

## ELECTION QUESTIONS

1-31-21

2-1-21 Rev

### Pre-Ballot

1. What do you do if one of your employees tells you he/she plans to run for council?
2. What do you do if a potential candidate asks for your suggestions on how to run for office?
3. What do you do if a potential candidate wants to get together to get the “big” picture, go over things, to know the major issues”?
4. What do you do if a potential candidate wants you to sign their petition?
5. What do you do if a potential candidate wants your endorsement or active support?
6. What do you do if a potential candidate wants you to review their petitions before filing?
7. What do you do if a potential candidate wants you to protest another candidate’s petition?
8. Have you reminded staff of the “dos and don’ts” of council elections?
9. Have you reminded staff and the elected body of the ILCMA Code of Ethics Tenet 7 and your adherence to it?
10. Do you have an understanding with the elected body of what information will be provided all candidates, i.e., board agendas/packet, proposed budget? other?

### During Campaign/Election

1. Have you informed all candidates of ILCMA Code of Ethics Tenet 7 and your adherence to it?
2. Have you informed all candidates of municipal code regarding placement and removal of campaign signs?
3. Have you informed all candidates of proper procedure for obtaining information from staff?
4. **Remember, loose lips sink ships. Keep your comments and thoughts about candidates to yourself.**
5. Do you reach out to each candidate to introduce yourself?
6. Do you meet with each candidate during the campaign?
7. What information do you provide all candidates or individual candidates upon request?
8. Do you make staff available to meet with candidates?
9. What do you do when a candidate is contacting staff without your knowledge?
10. What if a candidate is campaigning on city property?
11. What if a candidate wants to use a picture of them standing next to a fire truck?

12. What if city employees are campaigning for a candidate on city time, using city equipment or wearing their city uniform?
13. What do you do if a candidate is sending campaign information to or from city email?
14. What if your spouse wants to help a candidate through work, funding or sign in your yard?
15. What if a candidate is providing inaccurate information? Using social media/personal website/Facebook to do so?
16. What if a candidate is attacking you or your staff? Using social media/personal website/Facebook to do so?
17. What do you do if a candidate has placed their signs in an improper location?
18. What do you do if a candidate wants to use your public meetings to support their campaign?
19. What if incumbent candidate wants YOU to use your public meetings/newsletter/website/Facebook to “correct” misstatements/incorrect information from a challenger?
20. What do you do if an incumbent candidate demands the business license holder list, water billing list, new resident list with the argument that he/she as an elected official has the right to those lists?
21. What if the mayor asks you to attend his/her fundraiser with a free ticket?
22. How do navigate where an incumbent mayor is being challenged by an incumbent board member and one or the other asks for information/reports that are not already available?
23. Do you hold off presenting the elected body “controversial” matters?
24. What if an “internet challenged” candidate wants you to keep her/him informed of the election results?
25. **Would your response be different if in many of these situations the candidate is an incumbent?**

#### Post-election

1. What if the winner or winning slate wants you to attend their victory party?
2. Do you contact winners and/or losers after the election?
3. Does the new council want to retain you?
4. Do you understand the new council dynamics?
5. Do you provide an orientation for newly elected council members?
6. Do you utilize a council goal setting session once the new council is in place?
7. Do you update your resume?