

**Chapter 1 : Getting Ready to Run for Office – 8 Steps to Take Today**

*Consider yourself asked to run for public office By Sandra Crawford As the kids say today "OMG like" as in OMG like I've been asked to run for public office by Jan Schakowsky (Congresswoman from the 9th Congressional District of Illinois) and Shelia Simon ( candidate for Illinois Lieutenant Governor) and both on the same day.*

Getting Ready to Run for Office – 8 Steps to Take Today Joe Garecht One mistake that most political candidates make during their first run for office is waiting too long to get started. There are many things, however, that candidates and potential candidates can do well in advance of Election Day to put them in a better position to win. Prepare Yourself Every candidate, even veterans of the political process, must take a personal inventory before each election to be sure that private and family issues are taken care of before the campaign starts. This includes making sure that the candidate does not have any financial, personal, or legal issues which may come up and hurt him or her during the campaign. The candidate should also make sure that he or she can make the time commitment and family commitment that running for and holding office entails. Tour the District Candidates need to know their district. Possible activities include spending a day in local businesses and factories, visiting schools and nursing homes, and stopping by local churches and events. Start Your Research Running a successful campaign requires mound of research, even in the smallest districts. The candidate should gather all the information he or she can, including past election data, maps of the precincts and polling places, election regulations for your community, voter lists, research on issues important for your race, and information about your possible opponents. Go to Meetings One of the best ways to learn about issues and meet community activists at the same time is to the meetings of every local group that you can. This includes meetings for the local Republican party, as well as community organizations, service groups, town watch committees, town council meetings, and anywhere that issues of import are discussed and local leaders congregate. Take the time to visit with various leaders or speak with them on the phone. Try to get together with political, business, community, and church leaders to not only lay the foundations for support in the future, but also to learn what issues are important to them and the people they represent. Meet the Press Equally important to meeting local leaders is meeting the local press. Establishing a good report with local editors, producers and reporters will help the campaign garner earned media further down the road. Scour the News It is of utmost importance that candidate and potential candidates stay up on current events, both in the world at large and in the local community. Set aside some time each day to read through the local newspapers, magazines, and watch local news reports. If the district is large, have volunteers in various parts of the district clip news items of interest and send them to the candidate for review. Also, be sure to keep up with the latest political campaign trends and tactics. One great way to do that is by subscribing to the Local Victory Newsletter. Practice Speaking The months before the campaign gets started are a great time for the candidate to polish his or her public speaking skills. Work with a speech coach, family member or friend to perfect your deliver of prepared and impromptu speeches. Consider videotaping yourself for added analysis and practice. In either case, start preparing for your political campaign today.

**Chapter 2 : "Generational Differences in the Public Sector of Motivation and Learning" by Cheryl A. Wailand**

*Consider Yourself for Public Office: Guidelines for Women Candidates [Sally Goodyear Siddon] on [www.nxgvision.com](http://www.nxgvision.com)  
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Story Continued Below Yeger said the proposal, which would need to be approved by voters, was meant to spark a debate among Council members and other city leaders to determine if the office was worth the taxpayer expense. This is not about Tish or about anyone who is running. This is about the office; for 30 years, this has been an experiment that has really run its course. Jumaane [Williams] is a friend, I think the world of him," Yeger said. If it passes, the measure will go on the ballot. I think that the time has come now. James won that election last week. In a statement issued by her office Monday, James indicated her displeasure with the notion of abolishing the position. Our most vulnerable communities will be the real losers if political games get in the way of real work. The office of the public advocate was created after the charter revision, which did away with the New York City Board of Estimate, created the office of the City Council speaker and relegated the job of City Council president to a strictly ceremonial role. Since then, the office has been seen as a political springboard, although not all of its occupants have successfully secured higher office after serving. De Blasio successfully ran for mayor after serving in that post in . The public advocate can now sit in the meetings and introduce legislation but has no voting power, stripping the position powerless. In recent years, the office has been used as a bully pulpit so that its occupant can call attention to issues in city government and act as a quasi-check on the executive branch. Torres, one of those pushing to abolish the post, said this summer he was considering a run for public advocate. Torres could not be reached for comment on Monday. A spokesperson for Council Speaker Corey Johnson said the speaker will review the legislation and monitor its progress. It is not yet clear how much support the measure will secure in the Council. James will vacate the office in January, when she formally assumes her new role. The mayor would then call for a special, nonpartisan election, which would have to take place in early . As soon as the election is called, the candidates can begin circulating petitions to gather enough signatures to run in the special election.

