

[Name of race]

Candidate Forum Format and Ground Rules

Format

The candidates will be seated in alphabetical order at a table in front of the audience. A trained League of Women Voters moderator from outside the voting area will stand at a podium to the side of the candidates.

The Forum has three parts:

1. **1-minute** *Opening Statement by each candidate offered in random order determined by lot before the start of the forum.*
2. *Questions from the audience.*
The moderator will instruct the audience that questions must be pertinent to the office being sought and cannot constitute a personal attack. Questions will be written and may be addressed to individual or all candidates. The League of Women Voters will screen questions to avoid duplication and ensure a broad range of topics. Questions will be read by the moderator. Each candidate has **up to 90 seconds** to reply, if so desired.
3. **90-second** *Closing Statements, offered in random order determined by lot before the start of the forum, for candidates to sum up their positions and reasons for running.*

Timekeepers, sitting in the front row of the audience, will hold up a YELLOW card when candidates have 30 seconds left and a RED card when time is up.

Ground Rules

1. **Please arrive 30 minutes ahead of the program** to meet with the moderator, review the ground rules, and sign (if you have not already) the agreement to abide by those ground rules.
2. **Observe all time limits.** When the timekeeper holds up the RED card, finish your sentence and stop. Adhering to the time limits ensures fairness for all candidates.
3. During the question and answer period, **limit your answer to the 90-second response** time allotted. That is, there is no second chance to rebut on a question you have already answered. Some questions may be addressed to a specific candidate, but in every case, all candidates will have an opportunity to respond if they choose. The moderator will call on candidates in a way that ensures fairness.
4. **The moderator's decisions** on matters that arise during the Forum **are final.**
5. **Neither candidates nor their supporters/staff may photograph or record this event** or edit the official recording for use in their campaigns or for any other public application.
6. **No campaign literature** may be distributed at or outside the Forum.
7. Candidates **may not use cell phones, tablets, or any other electronic devices** during the forum.
8. Candidate remain seated during the Forum when speaking.