



MAR VISTA COMMUNITY COUNCIL CANDIDATE PARTICIPATION GUIDELINES

Thank you for agreeing to participate in the candidate forum for Mar Vista Community Council on Saturday, May 22, 2021 from 12:00 to 3:00 p.m. on the online Zoom platform. The League of Women Voters of Los Angeles (the League) has been invited as a neutral third party to moderate the forum to ensure transparency and fairness.

To support your forum preparation, the League would like to share some best practices and general ground rules that will be in place to ensure a successful program.

Format:

Welcome and Overview

- Opening: Introduction and Mission of the League
- The moderator will inform the audience about important election dates, and explain forum ground rules.
- The order in which candidates speak will be decided by last name under each office.
- Moderator will go through the list of candidates until the conclusion of the forum
- Closing: Reminder of important election deadlines and encourage participation

Zoom Best Practices

- Ensure that your Zoom name is set to your First and Last name. You can do this upon joining the Zoom meeting, clicking on your name and selecting the rename option. The host can also help you accomplish this.
- If you are joining on a phone (not a computer or tablet), please let the moderator/host know your name so they can record you as present.
- It is recommended that you be prepared to be on video, if your technology allows it. It is not a requirement.
- Make sure that you are in a noise controlled environment with limited outside noise. This will ensure that we can hear you clearly.
- You are asked to keep yourself muted until you are called to speak.

Candidate Participation

- Candidates will be given two (2) minutes for their statements, including their vision, goals, experience, etc.
- Candidates who exceed their allotted time will be politely asked to finish their thought/sentence. The moderator will mute candidates who do not practice proper decorum and disregard the moderator's timekeeping.
- The moderator will call on each candidate in alphabetical order by last name per the official candidate list.
- A candidate cannot direct questions to any of the other participating candidates.
- Candidates cannot directly verbally attack another candidate and speak negatively of another candidate. We strongly urge candidates to use their full time to speak about their candidacy and merits.
- Candidates will not be given the right to share their screen on Zoom.
- If a candidate does not follow forum best practices, disregards time limits or ignores warnings from moderator, they will be asked to leave the forum or will be muted.

Candidates Who Cannot Participate

In an effort to be inclusive, candidates can submit a written statement that does not exceed a two minute reading. The statement will be read by the moderator.

Candidates can also submit a video file that adheres to the time and participation guidelines.

The moderator will screen all content and disqualify any statements/videos that do not meet the stated requirements detailed in this document. Candidates will be informed about any content disqualification and given the opportunity to resubmit.

Content should be forward to Marilu Guevara, ed@lwvlosangeles.org, by Thursday, May 20 at 3:00 p.m. No exceptions will be made.

Candidates' Promotional Material:

- Candidates will NOT be permitted to wear any campaign buttons or campaign clothing of any type during the forum. This includes slogans on t-shirts, candidate slate titles or nicknames, websites, etc.
- No promotional material of any kind, including buttons, t-shirts, signs, placards, banners, or virtual backgrounds will be allowed on screen.
- Candidates cannot record the forum for any use.

Communications:

- Candidates may promote the forum on their public websites, social media sites, and to their own distribution list.

All candidates are expected to follow proper etiquette and ground rules. Remember that this is a safe space to share ideas and promote civic participation. The League asks all candidates to practice positive discourse.

If you have questions, please contact Marilu Guevara at 213-368-1616 or ed@lwvlosangeles.org.