

**2019
PAT PAC BOARD
POLICY HANDBOOK**

A. DETERMINE OFFICES TO BE CONSIDERED FOR ENDORSEMENT

1. The PAT PAC Board of Directors will meet at least one month prior to the statutory filing deadline in each election year to determine which specific races may be considered for endorsement, and whether there is an incumbent who may be considered for an early endorsement.
2. Subject to the election cycle, endorsement for the following offices may be considered:
 - A. Oregon Senate District (OEA PAC)
 - B. Oregon House of Representatives District OEA PAC)
 - C. Mayor of Portland
 - D. Multnomah County Commissioners
 - E. Portland City Commissioners
 - F. Metro Commissioners
 - G. District Judges
 - H. Circuit Judges
 - I. District Attorney
 - J. Portland School Board
 - K. Portland Community College Board
 - L. Multnomah E.S.D. Board
 - M. Metro, City, or County Auditor
 - N. Other

B. SET-UP AND PREPARATION FOR THE INTERVIEWS

1. Only candidates who have filed for an office will be interviewed. Interviews may be scheduled before the filing deadline.
2. PAT PAC may use a pre-interview questionnaire in targeted races. In these races, only candidates who have completed a pre-interview questionnaire will be interviewed.
3. Invitations will be extended promptly to candidates in the races to be considered for endorsement. Candidates will also be sent a pre-interview questionnaire in targeted races determined by the PAT PAC Board, except where an early endorsement has already been made. The invitations will clearly state that a face-to-face interview is required to be considered for endorsement. Candidates will be encouraged to send campaign materials prior to the interviews. A separate questionnaire prepared by OEA attorneys for judges may be included with the invitation.
4. The OEA Government Relations Consultant who is assigned to the PAT Uniserv Council for OEA-PAC interviews should be notified as early as possible but at least 15 days prior to the dates and locations of the endorsement meetings of state candidates. This staff person must be present at all OEA-PAC interviews.

5. In advance of the interviews, a subcommittee will develop a set of questions to ask candidates in each race.
6. The interviews will be scheduled in a timely manner using the predetermined set of questions. If multiple candidates are interviewed, the order of questioning will alternate through the candidates. A predetermined time limit for each answer will be set. Except for predetermined follow-up questions and points of clarification, individual commentary and questioning of the candidates is discouraged.
7. A make-up day may be scheduled for those candidates whose schedules do not absolutely allow them to attend at the regular time.

C. OVERVIEW OF THE EARLY CANDIDATE ENDORSEMENT PROCESS

1. The PAT PAC may make early endorsement prior to the filing deadline where incumbents or candidates, who are to be elected or appointed, have a clear record of supporting PAT and OEA.
2. PAT PAC Board of Directors will make every effort to interview incumbent candidates being considered for early endorsement action.
3. Early endorsement are based on a candidate's record on education issues, interview responses, leadership potential, and electability.
4. As soon as possible after the PAT PAC endorsement process has concluded, a news release may be prepared and released to members and the local media.
5. The PAT PAC early endorsement will be announced at a PAT-RA meeting. At the meeting the interview process will be described, as well as the PAT PAC Board's endorsement. Questions regarding the process and the endorsements will be answered.

D. OVERVIEW OF THE CANDIDATE ENDORSEMENT PROCESS

1. THE PAT PAC Board will vote to endorse, or not to endorse, one candidate in each position. endorsements are made on the basis of the candidate's record or position on educational issues, responses during the interviews, viability of campaign, PAT's strategic organizational goals, and electability. In exceptional circumstances, a multiple endorsements or a vote of no position may be voted on by the PAT PAC board.
2. A PAT PAC Board Member must be present for all interviews for a given race in order to be eligible to vote to endorse in that race.
3. Once the PAT PAC Board has made an endorsement in a race, it will decide the amount of the PAT PAC contribution to make to the endorsed candidate(s), if any. Criteria for determining the amount of the PAT PAC contribution may be based on, but not limited to, the total funds available, the candidate's campaign organization, the candidate's need, and/or the level of competition in the race.

As soon as possible, after the PAT PAC Board's action, the PAT PAC Treasurer will notify C & E Systems to send a contribution to each of the PAT PAC endorsed candidate's campaigns, who met the requirements for a campaign contribution.

4. As soon as possible after the PAT PAC endorsement process has concluded, a news release may be prepared and released to members and the local media.
5. The PAT PAC Recommendations will be announced at a PAT-RA meeting. At the meeting the interview process shall be described, as well as the PAT PAC Board's endorsements. Questions regarding the process and the endorsements will be answered.
6. The PAT PAC Board may authorize an additional contribution to the candidate's campaign, once a written request is received by the PAT PAC Board from the candidate stating the amount of the request and for what it will be used. PAT PAC may also elect to provide in-kind services to a candidate's campaign.
7. If a PAT PAC endorsed candidate is not elected in the primary race, and does not proceed to the general election, the PAT PAC Board will meet to endorse or not endorse a candidate for the general election. The Board may hold additional interviews.

E. WITHDRAW ENDORSEMENT

1. In the event of extenuating circumstances, events, or new information pertinent to an endorsed candidate, the PAT PAC Board may vote to withdraw an endorsement from a candidate recommended that cycle.

F. PREPARING ENDORSEMENT FORMS TO CANDIDATES FOR VOTER'S PAMPHLET DEADLINE

1. As soon as possible, endorsed candidates shall be contacted and arrangements made for pickup or delivery of PAT PAC's endorsement form for the voter's pamphlet.

G. Review of Policy

1. The PAT PAC Board shall review these policies at least every 4 years.