



California's 34th Congressional District Candidate Run-Off Debate Cost Estimates

\$706.00 - University-Student Union Venue and Operations
\$250.00 - Additional Tech and Podium Rental
\$635.00 - Window Decals and Step and Repeat Backdrop
\$255.00 - Large Kiosk Postings
\$100.00 - (3) Greenrooms Supply (back stage and candidate rooms)
\$570.00 - UAS Catering (http://edit.calstatela.edu/sites/default/files/users/u51721/geh_menu.pdf)
 \$150 - Coffee Service
 \$120 - Iced Tea Service
 \$100 - Garden Crudités with Ranch Dressing Platter
 \$85 - Homemade Potato Chips with Onion Dip Bowl
 \$115 - Domestic Cheese and Deli Meat Platter
\$2,516 - TOTAL

California's 34th Congressional District Candidate Run-Off Debate Ground Rules

Debate Invitations

All candidates who are invited to the debate shall be issued invitations in the same manner and at the same time. The debate sponsors – Associated Students, Inc. (ASI) and The Pat Brown Institute for Public Affairs (PBI) - shall issue invitations to the debate in a fair and evenhanded manner where there is documentary evidence of the time and manner of such invitation.

Accepting a Debate Invitation

A candidate participation agreement will be emailed to you along with the invitation to participate in the debate. Each invited candidate will be given until **Friday, March 24, 2017** to decide whether he or she will attend.

Declining a Debate Invitation

If a candidate does not accept the invitation to the debate, that candidate has a responsibility to notify ASI in a timely manner and to provide an explanation in writing (see above deadline).

ASI shall include the candidate's full statement with reasons for declining the invitation when distributing releases to the news media announcing debate participants. If a candidate declines a debate invitation, but then changes his or her mind before the debate is held, ASI and PBI will determine whether the candidate may be included.

If several candidates have been invited to a debate and enough candidates accept the invitation to hold the debate, ASI shall allow candidates who declined the invitation to submit a short statement of up to 50 words explaining why they are not participating. If such a statement is submitted by the candidate, and is received by ASI at least three days before the debate, the moderator shall publicly read this statement at the beginning of the debate program.



Communication

Any ASI/PBI media communication about the debate sent to candidates shall be provided to all candidates simultaneously.

Early and Equal Access

Each candidate, or appointed representative(s), shall have supervised access to the debate site and stage area up to 30 minutes before the debate begins.

Campaign Materials

Candidates participating in the debate are allowed to bring enough copies of campaign material for the anticipated audience (190 guests). These materials may be made available to pick up outside the theatre after the debate. Candidates are not allowed to bring into the room any other materials, such as banners, signs, posters, hats, or balloons.

Assistance from Others

The candidate shall not have access to any person during the debate other than the moderator and the panelist. In the case of an emergency, a member of ASI and PBI, or security staff may be called.

Audience Composition

To ensure that there is balance in the audience members, ASI and PBI will allow up to three (3) campaign workers or staff members of your choosing in the theatre where the debate is held. In addition, candidates may bring spouses, children, and other family members.

Audience Reaction

The audience will be instructed to remain silent during the debate and to not do anything visible or audible to express support or opposition to any candidate during the debate.

Candidate Introductions

The moderator will introduce candidates.

The introduction will include:

- a) the candidate's name, as provided by the candidate on the candidate participation agreement (attached);
- b) the candidate's current public office title (if applicable), former public office title (if not currently a public official) and/or a fair description of his or her current occupation.

Candidates will be introduced in surname alphabetical order.

Candidate Titles

After the introductions, candidates will be referred to as "Mr." and "Ms." Married women may request to be referred to as "Mrs."

Order of Statements

When there are two candidates participating, the order of opening and closing statements shall be determined by a coin toss before the debate program. The winner of the toss determines whether he or she will open first. Candidates who open first will close second. Candidates who open second, close first.



Timekeeping

A timekeeper will support moderator and instruct candidates about their time availability. Time limits on statements, answers, rebuttals, and responses will be monitored and enforced.

When statements or answers are two minutes or more, there will be three signals given to candidates:

- a) The first when there is 1 minute left;
- b) the second when there are 30 seconds left;
- c) the third, a “stop” signal, when the time has run out.

When statements or answers are less than two minutes, there will be two signals given to candidates:

- a) The first when there are 30 seconds left;
- b) the second, a “stop” signal, when the time has run out.

If necessary, the timekeeper shall ring a bell two to three seconds after the final “stop” signal is given, and the moderator shall immediately interrupt the candidate and discontinue the statement or answer.

Rule Enforcement

The moderator shall enforce all rules and time limits. The moderator may interrupt any participant to enforce the rules and format requirements. The moderator may also take as much time as is needed to explain that a rule has been violated and that the rule was agreed to in advance by all participants.

