



# ADMINISTRATIVE REGULATION

## Office of the City Manager

Number	507
Sections	1 - 3
Effective Date	9/11/14
Responsible Department	Administration
Review Date	9/11/19

**SUBJECT: *Policy Regarding Televised Candidate/Ballot Measure Forums***

1. **Policy** Local political candidate forums may be cablecast provided that the forum is facilitated by an outside, non-partisan and impartial group or organization (League of Women Voters, for example). Forums must be approved in advance of the event by the City Manager in accordance with provisions as set forth in this policy.
2. **Application:** Forums serve as a tool for the public to become familiar with a candidate prior to an election or to learn more about measures that directly impact the community and, as such, must be presented in a neutral format and analyzed objectively. This Administrative Regulation applies to all political forum requests for PCTA taping of the event.
3. **Procedures:**
  - 3.1. GUIDELINES
    - 3.1.1. Forums must be sponsored by a nonprofit organization, governmental organization or a local college or university.
    - 3.1.2. Requests to hold a forum must be submitted in writing to the office of the City Manager. Requests for PCTA taping of the event may only be granted if staff scheduling can be accommodated.
    - 3.1.3. Forums are limited to Huntington Beach Charter elective offices.
    - 3.1.4. All City Council candidates listed on a City Clerk's certified candidates list must be provided with a timely invitation and equal access to the forum. However, all candidates need not be present for the forum to take place. Candidates or individuals unable to attend the forum are not eligible for "equal time" on the Government channel. Substitute spokespersons or written statements provided by candidates will not be permitted. This guideline is not applicable to uncontested candidates.

3.1.5 The sponsoring organization, not the City, will be responsible for the location, forum invitations, providing a moderator, all forum staff personnel, hospitality, publicity, and all costs incurred.

## 3.2 PRODUCTION

3.2.1. The format of the forum will be a discussion and not a debate. Questions from the audience may be accepted in advance by the moderator. During the forum, questions will be in writing and read by the moderator. A fair system of rotating the questions and answers will be utilized by drawing lots prior to candidates being seated.

3.2.2. The moderator will ensure that each individual participating in a forum is treated fairly and objectively. The object of the forum is to focus on issues and not individual personalities. Therefore, all questions must be related to the issues.

3.2.3. Coverage of the forum must be a "live" format.


## 3.3 POST-PRODUCTION

3.3.1. No editing will be done to the forum except to shorten intermission(s) for televised replay.

3.3.2. Scheduling of the forum for replay on PCTA Government Access Television and/or placement on City internet sites will be at the sole discretion of the City.

3.3.3. Replay or addition/removal from Government or City websites may occur.

3.3.4. Each Forum will be replayed a maximum of three (3) times on PCTA Government Access Channel during reasonable day or evening hours.



---

Fred A. Wilson, City Manager