades de la comunidad de oyentes (demográfica) y de las comunidades que la estación sirve (geográfica), y asegurarse de que pólizas y procedimientos de las decisiones para crear programación y evaluación de programas están trabajando de una manera justa y colaborativa y respetuosa la cual provee programación de calidad.
- de conducir juntas de estilo de “Foros Comunitarios” por lo menos dos veces por año para así poder oír las perspectivas de los oyentes al igual que sus necesidades, y preocupaciones.
- de asistir en actividades de recaudación de fondos para la estación
- de activamente hacer alcance a comunidades en desventaja.
- de realizar encuestas para ver cuales son las necesidades de la comunidad, o de asegurarse que hayan “Comités de Asistencia de la Comunidad” o asegurarse que estos sean creados para encargarse de eso.
- de asegurarse que la estación trabaje activamente hacia la meta de diversidad en el personal a todo nivel y el mantenimiento de un ambiente de trabajo libre de discriminaciones.
- de ejercer todo sus poderes y oficios con cuidado, lealtad, y de una manera saludable y de juzgacion que es consistente con la manera de como esto es definido y es aplicado con la ley de California.

(Traducido por Oriana Saportas Pacifica Bylaws, Article 7. [http://www.pacificafoundation.org/governance/bylaws\\_rev.html](http://www.pacificafoundation.org/governance/bylaws_rev.html)).

***Lista de Verificación del los requerimientos de Nominación:***

- Información de Contacto del Candidato
- Declaración del Candidato (3 versiones)
- Cuestionario del Candidato
- Promesa de Campana Justa (firmada)
- Petición de Nominación con 15 firmas
- Referencias para el Comité de Elecciones
- Reunirse con el Supervisor de Elecciones Locales por teléfono o en persona

Es la responsabilidad del Candidato de asegurarse que la lista anterior sea completada antes de las 6 pm **del 19 de Julio del 2010**. Si entrega sus documentos temprano, y el paquete es incompleto, el Supervisor Local de Elecciones lo PODRA contactar y le pedirá que mande esta información. Si entrega sus documentos al último minuto y estos están incompletos, puede estar seguro que no será contactado, y su nominación simplemente será anulada. Puede faxear los materiales al último minuto antes **de las 6pm del 19 de Julio del 2010**, pero los documentos requiriendo su firma original (Acuerdo de Candidato, Primera Pagina de Contacto, Promesa de una Campana Justa) **tienen que ser recibidos antes del 23 de Julio del 2010**.

**Por favor entregue sus materiales de nominación completos a:**

KPFA Local Election Supervisor

[les\\_KPFA@pacificafax.org](mailto:les_KPFA@pacificafax.org)

ATTN: Local Election Supervisor

1929 Martin Luther King Way

Berkeley, CA 94704

Número de Fax para entregar materiales al último momento:

Pacifica National Office Fax #: 510-849-2617

Por favor mantenga una copia de todos los documentos que usted entregue para sus archivos.

## **INFORMACION DE CONTACTO DEL CANDIDATO**

<b>Primer Nombre</b>	
<b>Apellido</b>	
<b>Dirección</b>	
<b>Casa Teléfono</b>	
<b>Celular</b>	
<b>Email</b>	
<b>Otro Email</b>	