Chapter 3 : 7 Signs Of Tyranny | HuffPost

*How to run for office - Things to consider before you run: Holding a public office position can be time consuming and labor intensive. Understand that you will be representing your local community and your constituents and you need to decide if you are really committed to serving others.*

Procedural questions may be addressed to: A Judge Should Uphold the Integrity and Independence of the Judiciary An independent and honorable judiciary is indispensable to justice in our society. A judge should maintain and enforce high standards of conduct and should personally observe those standards, so that the integrity and independence of the judiciary may be preserved. The provisions of this Code should be construed and applied to further that objective. The integrity and independence of judges depend in turn on their acting without fear or favor. Although judges should be independent, they must comply with the law and should comply with this Code. Adherence to this responsibility helps to maintain public confidence in the impartiality of the judiciary. Conversely, violation of this Code diminishes public confidence in the judiciary and injures our system of government under law. The Canons are rules of reason. They should be applied consistently with constitutional requirements, statutes, other court rules and decisional law, and in the context of all relevant circumstances. The Code is to be construed so it does not impinge on the essential independence of judges in making judicial decisions. The Code is designed to provide guidance to judges and nominees for judicial office. It may also provide standards of conduct for application in proceedings under the Judicial Councils Reform and Judicial Conduct and Disability Act of 28 U. Not every violation of the Code should lead to disciplinary action. Whether disciplinary action is appropriate, and the degree of discipline, should be determined through a reasonable application of the text and should depend on such factors as the seriousness of the improper activity, the intent of the judge, whether there is a pattern of improper activity, and the effect of the improper activity on others or on the judicial system. Many of the restrictions in the Code are necessarily cast in general terms, and judges may reasonably differ in their interpretation. Furthermore, the Code is not designed or intended as a basis for civil liability or criminal prosecution. Finally, the Code is not intended to be used for tactical advantage. A judge should respect and comply with the law and should act at all times in a manner that promotes public confidence in the integrity and impartiality of the judiciary. A judge should not allow family, social, political, financial, or other relationships to influence judicial conduct or judgment. A judge should neither lend the prestige of the judicial office to advance the private interests of the judge or others nor convey or permit others to convey the impression that they are in a special position to influence the judge. A judge should not testify voluntarily as a character witness. A judge should not hold membership in any organization that practices invidious discrimination on the basis of race, sex, religion, or national origin. Public confidence in the judiciary is eroded by irresponsible or improper conduct by judges. A judge must avoid all impropriety and appearance of impropriety. This prohibition applies to both professional and personal conduct. A judge must expect to be the subject of constant public scrutiny and accept freely and willingly restrictions that might be viewed as burdensome by the ordinary citizen. Because it is not practicable to list all prohibited acts, the prohibition is necessarily cast in general terms that extend to conduct by judges that is harmful although not specifically mentioned in the Code. Actual improprieties under this standard include violations of law, court rules, or other specific provisions of this Code. Testimony as a character witness injects the prestige of the judicial office into the proceeding in which the judge testifies and may be perceived as an official testimonial. A judge should discourage a party from requiring the judge to testify as a character witness except in unusual circumstances when the demands of justice require. This Canon does not create a privilege against testifying in response to an official summons. A judge should avoid lending the prestige of judicial office to advance the private interests of the judge or others. A judge should be sensitive to possible abuse of the prestige of office. A judge should not initiate communications to a sentencing judge or a probation or corrections officer but may provide information to such persons in response to a formal request. Judges may participate in the process of judicial selection by cooperating with appointing authorities and screening committees seeking names for consideration and by responding to official inquiries concerning a

