



CANDIDATE ENDORSEMENT PROTOCOL

Approved June 28, 2010

The Boulder Chamber Board has approved the following protocol to allow for potential endorsements of candidates for local and state public office. The Board will decide endorsements based on their likelihood to increase the influence of Chamber advocacy efforts on behalf of the Chamber membership in pursuit of our mission to create a strong local economy.

- 1) Five months prior to a regularly scheduled election the Chamber Board Chair and the Community Affairs Council (CAC) Chair select six CAC members to serve on the endorsement sub-committee. This group includes five voting members and one alternate. At least one of the five voting members will also be a Chamber Board member who is a current CAC member. This sub-committee self-selects a Chair to organize and lead meetings.
- 2) No member of the subcommittee can be formally or substantially assisting any candidate within the races the Chamber is considering for endorsements. Financial donations to campaigns are allowed within the normal legal limits.
- 3) This group is convened and prepped on their role by 100 days prior to the election.
- 4) Unless otherwise directed by the Board, the seats considered for endorsement are Boulder City Council, Boulder County Commissioner and State Legislators whose Districts include a majority of Boulder Valley. The Board may direct the subcommittee to recommend Primary Election candidates; this would require a condensed and separate timeline using this same protocol of surveys and interviews.
- 5) Within 3 days following candidate certification the subcommittee creates an online survey tool consisting of no more than eight questions with a limit of 200 words per response. (Boulder City Council candidates are certified by the City Clerk; other seats are certified by virtue of the outcome of Primary Elections.)
- 6) Within 7 days following candidate certification all candidates for the races identified by the Board will be sent a link by email to the online survey and invited to comment for Chamber review. An RSVP will be requested to ensure candidates are aware of the survey. It will be explicitly stated that the Chamber Board will consider these replies as a basis for endorsement.
- 7) Replies are due no more than three weeks after the survey invitation is sent out. (The reply deadline can be extended relative to the time needed for candidate interviews.)
- 8) Based on these replies and their correlation to the Chamber's mission & legislative agenda, the subcommittee selects candidates to interview face-to-face. Interviews occur the week prior to the regular Chamber Board meeting closest to but not more than 60 days prior to the election.
- 9) Interviews last 30 minutes with clarification of their previous responses and questions chosen by the subcommittee. Candidate responses will be scored on how their views match up with the Board's positions on key legislative issues and their ability to serve at the level of government being sought.
- 10) The subcommittee will finalize their recommendations for endorsement and make them available for the upcoming Board meeting unless a special alternative timeline is established with Board approval.

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Timeline for the
November 2011 election

- 1) **DURING JUNE 2011:** Five months prior to a regularly scheduled election the Chamber Board Chair and the Community Affairs Council (CAC) Chair select six CAC members to serve on the endorsement sub-committee. This group includes five voting members and one alternate. At least one of the five voting members will also be a Chamber Board member who is a current CAC member. This sub-committee self-selects a Chair to organize and lead meetings.
- 2) No member of the subcommittee can be formally or substantially assisting any candidate within the races the Chamber is considering for endorsements. Donations to campaigns are allowed.
- 3) **BY JULY 25, 2010:** This group is convened and prepped on their role by 100 days prior to the election.
- 4) Unless otherwise directed by the Board, the races considered for endorsement include Boulder City Council, Boulder County Commissioner and State Legislators whose Districts include a majority of Boulder Valley. The Board may direct the subcommittee to recommend Primary Election candidates; this would require a condensed and separate timeline using this same protocol of surveys and interviews.
- 5) **BY AUGUST 16, 2010:** Within 3 days following candidate certification the subcommittee creates an online survey tool consisting of no more than eight questions with a limit of 200 words per response. (Boulder City Council candidates are certified by the City Clerk; other seats are certified by virtue of the outcome of Primary Elections.)
- 6) **BY AUGUST 20, 2010:** Within 7 days following candidate certification all candidates for the races identified by the Board will be sent a link by email to the online survey and invited to comment for Chamber review. An RSVP will be requested to ensure candidates are aware of the survey. It will be explicitly stated that the Chamber Board will consider these replies as a basis for endorsement.
- 7) **BY SEPTEMBER 10, 2010:** Replies are due no more than three weeks after the survey invitation is sent out. (The reply deadline can be extended relative to the time needed for candidate interviews.)
- 8) **WEEK OF SEPTEMBER 13 - 17, 2010:** Based on these replies and their correlation to the Chamber's mission & legislative agenda, the subcommittee selects candidates to interview face-to-face. Interviews occur the week prior to the regular Chamber Board meeting closest to but not more than 60 days prior to the election.
- 9) Interviews last 30 minutes with clarification of their previous responses and questions chosen by the subcommittee. Candidate responses will be scored on how their views match up with the Board's positions on key legislative issues and their ability to serve at the level of government being sought.
- 10) **BY SEPTEMBER 17, 2010:** The subcommittee will finalize their recommendations for endorsement and make them available for the upcoming Board meeting unless a special alternative timeline is established with Board approval.