### **Declaración de la Misión de Pacífica**

- a) **De establecer una Fundación organizada y operada exclusivamente con propósito educativo, donde ninguna parte de las ganancias netas beneficia a cualquier miembro de la Fundación.**
- b) **De establecer y operar como propósito educativo de manera que los establecimientos involucrados sean casi auto sostenibles en lo que mas sea posible, una o mas estaciones de radio licenciadas por la Comisión de Comunicaciones Federales y sujeto en su operación a las acciones reguladoras de la Comisión dentro del Acto de Comunicaciones de 1934, *As Amended*.**
- c) **En las operaciones de radio de promover y proveer vehículos para las habilidades creativas y las energías de la comunidad; de conducir clases y talleres en la escritura y producción de drama; de establecer premios y becas para la escritura creativa; de ofrecer espacios para shows de aprendiz instrumentistas, grupos de coros, grupos de orquesta y estudiantes de música; de promover y acudir a otras actividades creativas que servirán al bienestar de la comunidad.**
- d) **En las operaciones de radio, de involucrarse en cualquier actividad que contribuya para el entendimiento infinito entre naciones y entre los individuos de todas las naciones, razas, colores; de recolectar y diseminar información en las causas de conflicto entre todos y cualquiera de estos grupos; y mediante cualquiera y todos los fines compatibles con el propósito de esta corporación de promover el estudio de problemas políticos y económicos y de las causas de antagonismo religiosos, filosóficos y raciales.**
- e) **En la operación de radio de promover la distribución completa de información publica; de obtener acceso a fuentes de noticias que comúnmente no son traídas juntas en el mismo medio de comunicación; y de usar esa variedad de fuentes en la presentación publica de noticia que sea objetiva, adecuada, y comprensible en toda clase de asuntos que afectan a la comunidad. *Article II Subsection (a) was amended March 6, 1971, filed April 9, 1971, and corrected amendment filed May 5, 1971.***

**“Yo \_\_\_\_\_ (su nombre, no firma) estoy corriendo como candidato en las elecciones para la Mesa Directiva Local de la radio KPFA del 2010. Yo reconozco que tengo que ser miembro antes del 30 de Junio de la medianoche y de haber completado el paquete de nominaciones antes de las 6pm del 19 de Julio del 2010 para poder correr.”**

**Firma:**

**x** \_\_\_\_\_

**Fecha:**

\_\_\_\_\_

**Nombre Escrito:**

## **DECLARACION DEL CANDIDATO DE KPFA**

Cada candidato tiene el derecho de tener una declaración lista para los votantes. Usted esta requerido a entregar una declaración de candidato para que este sea parte del formulario de votación que se manda por correo. **Por favor entregue 2 versiones de su declaración: 1era versión, 500 palabras o menos y segunda versión, 50 palabras o menos (estas son obligatorias). Usted también puede entregar una declaración adicional donde puede incluir su biografía/currículo/ resume con información relevante a sus experiencias de vida y de trabajo (de cualquier largo-opcional).** Al escribir su declaración usted debe comenzar con su nombre. Enfóquese en presentar sus calificaciones, en otras palabras, lo que usted planea contribuir a la Mesa Directiva Local. Usted puede escribir una lista con 5 nombres de personas que apoyan su candidatura. **Sus endosantes NO PUEDEN ser Miembros del Personal de KPFA.**

Entregue su declaración por medio de email inmediatamente a el SEL ( [les\\_kpfa@pacifica.org](mailto:les_kpfa@pacifica.org)) como parte del email (u otro formato como por ejemplo un documento de Word). Esto ayudara para que el SEL inicie la promoción de su campana creando un página de su perfil en la oficial pagina web de la elección [eleccionpacifica2010.org/pacificaelections2010.org](http://eleccionpacifica2010.org/pacificaelections2010.org). **Usted puede entregar al SEL una revisión de sus tres versiones de sus declaraciones y cuestionario antes de las 6pm del 19 de Julio del 2010.**

### **DECLARACION DE CANDIDATO 1**

**1era versión, 500 palabras o menos (obligatorio)**

### **DECLARACION DE CANDIDATO 2**

**2nda versión, 50 palabras o menos (obligatorio)**

**DECLARACION DE CANDIDATO 3 (ej. BIOGRAFIA o Curricular Vitae (CV) o Resume)**  
**3ra versión, cualquier largo (opcional)**

## **CUESTIONARIO DE CANDIDATO DE KPFA**

**Los Candidatos deben responder las siguientes preguntas y entregar las respuestas con sus declaraciones finales.** Por favor mantenga sus respuestas lo más breve posibles. Entregue su cuestionario vía email inmediatamente al SEL ([les\\_kpfa@pacifica.org](mailto:les_kpfa@pacifica.org)) como parte del cuerpo del email (u otro formato electrónico como Word). Esto ayudara al SEL de iniciar la promoción de su campana creando un perfil suyo en la página oficial de la elección a [eleccionpacifica2010.org/pacificaelections2010.org](http://eleccionpacifica2010.org/pacificaelections2010.org). **Usted puede entregar una revisión de su cuestionario al LES antes de las 6pm del 19 de Julio del 2010.**

