

**Candidates' Debate Workgroup
Meeting #2
April 27, 2017
9:15 – 10:35 a.m.
Lower Level Conference Room**

**Minutes
(Approved May 11, 2017)**

Members	Present	Absent
Shawn Anderson	X	
Molly MacLaren	X	
Jack Robson	X	
Suellen Ferguson	X	
Janeen S. Miller	X	

1. Review/approval of minutes from the April 6 meeting:

A motion was made by Mr. Robson and seconded by Mr. Anderson to approve the minutes of the April 6 meeting without amendment. The motion passed 5 – 0.

2. Discussion with League of Women Voters representatives:

Ms. Miller explained that LWV representatives had been notified about the meeting but were not able to attend. She will follow up with them again.

3. Continuation of general discussion:

A. Use of Social Media.

- i. Invite the City's Communications Coordinator to attend the next meeting to review the potential use of social media for debates
- ii. If an outside candidates' event is held off-site (i.e. on-campus or at a local fire station) and it is live-streamed through Facebook-Live or Periscope or some other media –
 - a) Would we advertise it? Yes, if they otherwise meet our criteria
 - b) Would we rebroadcast it? Yes, if they otherwise meet our criteria and meet our technical specifications
 - c) We can't control whether an outside candidates' event is placed on You Tube, nor is that our purpose
 - d) Are there are separate policies for the City's website v. Cable Channel? They should be equally accessible. One is broadcast at a determined time; one is available for on-demand playback at the viewers convenience.

B. Technical Specifications: Ms. Miller will follow up with our IT department and Communications Coordinator to define our technical specifications for cable and Granicus playback. This information will be provided upon request to debate organizers.

C. Application Process: If the City is asked to either host a debate, or is asked to air a debate (on our Cable channel or to upload to Granicus for on-demand playback) that is held at another location, the debate organizer will be asked to complete an application. The City will require:

- i. A Candidate's Release that states:
 - a. that the participant understands that their image/words will be used unedited
 - b. that the participant understands that the recording may be broadcast, cablecast, streamed, etc...,
 - c. that the participant understands that the recording will be in the public domain.
 - d. The City Attorney will craft the exact language.
- ii. A Debate Organizer's Certification that states:
 - a. that every candidate for that office was invited
 - b. that the event will be held in a public space that is ADA compliant - do we need to define public space?
 - c. [In response to the question of how you determine if the moderator is independent and fair?]: that questions will be fairly stated and that candidates will be given the same opportunity to respond to the same question
 - d. The City Attorney will craft the exact language

D. The recommendations of this Workgroup will be presented to the Council for review and approval.

E. The BOES Candidacy Book and the City Website should include the statement: "If you are interested in organizing a Candidates' Debate, please contact the City Clerk." The City Clerk will provide the approved guidelines.

F. Regarding the waiver of fees (item "3g" from the April 8 minutes) – Clarify which fees are waived:

- i. Rental fee of the facility is waived
- ii. The City can't waive the fee of the A/V operator because he is an outside contractor who must be paid, but the City would pay the A/V contractor his required fee.
- iii. Set aside funds in the budget during an election year for this expense

G. Come back to the "timing" question – it was raised but was it resolved?

H. Clarify that only an organization or a group can organize a debate, not a candidate. However: Can one candidate pay all of the expenses associated with a debate? BOES Chief thinks not. City Attorney thinks yes. Ask the Ethics Commission for an opinion.

4. Wrap up/next meeting: Thursday, May 11, 9:15 – 11:00 a.m. at City Hall. Ms. Miller will schedule a meeting room and send the meeting notice.