

Policy and procedures for handling candidates & issues forums of the Ferndale Area Chamber of Commerce

Policy: It is policy of the Ferndale Area Chamber of Commerce to make every attempt to have its candidates and issues forums informative, fair and balanced.

Procedure:

- 1.) The Chamber staff will find an unbiased moderator.
- 2.) All candidates must supply a headshot and a bio to the Ferndale Area Chamber no more than one-half page long. These need to be sent to the Chamber no less than one week prior to the scheduled forum.
- 3.) All candidates and issues will have 3-minutes to speak to the crowd.
- 4.) If a candidate is not able to be at the forum, he or she may have a statement read to the crowd during the 3-minute slot but will not be able to be in the question and answer session.
- 5.) Each candidate must be ready to speak at their time slot. The panel will go from the left to the right with the ranking office going first.
- 6.) The time keeper will be a qualified member of the Chamber of Commerce.
- 7.) The Question Review Panel will be made up of 3 representatives of the community or Chamber membership. The panel will not be allowed to converse with any one from the crowd during the process of collecting the questions. Any questions deemed inappropriate by the group must be kept confidential among the panel.
- 8.) Procedures for the questions and Q&A session are:
 - a. Slips of paper will be passed around to the public to hand write their questions.
 - b. Wave the questions in the air for Chamber staff to pick up to carry over to the question review panel. The Chamber staff will collect questions all during the presentations so that when it comes time for the Q&A session, it can begin immediately.
 - c. The question review panel will select the order, make any clarifications and feed those questions to the moderator.
 - d. Each question must indicate if it is written to a specific candidate or to all candidates. The question review panel will make every effort to make sure each candidate is asked an equal number of questions.
 - e. The moderator will read the question. The candidates will have 45 seconds each to answer the question. For questions asked to all candidates, the first person to respond will rotate. For questions asked only to one candidate, the other candidates will not be given an opportunity to respond.