



FORMAT FOR PROGRAM PARTICIPANTS

The Imperial Beach Chamber of Commerce thanks you for your participation in our Candidates Forum on September 26, 2018 from 6:00 pm to 8:00 p.m. at Burress Auditorium, 601 Elm Avenue, Imperial Beach, CA 91932.

- **What time will the forum begin?** The forum will begin at 6:00 pm at the Burress Auditorium located at 601 Elm Avenue, Imperial Beach, CA 91932. This is an indoor venue with plenty of seating.
- **Will media be present?** Media has been invited but not confirmed as of writing of these instructions. We will keep the candidates informed as we get closer to the event.
- **What questions will be asked?** Attendees at the Candidates Forum will be permitted to submit written questions to a panel of individuals that will select the questions to be asked of the Candidates. This panel will be comprised of individuals from the League of Women Voters. There will be no questions taken in advance of the Candidates Forum. Please be prepared to respond to questions asked of you.
- **Opening and Closing Statement.** Each candidate will be asked to provide a 1 minute opening statement and a 1 minute closing statement. Please practice your elevator speech. You will be asked to state your name and why you are running for office. Use your time effectively.
- **Will the mayoral and council candidates present together?** Yes.
- **How will questions be addressed?** Each candidate will be asked to respond to each question. A candidate may choose to forgo their response; if so, we will NOT circle back to the candidate to answer at a later time. The first candidate to be chosen by random selection will address the question first. The next question will be first answered by the person to the right of the first responder. We will continue the rotation until each candidate has had an opportunity to address a question first.

➤ **How much time will each candidate be given to respond?** Each candidate will be given 2 minutes to respond. We will hold up a yellow sheet of paper to indicate 30 seconds left, and a red sheet of paper to indicate time is up. You will be asked to conclude your remarks at 2 minutes. We will move onto the next candidate at the 2 minute mark. Everyone must respect time limitations. Please respond with concise answers.

➤ **Ground Rules for Candidates:**

- The Candidates will report to the Moderator one half hour prior to the forum.
- There will be no substitutes or stand-ins for the Candidates
- Each Candidate will be permitted one-minute for their opening statement and one-minute for their closing statement.
- The order of whom speaks first, second, and so on will be determined by a drawing and the initial responder will be rotated such that each candidate will have the opportunity to be first to answer a question.
- Remarks will only address the candidate's views and platforms regarding the office he or she is seeking.
- Candidates will not interrupt each other. No personal attacks or statements implying another Candidate's views are allowed. The Moderator will stop the speaker from such references and ask the Candidate to keep his/her response to his/her own positions.
- Candidates will not bring charts, graphs, or other visuals to sue during the forum.
- Candidates will not be permitted to bring campaign banners, signs, placards or any other campaign materials into the auditorium.
- Candidates may only distribute campaign literature OUTSIDE the auditorium.
- Candidates will end their response when the Timer holds up the "STOP" sign.
- Candidates will not be permitted to use audio or video from the Candidates Forum in/for advertising purposes.
- Candidates shall affirm that they have read and understand these ground rules and will abide by them.
- Candidates will not wear campaign/political pins, T-shirts, jackets, hats, etc.
- Candidates will turn off all cell phones, pagers, tablets and other electronic devices.

➤ **Ground Rules for the Audience:**

- The Audience will not be permitted to bring campaign banners, signs, placards or any other campaign materials into the auditorium.
- The Audience will not wear any visible campaign or political pins, T-shirts, jackets, hats or other campaign attire inside the auditorium.
- The Audience will turn off all electronic devices during the Candidates Forum.
- The Audience will refrain from any vocal reactions for or against any candidate or statements made by the candidates.
- It is requested the Audience remain silent during the Candidates Forum to maintain an “oasis of neutrality”. The Audience may applaud only when the Moderator has announced that the forum has ended.
- The Audience is encouraged to submit written questions for the candidates. The IB Chamber of Commerce will supply index cards. Index cards may be handed to the screeners stationed throughout the room at any time during the Candidates Forum. Submitted questions will be screened for relevancy and duplication and **may** be asked of the candidates if time permits.

THANK YOU FOR YOUR PARTICIPATION IN THE 2018 CANDIDATES FORUM

The Imperial Beach Chamber of Commerce

www.ib-chamber.com