person being considered for a judgeship. Canon 2C refers to the current practices of the organization. Whether an organization practices invidious discrimination is often a complex question to which judges should be sensitive. *City of New York, U. Rotary Club of Duarte, U. United States Jaycees, U.* Other relevant factors include the size and nature of the organization and the diversity of persons in the locale who might reasonably be considered potential members. Thus the mere absence of diverse membership does not by itself demonstrate a violation unless reasonable persons with knowledge of all the relevant circumstances would expect that the membership would be diverse in the absence of invidious discrimination. Absent such factors, an organization is generally said to discriminate invidiously if it arbitrarily excludes from membership on the basis of race, religion, sex, or national origin persons who would otherwise be admitted to membership. In addition, it would be a violation of Canons 2 and 2A for a judge to arrange a meeting at a club that the judge knows practices invidious discrimination on the basis of race, sex, religion, or national origin in its membership or other policies, or for the judge to use such a club regularly. When a judge determines that an organization to which the judge belongs engages in invidious discrimination that would preclude membership under Canon 2C or under Canons 2 and 2A, the judge is permitted, in lieu of resigning, to make immediate and continuous efforts to have the organization discontinue its invidiously discriminatory practices. In performing the duties prescribed by law, the judge should adhere to the following standards: Except as set out below, a judge should not initiate, permit, or consider *ex parte* communications or consider other communications concerning a pending or impending matter that are made outside the presence of the parties or their lawyers. If a judge receives an unauthorized *ex parte* communication bearing on the substance of a matter, the judge should promptly notify the parties of the subject matter of the communication and allow the parties an opportunity to respond, if requested. A judge should not approve compensation of appointees beyond the fair value of services rendered. Instead of withdrawing from the proceeding, a judge disqualified by Canon 3C 1 may, except in the circumstances specifically set out in subsections a through e, disclose on the record the basis of disqualification. The judge may participate in the proceeding if, after that disclosure, the parties and their lawyers have an opportunity to confer outside the presence of the judge, all agree in writing or on the record that the judge should not be disqualified, and the judge is then willing to participate. The agreement should be incorporated in the record of the proceeding. The duty to hear all proceedings fairly and with patience is not inconsistent with the duty to dispose promptly of the business of the court. Courts can be efficient and businesslike while being patient and deliberate. The duty to be respectful includes the responsibility to avoid comment or behavior that could reasonably be interpreted as harassment, prejudice or bias. The restriction on *ex parte* communications concerning a proceeding includes communications from lawyers, law teachers, and others who are not participants in the proceeding. A judge may consult with other judges or with court personnel whose function is to aid the judge in carrying out adjudicative responsibilities. A judge should make reasonable efforts to ensure that law clerks and other court personnel comply with this provision. A judge may encourage and seek to facilitate settlement but should not act in a manner that coerces any party into surrendering the right to have the controversy resolved by the courts. In disposing of matters promptly, efficiently, and fairly, a judge must demonstrate due regard for the rights of the parties to be heard and to have issues resolved without unnecessary cost or delay. A judge should monitor and supervise cases to reduce or eliminate dilatory practices, avoidable delays, and unnecessary costs. The admonition against public comment about the merits of a pending or impending matter continues until the appellate process is complete. A judge may comment publicly on proceedings in which the judge is a litigant in a personal capacity, but not on mandamus proceedings when the judge is a litigant in an official capacity but the judge may respond in accordance with Fed. Consent by the parties to an appointment or an award of compensation does not relieve the judge of the obligation prescribed by this subsection. Appropriate action may also include responding to a subpoena to testify or otherwise participating in judicial or lawyer disciplinary proceedings; a judge should be candid and honest with disciplinary authorities. Canon 3C 1 c. In a criminal proceeding, a victim entitled to restitution is not, within the meaning of this Canon, a party to the proceeding or the subject matter in controversy. Canon 3C 1 d ii. The fact that a lawyer in a proceeding is affiliated with a law firm with which a relative of the judge is affiliated does not of itself disqualify the judge. A Judge May Engage in Extrajudicial

