



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: CANDIDATES' FORUM CHAIRPERSON (Adopted September 8, 2008)

Role: Coordinate and conduct candidates' forums to provide an opportunity for dialogue between the public and the candidates through a question and answer format

Responsibilities:

Selects: Dates, times and location of facility for forum(s).

Contact:

1. Facilities manager for permission to hold forum.
2. If forum is to be televised, permission must be obtained from the County or City Information Officer, depending on where the forum is held.
3. Meet with contact and media people, if televised, or with facility manager, if not televised, and the Voter Services Director to establish the format for the forum and plan the physical layout. (The League has a specific method and structure for these forums, and these standards are to be followed.)
4. Check at least twice, after permission is granted, to reconfirm dates, times, and arrangements.
5. Provide 3x5 cards and #2 pencils to League Greeters for use by the public to write questions. All questions must be written. No questions will be taken from the floor.
6. Provide bottles of water for the Moderator and candidates.

Physical Layout:

1. Outside the forum room:
 - Ask facility manager for 6 foot tables to be set up outside the forum room for candidates to display their campaign materials. **NO** campaign material is allowed in the room where form is to be held—that includes T-shirts.
 - Set up 1 table for League materials outside of the forum room.
2. Inside the forum room arrange for:
 - podium with microphone for League Moderator
 - chairs for the candidates at front near the podium
 - three chairs and a small table for League Question Screeners close to podium with a clear path for Greeters to take questions to Screeners
 - two front seats in the audience for Timers. They must be clearly visible to candidates.
 - four to six Greeters distributing cards for questions from the public and overseeing the Candidates' tables and League table outside the room

MISCELLANEOUS:

1. "Reserved" cards for Timers, Screeners and Candidates; timer and paddles; cards and pencils for questions and other materials for use at forums are maintained by the Chairperson.
2. Forums are for candidates for U.S. Senate and House Representatives, State Officers, State Senators and Representative from Doña Ana County, County Offices, Judges, City Council and Mayor, and Las Cruces School Board.
3. Director of Voter Services will send Letters of Invitation to all candidates inviting them to participate in the forum and thank you notes after the forum to participating candidates and to the facility managers and/or media people for their support.
4. Expenses come from the operating budget of the League for water or material replacement.