Disruptive Behavior

If a candidate(s) demonstrates unreasonably disruptive behavior and/or repeatedly violates the rules, the moderator shall have the right to stop the program, turn off the candidate’s microphone, or ask the candidate to leave the debate. If a candidate is asked to leave the debate, the remaining candidate or candidates shall be allowed to continue until the end of the program.

If any member of the live audience or any person in the debate- invited or not- demonstrates unreasonably disruptive behavior, the moderator shall have the right to stop the program and to ask security to remove the person or persons from the debate room or facility.

Audience Questions

Audience members will be allowed to write questions on cards. A vetting committee collects the cards organizes them and provides them to the moderator.

Restating Questions

The moderator may restate any question that is unclear.

Question Disclosure

In advance of the debate, neither the moderator nor ASI and PBI shall disclose the topic or substance of any question they intend to ask during the debate to any candidate or representative of any candidate’s campaign, or to any person who may communicate the information to a candidate or representative of a candidate’s campaign, unless the same information is disclosed at the same time to all of the candidates who are expected to participate in the debate. Questions will not be made available to candidates in advance.



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ASSOCIATED STUDENTS INC.
California State University, Los Angeles

Moderator Pre-debate Statements

Debate moderators, after their selection, shall make no public statements indicating support or non-support, preference or disrespect, for any candidate expected to participate in the debate.

No Indication of Preference

The set, format, and staging of a debate shall in no way show any preference, opposition, or disrespect to any of the candidates.

Associated Students, Incorporated

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ASSOCIATED STUDENTS INC.
California State University, Los Angeles

Date: _____

34th Congressional District Candidate

Dear _____:

As members of the California State University, Los Angeles family, we congratulate you on your decision to run for the congressional seat that represents the area in which our campus is located. On behalf of the Pat Brown Institute for Public Affairs (PBI) and Associated Students, Incorporated (ASI), we cordially invite you to participate in a runoff debate between the two top primary finishers on May 9, 2017. The doors will open at 5:30 pm and the 90-minute debate will begin at 6 pm. The debate will be held at the Cal State LA University-Student Union Theatre - the site of numerous high profile candidate debates.

We understand that your schedule is filling up quickly and wanted to bring this debate to your attention as soon as possible.

The debate brings together two organizations with experience in hosting reputable debates and in youth vote outreach and civic engagement. We are combining the prestige and expertise of PBI with the energy of student leadership in ASI. PBI, in its 30th year at Cal State LA, has extensive experience in organizing major debates, including the 2013 Los Angeles Mayoral Race and most recently, the only United States Senate runoff debate held in California. ASI represents more than 28,000 students, and has sponsored National Voter Registration Day flagship events, Presidential Election Forums, and other popular and community accessed campus programs.

All major media outlets will be invited to cover the event. The audience will consist of students, faculty, community partners, and constituents of CA-34. Greenrooms will be provided for the candidates to prepare for the debate. Lastly, there will be an opportunity for candidates to meet and greet attendees at the post-debate reception.

All candidates qualified by the Registrar Recorder for the City of Los Angeles are invited to participate. We would appreciate your returning the enclosed candidate participation agreement affirming your commitment to participate, should you surface as one of the top two candidates in the primary election. Please submit the candidate participation agreement no later than **Friday, March 24, 2017**. A candidate debate guideline will be sent, once the candidate participation agreement is received by the ASI at the address indicated.

We believe this is a great opportunity for your campaign, the respective members of the co-convening organizations, and the voters of District 34 to come together and talk about the issues that matter most to our communities. Thank you in advance for your participation.

Sincerely,

Raphael J. Sonenshein
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**California State University, Los Angeles
Associated Students, Incorporated
Pat Brown Institute for Public Affairs
34th Congressional District
Candidates' Forum
Tuesday, May 9, 2017**

Candidate Response Form

Name (please print): _____

Signature: _____

Date: _____

Please initial to indicate your agreement:

_____ I am confirming my attendance at the 34th Congressional District, Candidates' Forum on Tuesday, May 9, 2017 from 6:00 – 7:30 pm (doors at 5:30 pm). The location is the University-Student Union Theatre, 5154 State University Drive, Los Angeles 90032.

_____ I have enclosed my biography of 100 words or less for the printed program.

----- OR -----

_____ I regret that I will be unable to participate in the Candidates' Forum on Tuesday, May 9, 2017.

_____ I have enclosed my biography of 100 words or less for the printed Candidates' Forum program.

_____ I have enclosed a short statement (50 words) or less explaining why I am not able to participate. I understand that this statement may or may not be included in the printed "34th Congressional District Candidates' Forum" program.

Please complete this form and return it by **Friday, March 24, 2017** to:

Associated Students, Inc. c/o Dir. Rodriguez
California State University, Los Angeles
5154 State University Drive, Room 203
Los Angeles, CA 90032