

## Ground Rules for Candidate Forums (Sample)

1. The League will provide a moderator from outside the area.
2. The Moderator will state the rules and explain the format to the audience. The Moderator will be responsible for enforcing the time limits and may interrupt the forum to enforce the ground rules.
3. Candidates will draw lots to determine the order in which they will give opening statements.
4. Candidates will alternate the order of speaking. The candidate who makes the first opening statement will move to the "end of the line" for the first question, and this will continue throughout the questioning and closing statements.
5. Candidates will be allowed one (1) minutes to make an opening statement, one (1) minute to answer the questions, and one (1) minute to make a closing statement.
6. Candidates' statements and responses will be timed. League members will keep time and display countdown cards visible to the candidates and the moderator.
7. Audience questions will be written on index cards and read by the Moderator. The League and the Moderator reserve the right to review and select questions for appropriateness and to avoid duplication.
8. The candidate must make the statement in person; statements will not be allowed by a candidate's representative. No visual aids will be permitted.
9. A table will be provided for the distribution of campaign literature. It may not be handed out as the audience enters or placed on chairs inside the meeting room.
10. A sign language interpreter will be provided for hearing-impaired individuals and must be requested at least two weeks in advance of the event.
11. The League claims copyright ownership of any tapes or transcripts produced.
12. 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 other candidate or campaign to provide televised, radio, or other coverage of the forum. No voice, image or other duplication of the forum may be used by any candidate's representative or campaign in any campaign advertising.
13. Any person requesting a recording of the forum will be given a copy of these rules.
14. Candidates must sign and return a copy of these rules, including cable TV consent, to the Leagues before the forum begins, or be disqualified from participation.

I hereby agree to the ground rules and broadcast format as presented in this document.

### Candidate signature

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Please print name \_\_\_\_\_ Date \_\_\_\_\_

**Please return this signed agreement by [insert date]**

To: [insert name]  
LWV [your league]  
Address  
City, State, Zip