Activities that are Consistent with the Obligations of Judicial Office A judge may engage in extrajudicial activities, including law-related pursuits and civic, charitable, educational, religious, social, financial, fiduciary, and governmental activities, and may speak, write, lecture, and teach on both law-related and nonlegal subjects. A judge may consult with or appear at a public hearing before an executive or legislative body or official: A judge may participate in and serve as a member, officer, director, trustee, or nonlegal advisor of a nonprofit organization devoted to the law, the legal system, or the administration of justice and may assist such an organization in the management and investment of funds. A judge may make recommendations to public and private fund-granting agencies about projects and programs concerning the law, the legal system, and the administration of justice. A judge may participate in and serve as an officer, director, trustee, or nonlegal advisor of a nonprofit civic, charitable, educational, religious, or social organization, subject to the following limitations: A judge may assist nonprofit law-related, civic, charitable, educational, religious, or social organizations in planning fund-raising activities and may be listed as an officer, director, or trustee. Otherwise, a judge should not personally participate in fund-raising activities, solicit funds for any organization, or use or permit the use of the prestige of judicial office for that purpose. A judge should not personally participate in membership solicitation if the solicitation might reasonably be perceived as coercive or is essentially a fund-raising mechanism. As a family fiduciary a judge is subject to the following restrictions: A judge may accept appointment to a governmental committee, commission, or other position only if it is one that concerns the law, the legal system, or the administration of justice, or if appointment of a judge is required by federal statute. A judge should not to any substantial degree use judicial chambers, resources, or staff to engage in extrajudicial activities permitted by this Canon. Any additional payment is compensation. Complete separation of a judge from extrajudicial activities is neither possible nor wise; a judge should not become isolated from the society in which the judge lives. As a judicial officer and a person specially learned in the law, a judge is in a unique position to contribute to the law, the legal system, and the administration of justice, including revising substantive and procedural law and improving criminal and juvenile justice. Subject to the same limitations, judges may also engage in a wide range of non-law-related activities. Within the boundaries of applicable law see, e. Teaching and serving on the board of a law school are permissible, but in the case of a for-profit law school, board service is limited to a nongoverning advisory board. Consistent with this Canon, a judge may encourage lawyers to provide pro bono legal services. This Canon generally prohibits a judge from mediating a state court matter, except in unusual circumstances e. A judge may act pro se in all legal matters, including matters involving litigation and matters involving appearances before or other dealings with governmental bodies. For example, in many jurisdictions, charitable hospitals are in court more often now than in the past. A judge may attend fund-raising events of law-related and other organizations although the judge may not be a speaker, a guest of honor, or featured on the program of such an event. Canon 3 requires disqualification of a judge in any proceeding in which the judge has a financial interest, however small. Canon 4H requires a judge to report compensation received for activities outside the judicial office. The Applicable Date of Compliance provision of this Code addresses continued service as a fiduciary. For example, a judge should resign as a trustee if it would result in detriment to the trust to divest holdings whose retention would require frequent disqualification of the judge in violation of Canon 4D 3. The appropriateness of accepting extrajudicial assignments must be assessed in light of the demands on judicial resources and the need to protect the courts from involvement in matters that may prove to be controversial. A judge is not required by this Code to disclose income, debts, or investments, except as provided in this Canon. That Act and those regulations should be consulted before a judge enters into any arrangement involving the receipt of compensation.

**Chapter 4 : How to Judge a Candidate | League of Women Voters**

*In the U.S., if you're running for a local office, such as city councilor, you might only need around \$20, for campaign signs, ads, a website, 1 to 2 part-time staff, and venues to hold rallies and other public events.*

If your agency does not have security procedures in place, the head of your agency may want to ask a regional GSA Federal Protective Service office to conduct a physical security survey to ensure that employees are working in a safe and secure environment. Before requesting a security survey, your agency may want to do a "crime assessment" of the risks you and your coworkers may encounter in your workplace. Are your customers likely to experience high levels of stress or tension? Do members of the general public who come into the office tend to be argumentative? Have there been threats or incidents of violence involving the public in the past? Or have Federal employees themselves become violent or threatening? If your front-line public service office fits this profile, your agency needs to take immediate steps to help make your workplace fully secure. Post a security guard at the main building entrance or at entrances to specific offices. Officers or guards should have a clear view of the controlled area at all times. Install a metal detector or CCTV closed-circuit television camera or other device to monitor people coming in all building entrances. Issue all employees photo identification cards and assign temporary passes to visitors--who should be required to sign in and out of the building. Rearrange office furniture and partitions so that front-line employees in daily contact with the public are surrounded by "natural" barriers--desks, countertops, partitions--to separate employees from customers and visitors. Brief employees on steps to take if a threatening or violent incident occurs. Establish code words to alert coworkers and supervisors that immediate help is needed. Provide an under-the-counter duress alarm system to signal a supervisor or security officer if a customer becomes threatening or violent. Reception desk immediately inside public entrance. Silent, concealed alarms at reception desk and on Federal employee side of service counter. Barrier between customer waiting and Federal work areas. Service counter with windows between Federal employees and customers. Access-control combination locks on access doors Closed circuit television camera mounted for monitoring customer service activity from a central security office for the building. The survey is a comprehensive, detailed, technical on-site inspection and analysis of the current security and physical protection conditions.

**Chapter 5 : How to Change Your Attitude at Work (with Pictures) - wikiHow**

*Consider videotaping yourself for added analysis and practice. It's never too early to start preparing your run for office. If you haven't decided whether to run or not, taking these steps will help you make your decision.*

Mode of travel public transit, car, plane, etc. Alternate plans in the event of bad weather, traffic problems, etc. An example of a check-in procedure is: Prepare a daily work plan so it is known where the lone employee will be and when. Identify one main person to be the contact at the office, plus a back up. Define under what circumstances the lone employee will check in and how often. Stick to the visual check or call-in schedule. You may wish to have a written log of contact. Have the contact person call or visit the lone employee periodically to make sure he or she is okay. Pick out a code word to be used to identify or confirm that help is needed. Develop an emergency action plan to be followed if the lone employee does not check-in when he or she is supposed to. The following are some points to consider. Each circumstance will be different, so be sure to adapt the questions to suit your situation. Length of time the person will be working alone: What is a reasonable length of time for the person to be alone? Is it reasonable for the person to be alone at all? How long will the person be alone to finish the job? Is it legal for the person to be alone while doing certain activities? What time of the day will the person be alone? What forms of communication are available? Is it necessary to "see" the person, or is voice communication adequate? Will emergency communication systems work properly in all situations? If the communication systems are located in a vehicle, do you need alternative arrangements to cover the person when they are away from the vehicle? Location of the work: Is the work in a remote or isolated location? Remember that a remote location does not have to be far away. Storage rooms that are rarely used can be considered remote or isolated. Is transportation necessary to get there? What kind of transportation is needed? Is the vehicle equipped with emergency supplies such as food and drinking water, as well as a first aid kit? Will the person need to carry some or all of the emergency supplies with them when they leave the vehicle? Does the person need training to be able to use the first aid equipment? What are the consequences if the vehicle breaks down? Will the person have to leave the vehicle for long periods of time? Type or nature of work: Is there adequate training and education provided for the person to be able to work alone safely? Is there adequate personal protective equipment available? Is it in good working order? What machinery, tools or equipment will be used? Is there a high risk activity involved? Is fatigue likely to be a factor? Are there extremes of temperature? Is there risk of an animal attack, insect bite poisonous, or allergic reaction , etc.? If the person is working inside a locked building, how will emergency services be able to get in? Does the work involve seizing property or goods such as repossession, recovering stolen property, etc? Characteristics required by the individual who is working alone Are there any pre-existing medical conditions that may increase the risk? Does the person have adequate levels of experience and training? Government of Western Australia, "Guidance Note:

**Chapter 6 : Security in the Workplace - Information Material**

*Share with your family all the information youve gathered, and decide if running for office is right for you. Take a personal inventory. Do you have the time, family support, name recognition, fundraising ability, drive to win, and public speaking skills necessary to run a good campaign?*

As you read the materials you collect, keep a journal. Do the materials give you an overall impression of the candidates? Record what you have learned about their stands on your priority issues from each source. Fill in the Candidate Report Card as you gather new information about the candidates. Deciding if a candidate will be a good leader is difficult. How can you know if someone will be honest, open or able to act under pressure if elected to office? How prepared are they for the job? Do they accept invitations to debate? Do the campaigns emphasize media events, where the candidates can be seen but not heard? For instance, a candidate is seen cutting ribbons to open new bridges rather than talking about transportation. Review the campaign materials. For example, do campaign materials emphasis issues or image? Add this information to the Candidate Report Card. Learn how other people view the candidate. Now that you have accumulated information from campaigns and other sources, you will want to learn what other people think about the candidates. Their opinions can help clarify your own views, but do not discount your own informed judgments. You may be the most careful observer of all! Seek the opinions of others in your community who keep track of political campaigns. Interview three people not family members , such as a librarian, store owner, neighbor or politically active volunteer, to find out which candidate they support and why. Learn what has shaped their political opinions. Was it an event? An idea or program proposed by a candidate? A particular issue about which they feel strongly? A long-standing party loyalty? Endorsements provide clues to the issues a candidate supports. For instance, a candidate endorsed by the Sierra Club an environmental organization will be in favor of legislation that protects the environment. A candidate endorsed by the National Rifle Association would be opposed to gun control laws. Find out what these groups stand for and find out why they are endorsing this candidate. Look into campaign contributions. Where do the candidates get the funds to finance their campaigns? Do they use their own money or raise funds from a few wealthy donors, from many small contributors or from Political Action Committees? PACs, as they are known, are groups formed to raise and distribute money to candidates. Many types of information about campaign contributions must be reported to the government and are watched by the press. Check the newspaper for stories on campaign finance or go online to [www](http://www). Throughout the campaign, opinion polls will be taken by a variety of groups to evaluate public support for the different candidates. Polls reveal who is leading at a certain point in the race. This information can be crucial for a candidate because it can increase support and contributions from people who want to be on the winning team. As you read the polls, ask these questions: Who sponsored the poll? Was the poll produced by a trusted and independent group? Were all the figures released, even unfavorable data? What kinds of questions were asked? Were they slanted or unbiased? How were respondents selected – randomly or in such a way to include all segments of the population? How many people were included in the poll sample? Sorting it all out. Review the information in your Candidate Report Card and compare all the candidates. Ask yourself these final questions: Who ran the fairest campaign? Which candidate demonstrated the most knowledge on the issues? Which candidate has the leadership qualities I am looking for? Is the choice clear? If so, pick a candidate. See through distortion techniques All candidates are trying to sell themselves to voters. Sometimes their language is so skillfully crafted that they distort the truth in ways that are difficult for even the most careful observer to detect. These are attacks on an opponent based on characteristics that will not affect performance in office. Reference to race, ethnicity or marital status can be subtly used to instill prejudice. These are instances in which a candidate denies responsibility for an action or blames an opponent for things over which they had no control. These are unrealistic promises that no elected official could fulfill. These include instances in which candidates may avoid answering direct questions, offer only vague solutions, or talk about the benefits of proposed programs but never get specific about possible problems or costs. Candidates are aware of the potential power of television and try to use it to their advantage. For instance, in a

newscast, the picture you see of a crowd with banners and balloons cheering for a candidate may have been staged by a media advisor whose job is to make the candidate look good on television. As you watch news coverage of campaigns, be aware of staged events also known as photo opportunities and try to find out what the candidate is saying about the issues. The same warning applies to televised political advertisements. When you watch political ads, you need to be aware of how the medium influences your reactions. Ask yourself some questions as you watch. Did you find out anything about issues or qualifications or was the ad designed only to affect your attitude or feelings about a candidate? How important were the script, setting and music?

**Chapter 7 : Working Alone - General : OSH Answers**

*Use the address search above to find the offices you are eligible to run for, with all the information you need to get on the ballot. Take the free online course: How to run for office.*

