

- **NOTE:** If your recording has a FCP violation, I will simply email you back the recording and let you know what the violation is; correct and resubmit.

Hello Candidates, the contents of this document includes instructions for your 90 second audio recording.

As part of the 2026 Election Cycle, all candidates are invited to record a single audio file that includes a brief statement to be added to your profile on the election website.

Strict Time Constraint: Your total recording **must not exceed 90 seconds**.

- I highly recommend writing out your statement and practice it with a timer.
- **PRO TIP:** A comfortable speaking pace for 90 seconds is approximately 160 words.
- **Enforcement:** In fairness to all candidates and to comply with equal-time rules, please time yourself and stop your recording at the 90 second mark or less. If your recording does not stop at 90 seconds, I will email it back to you to correct.

Technical Requirements:

- **Format:** Please submit your recording as a standard **.mp3** or **.m4a** file. (The Voice Memos app on most smartphones works perfectly for this).
- **Quality:** Record in a quiet room with no background noise, wind, or music. Speak clearly directly into your phone or microphone.

Submission Deadlines:

- Please email your final audio file as an attachment to **nes@pacific.org**
- **Submission Period:** August 1st - 21st, 2026 @ 11:59P Pacific Time
- Late submissions will not be accepted and will result in forfeiture of this option
- Once all audio is reviewed by the NES it will be posted on the election website.

Technical Suggestions | How to Record and Submit Your Candidate Audio

- You have an option to submit a single audio file containing a statement:
 - You are welcome to record yourself reading your already submitted written statement.
 - You are welcome to address a topic of concern.
- The file must be either an .m4a or .mp3 format.
- Below are the two easiest ways to record and submit your audio using tools you may already have.

- **Option A: Using Your Smartphone (Recommended)**
- Modern smartphones have excellent built-in microphones. This is the fastest method.
 - **For iPhone Users:**
 1. Open the 'Voice Memos' App It is pre-installed on all iPhones.
 2. Record Your Statement Tap the large red circle at the bottom to begin recording. Speak clearly into the microphone. Tap the red square to stop when you are finished.
 3. Share the File Tap the three dots ... next to your new recording, then select "Share."
 4. Email the File Select your email app (like Mail or Gmail) and email the file directly to [Insert Election Email Address]. Your iPhone will automatically attach the file in the correct .m4a format.
 - **For Android Users:**
 1. Open the 'Voice Recorder' App The exact name may vary slightly (e.g., "Sound Recorder") depending on your phone's manufacturer, but it is pre-installed.
 2. Record Your Statement: Tap the red record button, speak clearly, and tap stop when finished.
 3. Share the File. Find your recording in the app's list, tap the "Share" icon (it usually looks like three connected dots or an arrow).
 4. Email the File. Select your email app and send it to [Insert Election Email Address]. The file will automatically attach in an acceptable format.
- **Option B: Using Zoom on your computer**
 1. Open Zoom on your computer and click "New Meeting." You will be the only person in the room. Ensure your microphone is unmuted.
 2. Start Recording Click the "Record" button at the bottom of the Zoom window. If prompted, choose "Record to this Computer."
 3. Deliver Your Statement Speak your 30-second statement clearly.
 4. End the Meeting Click "Stop Recording," and then click "End Meeting for All."
 5. Locate the File: Once the meeting ends, Zoom will automatically convert the recording and open a folder on your computer. Inside that folder, look for the file named specifically **audio_only.m4a**.
 6. Email the File: Attach that audio_only.m4a file to an email and send it to nes@pacific.org
 7. **PRO TIP REGARDING QUALITY:** Regardless of which method you choose, please record in a quiet, carpeted room (like a bedroom or closet) to avoid echoes and background noise.

