

POINT LOMA DEMOCRATIC CLUB

Endorsement Forum Guidelines – 2020 Election Cycle **Updated for COVID-19 Emergency**

Prepared by the Endorsement Committee, Chair Dev Zaveri, Esq.*

Guidelines

1. Each Point Loma Democratic Club member eligible to vote will be emailed an invitation to the Zoom Endorsement meeting, complete with a link to vote via an online ballot. Each such member will be given the ability to ask questions at the Zoom meeting either directly to the candidate, or semi-anonymously by use of the Zoom Chat feature, submitting questions via the moderator.
2. A coin toss will be held. The moderator will announce before the coin toss which candidate is assigned heads and which is assigned tails.
3. The winner of the coin toss will decide which candidate presents first.
4. Each candidate will have up to three minutes to make his or her opening presentation.
5. Following both presentations, the questions submitted by Zoom Chat will be reviewed.
6. The presiding officer may allow direct questions of the candidate while the moderator(s) reviews the questions and picks which questions to ask of the candidates. Up to six submitted written questions will be asked of each candidate.
7. Each candidate will be given one minute to answer each question.
8. The order of answering these questions will alternate between the candidates.
9. Should either candidate engage in a personal attack, the other candidate will be given up to an additional thirty seconds of time to use as s/he sees fit. The moderator(s) will decide what is a personal attack.
10. At the conclusion of the questioning period, each candidate will have an opportunity to give a three (3) minute closing presentation. The candidates will close in the order that they opened.
11. The member discussion period will then commence and last a maximum of 15 minutes. The moderator(s) will moderate the discussion period.

12. The candidates and individuals associated with/related to the candidates or their election campaign will be asked to leave the main Zoom meeting and move to a Zoom breakout room during the member discussion period.

13. Only members eligible to vote may speak during the discussion period.

14. At the end of the discussion period, the members will vote via an online ballot. The presiding officer will confirm that all who wish to vote have done so, and will declare when the polls are closed. Instant Run Off ballots will be used.

15. Whichever candidate reaches the threshold, specified in the bylaws, of the ballots cast wins the Point Loma Democratic Club endorsement. If no candidate reaches the threshold in the first round, the candidate with the fewest votes, and any candidate who received no votes, will be dropped and there will be another round(s) until a candidate reaches the threshold. If no candidate reaches the threshold, the Point Loma Democratic Club may rate each candidate as "acceptable."

16. The name of the endorsement winner will be announced once the votes are tabulated.

17. The outcome of the vote will be made public.

18. Any issues that arise during the Forum that are not addressed above, or that need clarification, will be decided upon by a majority vote of the Point Loma Democratic Club Endorsement Committee members who are present at the Forum.