



Oakland Communications

How to Participate in Candidates Forum

If you are a candidate that will be formally listed on the November general election ballot for the Oakland Board of Education, Ramapo-Indian Hills High School Board of Education, or are running for any elected position in the Borough of Oakland, please be aware that you qualify to participate in the Oakland Communications Commission Candidates' Forum (hereinto referred as "the Forum").

The Oakland Communications Commission (OCC) is a commission led by volunteers under the auspices of the Borough. The mission of the OCC is that they "shall provide, operate and maintain open, unbiased, clear, concise, and informative channels of communication for the residents of the Borough of Oakland while continuously striving to seek new, improved and more effective methods and operations for Borough government to better communicate with residents." To that end, a long-standing tradition of the Oakland Television Committee, a committee that operates within the OCC, is to provide candidates for local elected office an opportunity to introduce themselves and share their platform with the citizens of Oakland.

A Candidate who chooses to participate in the Candidate's Forum will have their recording shown on Oakland TV through Election Day until the polls close and will also have their recording posted to the Borough YouTube Channel. After the polls close on Election Day, as mandated by OCC bylaws, the Candidate's Forum recordings for that year will no longer air on Oakland TV at any time going forward. However, the Oakland Television Committee has decided that Candidates' Forum recordings should still be available to view on the Borough's YouTube Channel for a total of two (2) years from when they were initially posted. When two years have passed, the Oakland Television Committee shall remove those Forum recordings but will continue to keep the original recordings in our archives. However, if a Candidate wishes to have their Forum recording removed from YouTube once the election is over and before the two year removal window has come, it shall be the candidate's responsibility to send a request in writing to the **Oakland Television Committee, c/o the Oakland Communications Commission, 1 Municipal Plaza, Oakland, N.J. 07436** to have the recording removed. The Television Committee shall then remove the recording from the Borough YouTube channel in an acceptably timely manner.

If participating in this Forum is of interest to you, **it is your responsibility** to read the information below and file and follow the deadlines, rules, and regulations that are described. Except where mentioned in the bylaws, there are no exceptions to the set dates and rules as part of the Forum in order to ensure fairness amongst all candidates.

According to OCC Bylaws (last amended in 2020), the Forum purpose, rules, and regulations are the following (**bolding** added for important emphasis):

- 8.5 The Oakland Television Committee and the Oakland Communications Commission find that it is in the public interest for residents to be informed about candidates running for local municipal and school board offices in the fall election. To that end, the Television Committee shall sponsor a "Candidate's Forum" - an informative television special to allow candidates to introduce themselves to the community and share their platform.

- 8.5.1 The candidates will be made aware of the opportunity to participate and the guidelines regarding participation in the Forum upon receiving candidate filing information from the Oakland Borough Clerk, or upon request to the OCC.
- 8.5.2 Any eligible candidate for local school board or a municipal office who wishes to **participate in the Candidate's Forum must contact the Communications Commission in writing by August 1** to express their interest in taking part **and shall also express which of two dates they would like to attend in order to be recorded.**
- 8.5.3 Candidates shall choose **either the Saturday following Labor Day, or the second Sunday following Labor Day** to attend and record their speech as part of the Forum. **Recording will start promptly at noon. Exact recording times for each candidate will be determined by the Chairperson of the Oakland Television Committee**, based on the information received regarding each candidate's chosen available date and shall be done in the order of office being sought (Mayor, Council, Regional High School Board of Education, Oakland Board of Education). **The Chairperson of the Television Committee shall communicate with each candidate what time he or she should show up to be recorded for the Forum at least two weeks in advance.** Only two dates shall be provided to candidates to record the Forum and **no candidate shall be able to reschedule if they do not or cannot attend.**
- 8.5.3.b If one of two recording days happens to be a religious holiday or an act of God prohibits the Forum from being recorded that day, the recording scheduled for that day will instead be held exactly one week later. If an issue/s further persists that precludes the Forum from being recorded, a rescheduled makeup date and time shall be decided solely by the Oakland Television Committee Chairperson and the candidates shall be promptly notified.
- 8.5.4 **Each candidate will have no more than eight (8) minutes** for their Candidate's Forum segment. If during pre-recording of the segment the candidate wishes to have a do-over, only one additional take will be permitted. If a candidate wishes not to air either of the two takes, that request shall be honored, and the candidate will forfeit their time as part of the Candidate's Forum.
- 8.5.5 Recordings of each candidate for the Candidate's Forum shall not be edited by the Oakland Communications Commission or the Oakland Television Committee in any way, except for adding proper titles and credits to the program.
- 8.5.6 The **Forum shall begin airing no earlier than October 1 and shall be broadcast through Election Day.** The recorded segments shall air grouped together by office sought in the order of Mayor, Borough Council, Regional High School District School Board, and Oakland Board of Education. The order of candidate appearance in each grouping shall be by alphabetical order, based on the candidate's last name. If two or more candidates have the same last name, the order of those candidates will be determined by first name in alphabetical order.
- 8.5.7 The Forum's broadcast times shall be advertised and made available for viewing through all mediums run by the OCC, for maximum public accessibility to view the Forum.
- 8.5.8 Candidates shall be permitted to use any portion of the Candidate's Forum for their own campaign purposes, provided it is not misconstrued from the aired version of the Forum and that the Oakland Communications Commission and Oakland Television Committee are cited as the source of the video.

If you are interested in participating in the Candidate's Forum, we look forward to hearing from you **on or before the August 1 deadline.**

Please send us the applicable information either by mail to:

Oakland Communications Commission, ATTN: Candidates' Forum – TV Committee,
1 Municipal Plaza, Oakland, NJ 07436, by dropping of said paperwork at Oakland Borough Hall, or by emailing us at occ@oakland-nj.org and oaklandnjtv@gmail.com.

OFFICE USE ONLY:

Received Date: _____ / _____ / _____

OCC Chairman Signature: _____ Date: _____

TV Committee Chairman Signature: _____ Date: _____

Borough Clerk Signature: _____ Date: _____