- 1. Porque quiere ser parte de la Mesa Directiva Local (MDL)?**
- 2. Como visualiza usted al MDL trabajando con la Fundación Pacifica, el personal de KPFA, y los miembros oyentes?**
- 3. Como KPFA puede mejor servir a la comunidad? Por favor defina 'comunidad'.**
- 4. Describa algunas acciones que quisiera tomar usted para incrementar la influencia de la estación en comunidades de desventaja y de incrementar la diversidad de la audiencia de oyentes.**
- 5. Que fuente de fondos, aparte de donaciones de oyentes, cree usted que KPFA debe solicitar? Tiene alguna idea en cuanto a como mejorar los mecanismos actuales de recaudación de fondos ?**
- 6. Por favor explique brevemente las habilidades, experiencias, educación, historia de trabajo, afiliaciones, áreas de servicio a la comunidad, áreas de interés y en la cual es experto, que usted pueda traer a la red Pacifica como miembro de la Mesa Directiva Local?**
- 7. En cual de los comités de la Mesa Directiva esta usted interesado en servir activamente? Si usted es actualmente miembro de la Mesa Directiva Local, en que comité sirve usted en el presente?**
- 8. Si usted sirve actualmente en la Mesa Directiva y quiere ser reelegido por favor describa sus 3 anos de experiencia en el LSB. Que logros obtuvo? Que obstáculos encontró? Visualiza algún cambio durante los próximos tres anos si es re-elegido?**

## **PROVISIONES DE CAMPANA JUSTA KPFA 2010**

Las leyes de la fundación requieren que cada candidato y miembro del personal de la radio (pagado y no pagado) firme esta declaración aceptando que ha leído y que entiende las provisiones para una campaña justa. Candidatos pueden entregar declaraciones firmadas al Supervisor de Elecciones antes de la 6pm del 19 de Julio del 2010.

1. Ninguna Fundación o gerente de la estación de radio o miembro del personal de radio (pagado o no pagado) podrá usar o permitir el uso de tiempo de aire de la estación para apoyar públicamente, hacer campaña, o recomendar en favor o en contra de cualquier candidato que participe en la elección como miembro oyente de la radio, al igual que ningún tiempo al aire debe ser disponible para algunos candidatos oyentes y no para otros.
2. A todos los candidatos, miembros oyentes de la radio, se les debe dar la misma oportunidad en cuanto a tiempo al aire, del cual este tiempo incluye declaraciones del candidato y periodos de preguntas y respuestas con llamadas de parte de los oyentes de radio.
3. Ninguna Fundación o gerente de la estación de radio o miembro del personal de la radio (pagado o no pagado) puede hacer cualquier clase de apoyo público en el aire para ningún candidato.
4. La Mesa Directiva Local no puede, o tampoco ningún MDL o ningún comité de la Mesa Directiva Local, como un cuerpo gobernante, no puede apoyar públicamente a ningún candidato para la elección como Delegado. Por otra parte, un Director individualmente o Delegado quien es un Miembro en buen estado, puede apoyar públicamente o nominar a candidatos en su propia capacidad.
5. En la manera de que haya alguna violación de estas provisiones de campaña justa, el Supervisor de Elección Local y el Supervisor de Elección Nacional, determinaran en buena voluntad y a su propia discreción, el remedio apropiado, incluyendo descalificación del candidato y/o suspensión del aire por la duración restante del periodo de elección de la persona del personal que esta haciendo la ofensa (pagado o no pagado).
6. Declaraciones derogatorias y que insultan al individuo no son permitidas.
7. Ningún recurso de la estación incluyendo servicios de parte del personal y uso de espacio para reuniones, podrá ser ofrecido a algún candidato pero no a otro.
8. Los Candidatos no tienen permitido de llamar a algún show para estar en el aire así no use su nombre. El contexto y el reconocimiento de la voz de algunos candidatos le dará una ventaja injusta a ese candidato y sería una violación de las provisiones de campaña justa.
9. El personal no puede hacer anuncios en el aire señalando el URL que explícitamente apoya a los candidatos oyentes de radio.
10. Apoyos de pagina web: Todos los miembros y los programadores que mantienen alguna pagina web la cual utiliza los logos o letras de Pacifica o de la estación, o si hace referencia a su propia Pacifica o programación que puede ser confundida como una pagina web oficial, podrá ser sujeto y será juzgado de acuerdo a estas reglas:
  - a. Apoyo de candidatos en cualquier pagina web de Pacifica no esta permitido, no explícitamente ni vía hyperlink a otra pagina web. Esta orden va para todas las paginas web de programadores que están conectadas con paginas web oficiales de la estación.
  - c. Apoyos por emails (por pagina web y por listas) y que usan listas privadas de emails que no son de la estación o de fuentes de Pacifica, son permitidos.
  - d. Cualquier pagina web que tenga el nombre o nombres parciales de alguna pagina web oficial de Pacifica pero independiente de alguna estación de Pacifica, puede apoyar a candidatos pero deberá usar una anotación de que la pagina no es una pagina oficial de Pacifica.
  - e. Esta es la anotación que se debe usar en cualquier pagina web que tenga el nombre o nombre parcial de cualquier pagina web oficial de Pacifica pero independiente de cualquier estación de radio de Pacifica.

