

Step-by-Step Democratic Club of Sunnyvale
Endorsement Process for City Council Candidates
(4/16/11 - FINAL)

A 66% majority of a quorum of members is required to endorse a candidate by the Democratic Club of Sunnyvale. The high threshold is important because of the large commitment we are pledging to make as a Club to our endorsed candidates.

1. **ELIGIBILITY.** Within a few days after the filing deadline has passed, we will invite via email, postal mail, phone and/or in person, city council candidates who are registered Democrats to participate in our endorsement process. We will follow up via another mode of communication if the candidate doesn't respond within a five (5) days to the first notification.
2. **QUESTIONNAIRE.** We ask candidates to complete a short written questionnaire. Candidates will be asked to submit a completed questionnaire electronically by two days before the endorsement meeting. Responses from candidates participating in the endorsement process will be posted on the DCS website.
3. **QUORUM.** The endorsement vote requires a quorum of members as defined in the bylaws.
4. **INTERVIEWS.** The endorsement interviews take place during the regularly scheduled DCS meeting for in August or at another specially scheduled meeting held not later than the end of August. This increases the impact of the DCS endorsement by giving candidates time to include our endorsement on campaign materials, influencing endorsements made by other groups, and encouraging DCS members to become involved early in helping endorsed candidates win. Each candidate will be scheduled to individually participate in a 20 to 30 minute interview during the endorsement meeting. The duration of the interviews depend on the number of candidates total participating. Each interview will be of equal duration. Before the interviews commence, we will ask family members and campaign staff and volunteers who are present for each candidate to publicly identify themselves to the attendees. During the interviews, no other candidates for the race are allowed to be present, and no one other than the candidate being interviewed is to respond to the questions being asked. DCS asks people not to text or convey what questions were asked to candidates yet to be interviewed. The order in which candidates are to be interviewed is selected in advance of the meeting by lot, but may be negotiated within reasonable limits to accommodate a candidate's schedule.
5. **INTERVIEW QUESTIONS.** All candidates will be asked the same set of questions during the live interview. The DCS Executive Committee will develop the questions before the interviews with input from DCS members. If time permits, DCS members may ask follow-up questions to get clarification on the candidate's answers.
6. **EVALUATION.** All attendees are invited to fill out feedback forms on the candidate at the end of the interview. The results of the questionnaires will be tabulated for and shared with each respective candidate privately within a week after the meeting to help candidates identify their strengths and weaknesses.
7. **REGISTRATION AND PROXY VOTES.** DCS members in good standing who wish to participate in the endorsement process must register in advance of the caucus to receive a voting card. After registration closes, no additional voting cards will be distributed. No proxy votes are allowed, except for the candidates themselves who are also members of DCS, who are assumed to vote for themselves. At the close of the registration cycle, we determine that a quorum of members are present and finalize the number of voting

members present. This number is required to calculate the 66% majority in the voting process. Registration closes after the interviews and before the discussion.

8. DISCUSSION. A discussion, without non-members and candidates present, follows the interviews. Those with special knowledge of the race will discuss additional factors and particular dynamics affecting each race. This is also an opportunity for those who have already made personal commitments or endorsements to reveal those endorsements to the DCS members. Candidates for seats other than the one being discussed who are also members in good standing may be present for the discussions about candidates for other seats.

9. VOTING PROCESS.

Members physically present will vote for their preference using a procedure that has been approved by the membership in advance. Preferences are for candidates or for no endorsement. Abstentions are counted as a no-endorsement preference.

The order of the caucuses for each seat is left to the discretion of the executive committee.

For each seat, voting will proceed as described in the remainder of this section. If there are more than three options for candidates, there may be several rounds of voting. Each round of voting within the caucus for each seat will be no longer than 2 minutes.

At the appointed time of voting in a round for a city council seat caucus, members who want DCS to support a candidate for endorsement will stand in an area designated for each candidate. Joint endorsements are not allowed.

The vote of a registered member who does not stand for any candidate preference is tallied as "no endorsement."

If there are two or more candidates for a seat and if no candidate or joint endorsement gets a 66% majority, the candidate with the fewest number of votes will be eliminated and the process repeated for that seat until there is a 66% majority for one preference. If there is no preference, the result will be "no endorsement."

We will not eliminate the option for no endorsement.

In case of a tie between two candidates, we will repeat the round once. In case of a second tie, there will be no endorsement.

Voting will conclude at a stated time at the end of the meeting.

Candidate Name: _____

Please rate your satisfaction with each of the following:

1. Candidate knowledge of city issues:
 Highly Satisfied Satisfied Dissatisfied
2. Candidate familiarity with and dedication to the city:
 Highly Satisfied Satisfied Dissatisfied
3. Candidate written & oral communication skills:
 Highly Satisfied Satisfied Dissatisfied
4. Candidate's dedication to winning:
 Highly Satisfied Satisfied Dissatisfied
5. Candidate's analytical skills:
 Highly Satisfied Satisfied Dissatisfied
6. Candidate listens well, appears responsive to concerns:
 Highly Satisfied Satisfied Dissatisfied
7. Candidate has integrity and ethics:
 Highly Satisfied Satisfied Dissatisfied
8. Candidate has a vision for Sunnyvale:
 Highly Satisfied Satisfied Dissatisfied
9. Candidate has creativity in developing solutions:
 Highly Satisfied Satisfied Dissatisfied
10. Candidate has political/tactical/strategic ability:
 Highly Satisfied Satisfied Dissatisfied
11. Candidate has charisma:
 Highly Satisfied Satisfied Dissatisfied
12. Candidates shares our values:
 Highly Satisfied Satisfied Dissatisfied
13. Candidate appears committed to the general public interest over any "special" interest:
 Highly Satisfied Satisfied Dissatisfied
14. Candidate appears independent of corporate influence:
 Highly Satisfied Satisfied Dissatisfied

Comments: