League of Women Voters of Chester County
PO Box 62, Exton, PA 19341 610-644-5960
www.lwvccpa.org

CANDIDATE FORUM FORMAT and GROUND RULES

(Please sign and return this agreement)

Candidates Name_____

Office _____, Date_____, Time_____

Location_____

The League of Women Voters is a nonpartisan organization that encourages citizens to play an informed and active role in government. The LWV does not endorse, support, or oppose any political party or candidate. It conducts open and free candidate forums to provide opportunities for candidates to provide their views on issues facing their voters. No tickets or reserved seating allowed.

- Candidates and Managers must sign and return this Format and Ground Rules Agreement prior to forum.
- All cell phones, cameras, and other unauthorized audio/video recording devices must be turned off prior to the forum. The only audio and/or video recording of the forum that may be done are by those who received the express written approval of the LWV, and who must broadcast the forum in its entirety, except for media reporting on the forum. All content of the forum is the property of the LWV and all participating candidates must sign off on this policy.
- These LWV rules will be followed throughout. All Moderator decisions are final.
- There will be no substitutes or stand-ins for absent candidates, nor statements read for them.
- Candidates will draw straws for seating position. Candidates will answer from their seats. No campaign buttons should be worn.
- Moderator will lead Pledge of Allegiance and review Ground Rules.
- An opening statement of two minutes will begin in seated order. Questions, with a response time of 1.5 minutes, will be addressed to all candidates. Time for any rebuttal or additional statements will be taken from the candidate's next response. A closing statement of two minutes will begin in reverse seated order.
- Questions will be drawn from written questions from the audience that have been reviewed by an LWV committee prior to being submitted to the Moderator. Questions will be screened for pertinence to the office being sought, being repetitious, and personal attacks.
- Timekeepers will use colored cards to alert the moderator and candidates as to when they have 30 Seconds remaining for their response, and when to STOP. Candidates will be allowed to finish a sentence, once started, but strict time limits will be enforced. Candidates should not interrupt one another.
- No campaign literature, signs, candidate buttons, clothing, etc. will be allowed in the forum room. A table outside the hall will be available for campaign literature.
- The audience must be silent throughout the forum and will be asked to refrain from clapping or making verbal outbursts. If an audience member persists, the Moderator may ask him/her to leave the hall.

Please retain one copy of this Format and Ground Rules Agreement for yourself and return a signed copy to the LWVCC, PO Box 62, Exton, PA 19341. Thank you for participating.

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Candidate Signature **Date** **Print Name**

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Campaign Manager Signature **Date** **Print Name**