

## Cosumnes River College

### CANDIDATE FORUM GUIDE

CRC Forum: April 16, 2025 time 12PM-1PM

*Candidates report to Kayla Anaya promptly at 12:00 p.m. in the Center for Inclusion and Belonging, Library (L-106)*

- I. Forum Introduction: The moderator will share election-related information, explain the process, and facilitate the entire forum.
  
- II. Candidate Comment Periods:
  - a. Candidates will have up to 2 minutes for an opening statement to include:
    - i. Who you are
    - ii. Position you seek
    - iii. Your qualifications for the position
    - iv. Reasons you are the best choice for the position
  - b. Once candidates for a position have completed their opening statements, all candidates for that position will be invited back to the stage to field questions from the public for no more than 10 minutes. Each candidate will have up to 1 minute to respond to each question.
  - c. Candidates will have up to 1 minute for a closing statement.
  
- III. Forum Conclusion: The moderator will close the forum by making final announcements regarding the election.

#### **Important Notes:**

- The moderator, in consultation with Student Life and Leadership Center, will have authority and final say in all forum-related concerns/questions.
- The moderator has the liberty to cut candidates off once their time has elapsed and reject inappropriate or irrelevant comments/questions.
- For contested positions, the order of speakers will be randomly determined. The same order will apply to both opening and closing statements.
- Speakers will be alerted when they have 30 seconds left and when their time has expired.
- If a candidate is not in attendance, their petition statement will be read, time permitting.
- Debates may be scheduled for contested positions only, time permitting. Candidates will be notified in advance and may opt out.