“ANOTACION: Esto no es una oficial pagina web de la Fundación Pacífica ni es ninguna pagina oficial de ninguna de las 5 estaciones de Pacífica (KPFA Radio, KPFK Radio, KPFT Radio, WBAI Radio, WPFW Radio). Opiniones y hechos que se pretenden en esta pagina web pertenecen al autor o autores de la pagina web nada mas y NO deben ser asumidos como verdad o de reflejar la intención editorial o pólizas de la Fundación Pacífica, o de ninguna de las cinco estaciones de Pacífica (KPFA Radio, KPFK Radio, KPFT Radio, WBAI Radio, WPFW Radio) o las opiniones de la gerencia, de la Mesa Directiva de Pacífica, personal de la estación o otros oyentes miembros.

11. Cuando las Provisiones de una Campaña Justa Comienzan: Un miembro oyente será nombrado como candidato, y entonces sujeto a las provisiones de campaña justa cuando el periodo de nominación comienza (el 1 de Junio del 2010). Candidatos que aparecen en shows antes de que entreguen todos sus documentos serán permitidos de correr como candidato, pero tendrán el horario de la declaración de candidato reducido para remediar la ventaja injusta. (vea el punto 14 para mas explicación).

12. Candidatos futuros: Pacífica y el personal de la estación y la gerencia están prohibidos de hacer apoyos públicos en el aire, o en cualquier pagina web identificada como parte de Pacífica o de cualquiera de las estaciones de radio, o en algún evento controlado por Pacífica, ya sea de candidatos prospectivos o algún candidato mismo luego de que la fase de nominación haya sido cerrada.

13. Juntas de anuncios organizadas por los oyentes: Cualquier oyente de radio puede organizar juntas comunitarias para unir a los oyentes y a los candidatos prospectivos con el propósito de aprender sobre los candidatos y para recolectar firmas para la petición. Todos estos eventos pueden ser anunciados en el aire si ya han sido aprobados por el Supervisor de Elección Local, si están abiertos para cualquier oyente, si son en una localidad accesible para silla de ruedas, y si no son para recaudar fondos para algún candidato.

14. “Tres Chances y Fuera” – Medida para Remediar Violaciones de Campaña: En respuesta a las dos primeras violaciones, el tiempo de campaña al aire de el candidato será reducido (rotación de cart y foro del candidato). La cantidad de cuanto tiempo es reducido, será igual que la duración de la presentación que no ha sido organizada. Por ejemplo, si el candidato oyente, Moll Smith, va al aire por dos minutos como un oyente por teléfono haciendo una pregunta, 2 de sus declaraciones de 1 minuto de candidato serán removidos. Si el candidato oyente de radio, Moll Smith, viola las Provisiones de Campaña Justa tres veces- entonces será descalificado.

