



TELEVISED CANDIDATES FORUM

POLICY

It is the policy of the City of Santa Clara to allow the holding of a Candidates Forum in City Council Chambers, to be broadcast live on the Municipal Cable Channel and re-broadcast four times. The League of Women Voters or another neutral outside organization will organize the Forum. The Forum will be held approximately four weeks prior to a municipal election, upon determination of the availability of City Council Chambers. The Forum will be for candidates for City of Santa Clara elected office only.

PROCEDURE

1. As public funds will be utilized to broadcast and rebroadcast the Candidates Forum, a single televised Candidates Forum will be held. The Forum will be re-broadcast several times following the live broadcast in a manner determined to be most cost effective by staff. Taped copies of the Forum will be placed at each City library for potential checkout by citizens.
2. The Candidates Forum will be organized by the League of Women Voters or other outside neutral organization.
3. The organization will suggest a date, subject to Council Chambers availability, and will be responsible for conducting the event.
4. The Council Chambers will be provided for the Forum at no charge.
5. Staff participation in the Forum may include:
 - ◆ Reserving the Council Chambers on the designated night;
 - ◆ Arranging set-up and clean-up as provided for other groups;
 - ◆ Providing logistical information and minimal assistance for the organizing entity;
 - ◆ Arranging for the televising of the Forum, the re-broadcasting, and placement of tapes for checkout at each City library;
 - ◆ Providing notification and accepting RSVPs from candidates regarding their participation;
 - ◆ Placing an announcement on the Municipal Cable Channel providing public notice about the event and other media notification.

Reference: *City Council-approved policy dated 9/10/96*