



Local League Logo

Ground Rules/Broadcast Agreement for the Candidate Forum

- The moderator will summarize the rules and explain the format to the audience. The League of Women Voter moderator will have the responsibility for enforcing time limits, and will have the authority to interrupt the proceedings to enforce the ground rules and format agreed to by the candidates. The moderator will not be a constituent of the candidates.
- If a candidate cannot attend, a representative may not make an opening statement and may not respond to questions. [enter policy if forum is canceled here]
- Time will be kept, and countdown timer will be visible to moderator and candidates. When allotted time has expired, candidates are allowed to finish a sentence before the moderator interrupts.
- Candidates will draw for the order in which they will give opening statements. Candidates will be given [time] for these statements. They will be asked to include their qualifications.
- Subsequently, there will be questions prepared by the League of Women Voters and/or submitted by constituents in advance of [title of office/district #] forum. These questions will be sorted for duplication, and potentially be re-written to be asked to all candidates if necessary, then read by the moderator. The League reserves the right to review and select questions for appropriateness and to avoid duplication.
- One question will be presented to each candidate who will have [time] to respond to these questions. Subsequent questions will be addressed in a rotation determined by the Moderator that guarantees an equal number of questions to each candidate.
- Following time allotted for questions, candidates may make closing statements of [time]
- Any campaign paraphernalia buttons, backgrounds, banners, et al are not permitted on the screen. No campaign promotion visual or audio will be permitted.
- The League reserves the right to publicize the forum, and may, at their option, invite the media or some other entity not associated with any of the candidates or campaigns to provide televised, radio, or other coverage of the forum. If the event is taped or transcribed, participants in the forum agree that copyright ownership of the tapes or transcripts resides with the League of Women Voters. The candidates agree that they, their organizations, their campaign, and their supporters will not use the forum, portions of the forum or any audio clips, video clips or transcripts for political advertising, or other purposes without written permission from the League of Women Voters.

Candidates to sign and date below. This signed document **must be received** via e-mail or postal mail by [RSVP deadline date] in order to participate on [forum date].
Failure to respond is an unwillingness to participate.

I hereby agree to participate in the Candidate Forum and abide by the ground rules as presented in this Ground Rules and Broadcasting Agreement document.

NAME: _____ **SIGNATURE:** _____

E-MAIL: _____ **PHONE:** _____ **DATE:** _____

(E-mail address and phone #'s will be kept strictly confidential and only used for future communications for this event.)

To be received by [RSVP deadline date] via e-mail to: [local league email address].