

Mock Selection Session Moderator Instructions

This process is intended to give participants and spectators a feel for how the selection session works. With such a short list of questions and the likelihood that those in the group are of a similar mindset, there is not going to be as much differentiation as we would normally expect. However, the process should give all participants a feel for how the process works.

Following are the step-by-step rules for running a session. This is an organizational test for the Moderator. It is important that you know in advance how to run the session, how the voting works, that you keep the group on task and on time, that you move people from place to place, and that you force closure in each segment. If you do, you'll be done in about 90 minutes.

What to bring to the session:

- Pen and pencils
- A timer (perhaps an egg timer, but a basic watch or clock will do)
- Name Tags
- Copies of the Questionnaire and Scorecards
- A noise maker such as a whistle – you will need it.

Setup

Segment participants into groups of six. If there are multiple groups, it is very important to split friends and family members so they have the opportunity to meet others. They will not have the same invigorating debate with friends and family members as they will have with others; all will have more fun if family and friends split into different groups. Assign each table a number and have them record their table number as shown below.

Table # 5

Vote 1	Initial (+5)					6 th Place
Vote 2						
	1st (+10)	2nd (+7)	You (0)	4th (-3)	5th (-5)	6 th (-10)

Preparation

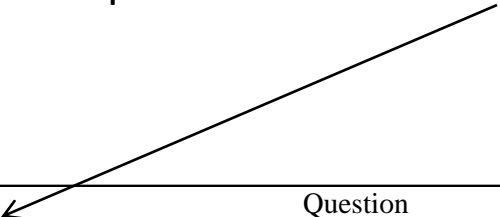
Next have each table identify a leader, or assign one. The leader is Candidate #1. Have Candidate #1 touch the person to their LEFT and assign that person #2. Continue around the table until each participant has a number, 1 through 6. Have them write the number on their scorecard and on their voting sheet as shown below. Use name cards or paper “tents” to display each candidate’s name and number where possible. You may want to ask the candidates to write their name on the scorecard for reference.

Question		?	You 3						?
Will you vote for or against amending the Constitution to exclude people with a law degree from serving in the House of Representatives?		1							1
Will you vote for or against amending the Constitution to specifically affirm that we are a nation under God, but no man can be forced to participate in worship at any time or in any way?		2							2
Will you vote for or against defining marriage as the union between any two people (of legal age)?		3							3
Will you vote for or against electing our president with a popular vote, replacing the Electoral College?		4							4

Vote 1	Initial (+5)					6 th Place
Vote 2			3			
	1st (+10)	2nd (+7)	You (0)	4th (-3)	5th (-5)	6 th (-10)

Questionnaire

Have each participant circle the word FOR or AGAINST in each sentence. Tell them NOT to fill in the table on the right at this time – there are always a few who do and they will have to do the exercise twice. Acknowledge that there is gray in many questions, and tell them that just because they think the question is irrelevant or the answer is obvious, others will not agree. If they don't understand, they should probably vote against. The wording of each question has been chosen carefully, and there is often an underlying question beyond the obvious. For example, if the question asks, "Would you vote for or against the sale of all legal goods over the internet?" it is indirectly asking should the government even be involved in this issue? Remind the candidates that their answers are final; once an "A" is placed in a square it cannot be changed. Allow no more than 10 minutes to answer. Tell candidates they are guaranteed to make a 100. Note in the real process, the candidates will have the next six months to research and answer the questions.



Question	?	You 3							?
Will you vote for or against amending the Constitution to exclude people with a law degree from serving in the House of Representatives?	1								1
Will you vote for or against amending the Constitution to specifically affirm that we are a nation under God, but no man can be forced to participate in worship at any time or in any way?	2								2
Will you vote for or against defining marriage as the union between any two people (of legal age)?	3								3
Will you vote for or against electing our president with a popular vote, replacing the Electoral College?	4								4

Scorecard - Personal

After they have circled their answers, have them mark an “A” in the first column and record only the answers they are AGAINST. Tell them to leave the column blank if they voted FOR.

