

PROCEDURE – POLITICAL CONTENT MATTER

Background

The “Procedure – Political Matter” describes (among other things) how Eastern Community Broadcasters Inc. hereafter referred to as Radio Eastern fm encourages community information by elected politicians within its programming format.

Procedure.

Obtain Programme Sub-Committee (PsC) in consultation with Committee of Management (CoM) approval in writing before you proceed by providing details of the person to be interviewed or as a sponsor, the reason for the interview/Sponsorship and the planned line of questioning.

Notify Programme Sub-Committee of details.

As with any interview whether in person at the studio or by telephone there are a number of pre-requisites.

- **Pre-interview Research.**
 - Ensure you have a clear plan of intended content,
 - Have pre-written questions you wish to ask your interviewee,
 - Ensure you receive a written response summary well before the scheduled “to air” period,
 - Arrange the interview time period,
 - Ideally this class of interview should not exceed 15 minutes,
 - Have a station break half way through interview.

- **Pre-“on air” Etiquette.**
 - Ensure your interviewee understands that the content must be apolitical,
 - Advise interviewee that mention of any political party will result in instant termination of the interview.

- **“On Air Introduction - Exit Protocol.**
 - When you introduce your guest NEVER mention the political party they represent. Only ever refer to the person as Minister / Member of (electorate name) or first / surname.

- **Who is in Control?**
 - At all times the Duty Presenter is in control.

Ensure your interview is registered in the appropriate record book held in the Office.

This Procedure is supported by the Political Content Matter Policy.

Procedure reviewed and updated: 06-03-2025