Navigate the complex process with this clearly written, step-by-step guide and begin your journey into public office. How to run for office – Things to consider before you run: Holding a public office position can be time consuming and labor intensive. Understand that you will be representing your local community and your constituents and you need to decide if you are really committed to serving others. If you have a family, consider how running for office will affect them and others in your life. Public office may also put them in the spot light and may decrease your available family time at home. Lincoln Memorial – Dyanna Hyde Flickr. Fundraising can help you build financial backing but it is important to understand your financial situation before you declare a run for office. You will be in the public eye, both during your campaign and while in office. You must uphold the highest civic and moral standards for yourself and understand that you will be representing your local community. Think hard about how you conduct yourself; is it in a way that others would admire? During a campaign your opponent will certainly attempt to dig up dirt on your past. If you have a particularly sketchy past, you may want to consider how you will combat this during your campaign. What is your background? Education, experience and occupation all play a critical role in running for office. You do not need a Political Science degree from Harvard to run, but voters will look at your background and education when they are deciding whom to vote for. If you dropped out of high school, voters are not going to be convinced that you can make a huge change in government so expect to address this. Carefully consider the position you want to run for. What is important to you, what issues are you passionate about and what do you think that you can do differently to make a positive change? If you are involved with the local PTA and are passionate about local school issues, you should probably look into running for the local school board rather than governor. What are the requirements for your chosen position. Once you have determined which position you want to run for, determine the requirements of running for that position. Different positions have different requirements that must be met, for instance age, residency and sometimes citizenship. Use this profile to determine your overall support by indicating which position you are considering, presenting your messages and ideas to the public, interacting with constituents, and pre polling your community. You can continue to build your profile as you learn more about issues because your profile is a dynamic, ever changing picture of who you are and what you are about. Next In Office is the critical first step for anyone who is serious about declaring a run for office. A bit of advice: Do not create your profile and then walk away from it. Use it to promote yourself as you reach out to your intended constituency. Encourage likely voters to visit your profile often, learn about you, and vote for you. Review the legal documents required to run for your intended position.

## Chapter 8 : How To Run For Office

*For example, the law states that doors to office suites should be at least 32 inches wide and require fewer than five pounds of force to open, while carpeting in areas open to the public must be.*

**Share Protecting Yourself from Bed Bugs in Public Places** It is very unlikely, though not impossible, that a bed bug infestation will develop in an office, classroom, or other non-residential environment, such as a department store. However, these sites can serve as transfer hubs for bed bugs to hitchhike a ride into your home. Management, staff, students and workers all have roles to play in reducing the spread of bed bugs.

**Steps You Can Take** Reduce clutter. Clutter serves as an ideal habitat for bed bugs whether at home, school or office. By reducing clutter in your workplace or school, you provide fewer places for the bed bugs to hide and fewer opportunities for them to hitchhike to your home. Keep your belongings stowed separately from those of other people. If there is a known problem with bed bugs in the office or school, consider storing your belongings in a plastic bin. Establish a monitoring program so that if a bed bug is found in an area the status of that area will be formally tracked. Educate the staff so that they know what to do if a bug is found that appears to be a bed bug. Discourage panic and the stigma associated with bed bugs. These are counterproductive and can make treatment more difficult. Vacuum daily to pick up any stray bugs before they settle in. If a Bed Bug is Found Inform management and facility staff who have the lead in any control efforts. Only treat if a true infestation is found with breeding bed bugs. Remember, a single bed bug is not an infestation. Hire a pest professional that uses integrated pest management techniques. You can minimize exposure of workers or students by applying pesticides on a Friday evening, or other time that building occupants are not present. Alert everyone who works in the building. Let staff know how the sighting will be handled. This allows them to take additional precautions to protect their homes as well as limiting rumors and speculation. Contact Us to ask a question, provide feedback, or report a problem.

## Chapter 9 : Smart Voter: How to Judge a Candidate

*The League of Women Voters does not support or oppose candidates for public office or political parties. The League of Women Voters Education Fund works to encourage the active and informed participation of citizens in government and to increase understanding of major public policy issues.*