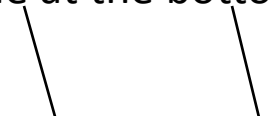
Question	?	You 3							?
Will you vote for or against amending the Constitution to exclude people with a law degree from serving in the House of Representatives?	1								1
Will you vote for or against amending the Constitution to specifically affirm that we are a nation under God, but no man can be forced to participate in worship at any time or in any way?	*2								2
Will you vote for or against defining marriage as the union between any two people (of legal age)?	3	A							3
Will you vote for or against electing our president with a popular vote, replacing the Electoral College?	*4	A							4

Issues of Importance

After they have recorded their AGAINST votes in the column on the right, have them identify their top three or four issues by putting an asterisk (*) by those questions.

Scorecard - Group

Have each participant write the numbers of the other five participants on their scorecard, in order. In this example, Candidate 3# would write the numbers 1, 2, 4, 5, and 6, in order. Then, starting with candidate #1, have her tell the other five participants ONLY the questions she voted AGAINST. The other participants will record an A in the column for that candidate. In this example, assume Candidate #1 voted AGAINST questions #1, #2, and #4. Then repeat for candidates 2 through 6. The final scorecard should look like the one at the bottom of this page, though the A's could be anywhere.



Question	?	You 3	1	2	4	5	6	?
Will you vote for or against amending the Constitution to exclude people with a law degree from serving in the House of Representatives?	1		A					1
Will you vote for or against amending the Constitution to specifically affirm that we are a nation under God, but no man can be forced to participate in worship at any time or in any way?	*2		A					2
Will you vote for or against defining marriage as the union between any two people (of legal age)?	3	A						3
Will you vote for or against electing our president with a popular vote, replacing the Electoral College?	*4	A	A					4

Question	?	You 3	1	2	4	5	6	?
Will you vote for or against amending the Constitution to exclude people with a law degree from serving in the House of Representatives?	1		A		A		A	1
Will you vote for or against amending the Constitution to specifically affirm that we are a nation under God, but no man can be forced to participate in worship at any time or in any way?	*2		A			A	A	2
Will you vote for or against defining marriage as the union between any two people (of legal age)?	3	A				A		3
Will you vote for or against electing our president with a popular vote, replacing the Electoral College?	*4	A	A		A			4 6

Introduction

The process is now ready to begin. Inform the participants that all of the work to that point will have been done in advance of the actual selection session. They will have been provided a file they can print that looks like the Voting Sheet they have just created. Remind them they will have the next few months to study the questions and complete the questionnaire.

It is important to tell each participant that they should NOT say they do not want to win or run. Explain why they not only want to participate, but why they want to advance as far in the process as they can – so they can choose who their district's candidate will be. Let them know they will not have to declare whether or not they truly wish to serve until the next to last round.

Allow two minutes of silence for each candidate to prepare their introduction. Suggest they write down family/professional information, what their core issues and beliefs are, and why other candidates should vote for them. Then have each give a one minute introduction. This is a very important introduction; each candidate should consider their words carefully. Please limit each speaker to one minute. Time is important. Most importantly, remind the candidates NOT to say they don't want to win.

Initial Vote – The Vote of First Impression

Remind the participants that first impressions are right most of the time. Have each participant vote for their favorite Candidate. Remind them to look carefully at the answers of the others and not to rely solely on the Introduction. Specifically, have them consider their items of most importance. In this example, Candidate #3 is voting for Candidate #6. Then have them identify the one candidate they will eliminate – not themselves. In this example, #4 is eliminated.

Table # 5

Vote 1	Initial (+5)						6 th Place
	6						4
Vote 2			3				
	1st (+10)	2nd (+7)	You (0)	4th (-3)	5th (-5)	6 th (-10)	

Keep the votes secret
Take a short break 8

One on One Interviews

Now have each candidate interview the other five. They will be trying to determine who they will vote for while simultaneously trying to convince the other person they should vote for them. The candidates may discuss differences in their answers, other topics, football, or anything they like. No topic is off limits, though any person can decline to answer. The conversation should be bi-directional – each candidate interviewing the other

There will be five minutes for each conversation. You may want to give a 30 second warning before time expires, and if doing more than two groups you will probably need a noisemaker, such as a whistle. Candidates #1 and #6 should remain seated in the same place throughout the one on ones. The meeting assignments are listed below.

Sub-group 1	Sub-group 2	Sub-group 3
1 – 2	3 – 4	5 – 6
1 – 3	2 – 5	4 – 6
1 – 4	3 – 5	2 – 6
1 – 5	2 – 4	3 – 6
1 – 6	2 – 3	4 – 5

Second Vote

Have each participant vote for their 1st, 2nd, 4th and 5th place candidates. The person in 6th place cannot change. The person who they voted for in the Initial vote can be placed in any of the four positions. A candidate may not vote for themselves. When done, the numbers 1 - 6 should all appear on the Vote 2 row. In this example, Candidate #3 voted for #5 in 1st place, #6 in 2nd, #1 in 4th and #2 in 5th. #4 remains in 6th place.

