

# COMMAND STAFF OPEN CAMPAIGNING

## A. Purpose:

The purpose of this guideline is to promote a positive and open Command Staff campaign process to allow members be provided with sufficient information about each candidate in order to make a more informed and valuable selection for each position.

## B. Process:

1. All potential candidates must participate in the process during March/April each year.
  2. Each declared candidate must produce one document following these guidelines:
    - a. 1 inch margins / 1 sided
    - b. 12 point New Times Roman font
    - c. No graphics or pictures
    - d. Positive discussion points about the candidate
  3. A PVFD formatted document (template available) will include:
    - a. Name
    - b. Personal information as provided by the candidate
    - c. Years of service in PVFD and other organizations
    - d. Qualifications
    - e. Vision/goals
    - f. Document to be reviewed for accuracy/positive approach by an ad-hoc 3 person committee appointed by the fire chief.
    - g. Timing shall allow for one departmental mailing of final document(s) to targeted members prior to the appointment process.
    - h. Contested individuals who do not participate will have their individual name withdrawn from the selection
  4. Each contested candidate must speak on their behalf at one general departmental meeting or officers meeting and one PVFA meeting prior to the elections or at a called special meeting. The format is to be:
    - a. Oral presentation for up to 2 minutes; no A/V
    - b. Q&A for up to 5 minutes
- C. The current Command Staff may modify this guideline to meet the purpose as necessary prior to and during the selection process.