Whether it is a local race that will affect your community or a national race that could change the direction of the country it is a time to consider the issues which you care about and decide which candidate you support. How do voters go about comparing and then judging candidates? The seven steps outlined below are designed to help you judge a candidate. Decide what you are looking for in a candidate. Candidates can be judged in two ways: Your first step in picking a candidate is to decide the issues you care about and the qualities you want in a leader. When you consider issues, think about community or national problems that you want people in government to address. For example, you may be interested in the threat of nuclear war, government funding for student loans or teenage unemployment. When you consider leadership qualities, think about the characteristics you want in an effective leader. Do you look for intelligence, honesty, an ability to communicate? Find out about the candidates. First find out which candidates are running in the race by going to Smart Voter. If Smart Voter is not available for your county, then look in your Sample Ballot mailed to you from your county elections office. Newspapers are another source of information. Gather materials about the candidates. Put together a "library" of information about the candidates. Collect any information you can find on the candidates. Call campaign headquarters and watch the press. Sources of information from which you may choose include: In a local race, interviews with the candidates can be helpful. As you read the materials you collect, keep a record. Do the materials give you an overall impression of the candidates? Fill in the Candidate Report Card as you gather new information see end. Decide if a candidate will be a good leader is difficult. How can you know if someone will be honest, open or able to act under pressure if elected to office? How well prepared are they for the job? Do they accept speaking engagements before different groups - even those groups that might not be sympathetic? Do they accept invitations to debate? Do the campaigns emphasize media events where the candidates can be seen but not heard? Review the campaign materials. As you read the materials and watch the campaign develop, add to the Candidate Report Card. For example, do campaign materials emphasize issues or just images? Learn how other people view the candidate. Now that you have accumulated information from campaigns and other sources, you will want to learn what other people think about the candidates. Their opinions can help to clarify your own views, but do not discount your own informed judgments. You may be the most careful observer of all! Seek the opinions of others in your community who keep track of political campaigns. Interview three people not family members such as shopkeeper, neighbor, or politically active volunteer, to find out which candidate they support and why. Learn what has shaped their political opinions. Was it an event? An idea or program proposed by a candidate? A particular issue about which they feel strongly? A long-standing party loyalty? This is a way for interest groups and organizations to give a "stamp of approval" to a candidate. Endorsements provide clues to the issues a candidate supports. Find out what these groups stand for and find out why they are endorsing this candidate. Look into campaign contributions. Where do the candidates get the funds to finance their campaigns? Do they use their own money or raise funds from a few wealthy donors, from many small contributors, or from Political Action Committees? Many types of information about campaign contributions must be reported to the government and are watched by the press. Check the newspaper for stories on campaign finance. Throughout the campaign, opinion polls will be taken by a variety of groups to evaluate public support for the different candidates. Polls reveal who is leading at a certain point in the race. As you read the polls, ask these questions: Who sponsored the poll? Were all the figures released? What kinds of questions were asked? Were they slanted or unbiased? Who were respondents selected - randomly or such a way to include all segments of the population? How many people were included in the poll sample? Sorting it all out. Review the information in your Candidate Report Card and compare all the candidates. Ask yourself these final questions: Who ran the fairest campaign? Which candidate demonstrated the most knowledge on

the issues? Which candidate has the leadership qualities you are looking for? Is the choice clear? If so, pick a candidate. Television is a visual medium dependent on good pictures and timely events to tug at your emotions and keep your interest. Candidates are aware of the potential power of television and try to use it to their advantage. For instance, in a newscast, the picture you see of a crowd with banners and balloons cheering a candidate may have been staged by a media advisor whose job is to make the candidate look good on television. As you watch news coverage of campaigns, be aware of staged events and try to find out what the candidate is saying about the issues. When you watch political ads you need to be aware of how the media influences your reactions. Ask yourself some questions as you watch. Did you find out anything about issues or qualifications? Or was the ad designed only to affect your attitude or feelings about a candidate? How important were the script, setting and music? Seeing through distortion techniques. All candidates are trying to sell themselves to voters. Sometimes their language is so skillfully crafted that they distort the truth in way that are difficult for even the most careful observer to detect. These are attacks on an opponent based on characteristics that will not affect performance in office. References to race, ethnicity or martial status can be subtly used to instill prejudice. These include statements such as, "Everyone says my opponent is a crook, but I have no personal knowledge of any wrongdoing," which imply but do not state that the opponent is guilty. These are statements such as, "We all know Candidate B is backed by big money interest," that attack candidates because of their support rather than because of their stands on the issues. These are phrases such as "Law and Order" or "un-American" that are designed to trigger a knee-jerk emotional reaction rather than to inform. These are instances in which a candidate denies responsibility for an action or blames an opponent for things over which he or she had no control. These are unrealistic promises that no one elected official could fulfill. These include instances in which candidates may avoid answering direct questions, offer only vague solutions or talk about the benefits of proposed programs but never get specific about possible problems or costs. Your Priority Issues List your positions and rank the candidates on how they stand on the issues and your positions List the Leadership Qualities you want and rank the candidates on those qualities.