15. Violaciones de Candidato deL Personal serán determinadas caso por caso y puede resultar en remover al miembro del personal del aire completamente por la duración de la campaña.

**“ He leído y entiendo las provisiones de campaña justa de arriba.”**

**Firma: X** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

**Nombre Escrito** \_\_\_\_\_

**Candidato** \_\_\_\_\_ **Personal Pagado** \_\_\_\_\_ **Personal no Pagado** \_\_\_\_\_

**Petición para Nominar un Candidato.** El propósito de esta petición es de que el miembro oyente de la radio se convierta en candidato en las elecciones para la mesa directiva local del 2010. Los que firmen esta petición tendrán que ser miembros oyentes de la radio KPFA actuales habiendo donado \$25 dólares mínimo o haber hecho 3 horas de trabajo voluntario entre el 1 de Julio del 2009 y la medianoche del 30 de Junio, del 2010. Un mínimo de 15 firmas validas de miembros oyentes de la radio son requeridas aunque es mejor que recolecten mas de 15 (20 por ejemplo) para asegurarse por lo menos 15 firmas validas. Firmar esta petición no tiene nada que ver con su voto y usted puede firmar cualquier numero de peticiones individuales. Toda la información que se pide en la firma es requerida para poder verificar el estatus de la membresia de esos que firman. **FECHA LIMITE:** Un mínimo de 15 firmas tendrán que ser recibidas por el Supervisor de Elecciones antes de la 6pm del 19 de Julio del 2010. “ Al firmar abajo estoy afirmando que soy un miembro hábil y que califico para votar en la elección para la Mesa Directiva Local de la Elección de KPFA. Me estoy uniendo a otros para nominar a \_\_\_\_\_ como candidato.”

Firma	Nombre y Apellido	Dirección postal	Teléfono
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

*Petición para Nominar un Candidato*

<b>Firma</b>	<b>Nombre y Apellido</b>	<b>Dirección postal</b>	<b>Teléfono</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>11</b>			
<b>12</b>			
<b>13</b>			
<b>14</b>			
<b>15</b>			



## Appendix 4: Fair Campaign Provisions

### 2010 FAIR CAMPAIGN PROVISIONS for the Pacifica Foundation's Delegate Elections

Revised Sept. 2nd, 2010 by NES

***The goal of these provisions is to ensure fair elections. One of the main issues to be tackled is minimizing undue influence of staff on listener elections as staff have access to station resources and therefore have the power to potentially bias the election by misusing the latter.***

***The bylaws require every candidate and staff member (paid and unpaid) to sign this statement that they have read and understand these fair campaign provisions. Please return to the election supervisor immediately (methods of return are indicated below). Candidates must submit signed statements to the Election Supervisor no later than midnight, June 30th, 2010. At radio stations which extend the nomination period by necessity (for nomination period criteria extension see FAQ section on the [pacificaelections2010.org](http://pacificaelections2010.org)), candidates must submit signed statements to the Election Supervisor no later than 6 pm, July 19th, 2010. Staff members who are not running as staff candidates must submit signed statements as soon as possible. The Election Supervisor will accept signed statements from staff members (not staff candidates) until the end of the election campaign phase (September 30th, 2010).***

1. No Foundation or radio station management or staff (paid or unpaid) may use or permit the use of radio station resources including, but not limited to: airtime, the radio station's building, equipment (recording studio, computers, fax machines, phones, copy machine), radio station official websites, official website-based promotion for the station or program, or email lists /listserv mailings which use the Pacifica server, to endorse, campaign or recommend, in favor of, or against, any listener candidates for election as a Listener-Sponsor Delegate. *It is highly recommended that programmers refrain from endorsing listener candidates on privately maintained web-sites, including but not limited to: social network profiles (facebook, myspace, twitter etc), blogs and individual websites as this may easily become a fair campaign violation if the latter is referred to at any point on the airwaves.*
2. Key to the campaign of listener candidates is the use of station air waves. The Pacifica National Board defined an election policy in April 2009 which gave directives with respect to the playing of CARTs and the scheduling of on air forums for listener. Key to the use of radio station air time is that all candidates for election as Listener-Sponsor Delegates shall be given equal opportunities for equal air time, which air time shall include time for a statement by the candidate (CARTs) and question and answer

periods with call ins from listeners (on air forums). Air time may not be made available to some Listener-Sponsor Delegate candidates and not others. Air time outside of CARTs and On-air forums will be subject to the “Three strikes and Out” ruling outlined in point 14.