Table # 5

Vote 1	Initial (+5)					6 th Place
	6					4
Vote 2	5 ↙	6	3	1	2	
	1st (+10)	2nd (+7)	You (0)	4th (-3)	5th (-5)	

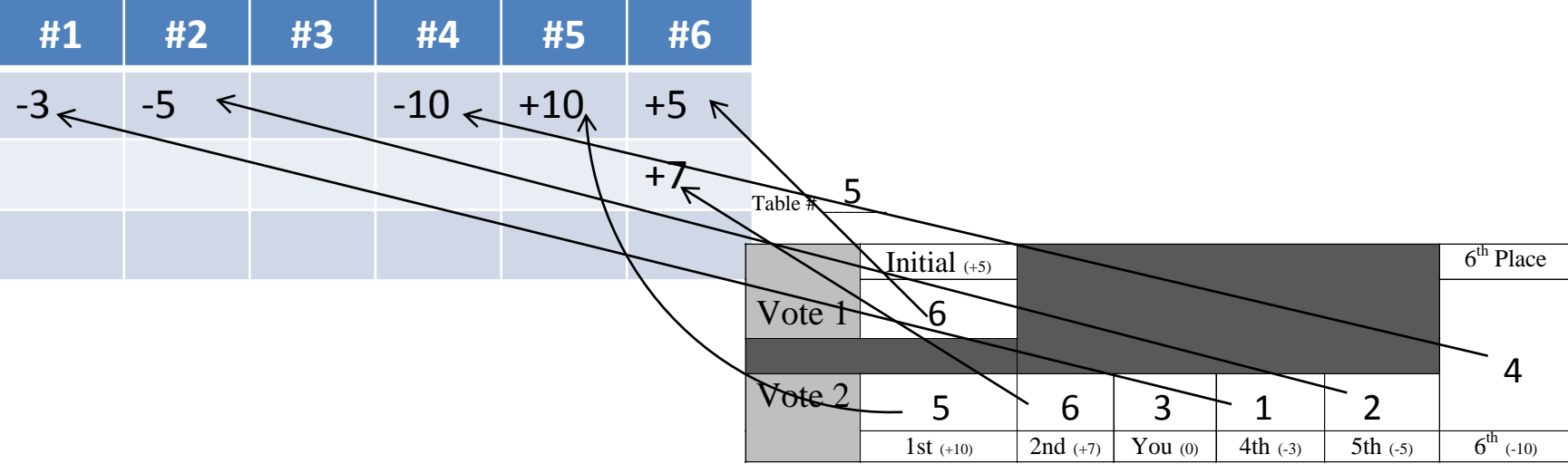
Wrap-up

Once everyone has voted, inspect the scorecards to ensure the participants have voted correctly. Then have Candidate #1 collect the cards for their table – without looking. Before you tally the votes, make the following points.

- 1) Remind everyone this is just a practice session.
- 2) Review the differences with the real session:
 - a. Participants will have had time to study and answer the questions prior to the session
 - b. Participants will have had three days to review the answers of the other candidates
 - c. Participants will be able to sort the questions so that the items most important to them are at the top of the list
 - d. After the first round of 1x1s, each candidate will have a chance to ask three other candidates a single question.
 - e. There will be an additional vote in the real session
 - f. There will be a second round of one-on-one sessions where candidates can discuss more issues, campaign for themselves, or campaign for someone else
 - g. Each candidate will get to make a closing argument.
- 3) Since this is a practice session with limited questions and minimal diversity, it should not be expected to accurately predict who would actually be selected. However, it will provide a glimpse into how the process will work and the quality of candidate who will emerge; remind everyone this is just round one

Results

As the moderator, you will need to tally the points for each table. Create a chart like the one below to record the votes of each candidate. The one below shows how the results from Candidate #3's scorecard would be tallied. You will need to repeat for each of the other 5 candidates. The two candidates with the most points would advance to the next round.



The above point totals only reflect the voting from the sample scorecard on the prior page (Candidate #3). You will need to add the totals from the other 5 scorecards.

Do not announce places 3 – 6!