



North Hollywood West Neighborhood Council

www.nohowest.org



Rules and Procedures

The Candidate Forum follows a nonpartisan, unbiased and impartial format. All events are free and open to the public and the media.

Moderator(s) and Media

The Candidate Forum will be moderated. The moderator of the forum will explain the procedures to the audience and introduce the candidates. The forum may be video recorded and the media are invited to attend. Only Neighborhood Councils and credentialed media are allowed to record the event.

Time Restrictions & Event Format

Time limits for all comments will be strictly enforced. In fairness to all participating candidates and the audience, we ask that these limits be respected for the duration of the event. So the Forum may run more smoothly, and address as many questions as possible in the time available. Each candidate will have one (1) minute for an opening statement and to answer each question. If time permits, candidates will also have two (2) minutes for a closing statement.

A timekeeper will hold up signs to indicate when you have 15 seconds remaining and when the candidate's time has expired. Questions will be rotated so that all candidates will have an equal opportunity to respond.

Attendees to this event will have two (2) opportunities to submit questions. Written questions will be accepted throughout the forum. The identity of those that submit questions will be kept confidential. Any questions submitted via the RSVP site will be confidential with no identifying information forwarded. All questions submitted online are screened by a neutral committee to ensure the questions are equally applicable to all participating candidates, not personal or specific to a particular candidate or participant.

Scratch paper and writing utensils will be provided to you for your use for the duration of the event. The use of any props will not be allowed. Bottled water will also be made available to you for this event. Campaign literature, buttons, signs, clothing, or any other campaign related items must not be brought into the room. However, you may provide such items AFTER the event outside the event location.



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INFORMATION SHEET FOR CANDIDATES

Why participate in this Forum?

- This Neighborhood Council Candidate Forum is a wonderful way to extend your message out to the local community before the election.
- Preparation for a Forum can help your campaign understand local issues and help your campaign to think through its policies on a live audience that represents the local community.
- This event provides exposure to your name, brand, and issues you and your campaign think would be best addressed and meets the needs of the community.
- It will allow for a fair and nonpartisan opportunity to provide voters with a balanced view of the candidates and proposed policies.

How will the Forum be conducted?

- Your invitation to participate in this event is stated in the information above.
- The Moderator will randomly determine the order of questions. The questions will be rotated to change the order of the respondents.
- The Moderator will give an introduction in the event to make the audience aware of the rules and regulations in place, and will ask for opening statements from participating candidates.
- The live audience will have the opportunity to provide written questions on index cards and hand them to an user for the later portion of the event.
- A timekeeper will sit in the front row and hold up time cards that will notify the responding candidate of their remaining time and when they must stop.

How do I prepare for the Forum?

- Prepare an opening and closing statement
 - Opening Statement
 - Why did you choose to run; What is your priority issue; What are your qualifications; Provide some background about you
 - Closing Statement
 - Thank the audience; why should voters choose you; reiterate your highest priority issues
- Prepare for questions from the Moderator
 - What are some emerging topics/issues in the community and listen to voters
 - Attend Neighborhood Council meetings in the district
 - Research various points of views and know where you stand on them