3. No foundation or radio station management or staff (paid or unpaid) may use station resources to endorse a particular listener-member candidate. This includes: giving on-air endorsements or making station resources available to certain listener candidates and not to others.
4. The Board of Directors may not, nor may any LSB nor any committee of the Local Station Board, as a body, endorse any candidates for election as a Delegate. However, an individual Director or Delegate who is a Member in good standing may endorse or nominate candidates in his/her individual capacity.
5. In the event of any violation of these provisions, the Local Election Supervisor and the National Election Supervisor shall determine, in good faith and at their sole discretion, an appropriate remedy. The remedy will depend on the situation at hand and may include disqualification of the candidates, suspension from the air of the offending staff persons (paid or unpaid) for the remainder of the election period, reduction of pay of the offending staff person, and/or airing of appropriate election related material in the place of regularly scheduled programming.
6. Libelous or slanderous statements about individuals shall not be permitted.
7. Candidates are not permitted to call in to shows even if they do not use their names. The context and the voice recognition of some candidates would give an unfair advantage to that candidate and would be a violation of the fair campaign provisions.
8. Staff may not make on air announcements pointing to URLs which explicitly endorse listener candidates.
9. Web-based endorsements: All members and programmers that maintain a URL utilizing Pacifica Foundation, station logos or call letters and/or references to their own Pacifica or station programming that could be mistaken for an official web site, are subject to and shall be bound by these rules:
  - a. Endorsements of candidates on any official Pacifica web sites are not permitted, either explicitly or via hyperlink to another web-page. This directive includes all official program websites linked through official station web sites and all social network profiles maintained by station staff (facebook, myspace, twitter etc).
  - b. Any web site may encourage voting and contain links to official election web sites.

c. Endorsement emails (web-based & list serve) using private email lists not from station or Pacifica sources are permitted.

d. Any website bearing the names or partial names of an official Pacifica website but independent of any Pacifica station can endorse candidates but must bear the following disclaimer (point e. below) prominently, at the top of the website and in the same or equivalent style, color and font (minimum 12 point) as the rest of the website's content in order to make clear that the website is not an official Pacifica website. The latter is to reduce the confusion, caused by the use of call letters or name in the eyes of voters, which may lead to biasing the election.

e. Disclaimer to be used on any website bearing the names or partial names of an official Pacifica website but independent of any Pacifica station. "DISCLAIMER: This is not an official Pacifica Foundation website nor an official website of any of the five Pacifica Radio Stations (KPFA Radio, KPFK Radio, KPFT Radio, WBAI Radio, WPFW Radio). Opinions and facts alleged on this site belong to the author(s) of the website only and should NOT be assumed to be true or to reflect the editorial stance or policy of the Pacifica Foundation, or any of the five Pacifica Radio Stations (KPFA Radio, KPFK Radio, KPFT Radio, WBAI Radio, WPFW Radio), or the opinions of its management, Pacifica National Board, station staff, or other listener members."

11. The Fair Campaign Provisions take effect upon the opening of the Nomination Period, June 1st 2010, and all staff and listener members are bound by these provisions. Any listener member has the potential to be a candidate, and thus subject to the fair campaign provisions, when the nomination period begins (June 1st, 2010). This includes all prospective candidates whether or not they have turned in their nomination papers. Candidates who appear on shows before they turn in all their forms will be permitted to run, but will have the broadcast scheduling of their on-air candidate statement reduced to remedy the unfair advantage (see point 14 for further explanation).

12. Prospective candidates: Pacifica and station staff and management are prohibited from making endorsements on the air, or on any Pacifica or station identified web site, or at any other Pacifica controlled venue or facility, of either prospective candidates before the nomination deadline, or actual candidates after the nominations are closed.

13. Listener-organized meeting announcements: Any listeners may organize community meetings to bring together listeners and prospective candidates for the purpose of learning about prospective candidates and collecting petition signatures. Any such events may be announced on-air provided they have been approved by the Local Election Supervisor, are open to any listener, are in a handicap-accessible location, and do not raise money for any candidates, or promote events to raise money for any candidates.

14. "Three Strikes and Out" - Measures to Remedy Campaign Violations. With respect to air-time, in response to the first 2 on-air appearances on air outside of CART and on-air forums, a listener candidate's on air campaign time (candidate cart rotation, candidate forum) will be reduced. The amount by which the time is reduced will be equal to the duration of the unscheduled appearance.
15. With respect to all violations (listener and staff violations) the local elections supervisor and the national elections supervisor shall determine, in good faith and at their sole discretion, an appropriate remedy,

**"I have read & understand the above fair campaign provisions."**

**Signature:**

X \_\_\_\_\_

**Date** \_\_\_\_\_

Printed name: \_\_\_\_\_

\_\_\_\_ Candidate \_\_\_\_ Paid Staff \_\_\_\_ Unpaid Staff

**Methods of Returning this Form by Station**

**KPFA**

1. Send ATTN: Oriana Saportas, KPFA Election Supervisor  
1929 Martin Luther King Jr Way, Berkeley, California 94704 USA
2. Physically drop off at the reception during business hours, enclosed in an envelop with ATTN: Oriana Saportas, KPFA Election Supervisor written on the front
3. Scan and email to [les\\_kpfa@pacificafirst.org](mailto:les_kpfa@pacificafirst.org)
4. Fax to the Pacifica National Office 510-849-2617 ATTN: Oriana Saportas

**KPFK**

1. Send ATTN: Marc Herbst, KPFK Election Supervisor  
3729 Cahuenga Blvd. West, N. Hollywood, CA 91604
2. Physically drop off at the reception during business hours, enclosed in an envelop with ATTN: Marc Herbst, KPFK Election Supervisor written on the front
3. Scan and email to [les\\_kpfk@pacificafirst.org](mailto:les_kpfk@pacificafirst.org)
4. Fax to the Pacifica National Office 510-849-2617 ATTN: Marc Herbst, KPFK Election Supervisor

**KPFT**

1. Send ATTN: Kathy Kidd, KPFT Election Supervisor  
419 Lovett, Houston, Texas 77006
2. Physically drop off at the reception during business hours, enclosed in an envelop with ATTN: Kathy Kidd, KPFT Election Supervisor written on the front
3. Scan and email to [les\\_kpft@pacifica.org](mailto:les_kpft@pacifica.org)
4. Fax to the Pacifica National Office 510-849-2617 ATTN: Kathy Kidd, KPFT Election Supervisor

**WBAI**

1. Send ATTN: Nichole Justice Hylton, WBAI Election Supervisor  
120 Wall Street, 10th Floor, New York, NY 10005
2. Physically drop off at the reception during business hours, enclosed in an envelop with ATTN: Nichole Justice Hylton, WBAI Election Supervisor written on the front
3. Scan and email to [les\\_wbai@pacifica.org](mailto:les_wbai@pacifica.org)
4. Fax to the Pacifica National Office 510-849-2617 ATTN: Nichole Justice Hylton, WBAI Election Supervisor

**WPFW**

1. Send ATTN: Staci Gorden, WPFW Election Supervisor  
2390 Champlain St., NW, Washington, DC 20009
2. Physically drop off at the reception during business hours, enclosed in an envelop with ATTN: Staci Gorden, WPFW Election Supervisor written on the front
3. Scan and email to [les\\_wpfw@pacifica.org](mailto:les_wpfw@pacifica.org)
4. Fax to the Pacifica National Office 510-849-2617 ATTN: Staci Gorden, WPFW Election Supervisor