

## **Candidate Forum Procedures League of Women Voters of Door County**

1. Review and update handout (for candidates) and press release as needed. The press release will include a statement informing the public that requests for candidate forums be made to the LWV DC within 10 business days after the filing deadline for primary elections and within 20 business days for general elections.
2. Contact may be made with the County Clerk or municipal clerks to obtain the list of candidates who have filed by the deadline.
3. After a request for a forum, send a written invitation to all eligible candidates, secure by phone or email a commitment from candidates to participate. Obtain or confirm their e-mail address, phone number, and mailing address. Explain forum process and guidelines. Explain that we must have a minimum of two candidates to hold forum. This could include candidates for the same position but different districts in a region. The date and time of the request should be recorded.
4. Those candidates not responding should be sent a registered letter with return receipt. This letter will notify them that a forum has been requested and that League hopes to hold one. The candidate is requested to contact the League member in charge by a specific date.
5. Locate an appropriate facility and available dates and times. Try to use public facilities whenever possible.
6. Check for appropriate microphone and video facilities, table, bathroom, seating, serving arrangements, and handicapped accessibility.
7. Arrangements will be made for videotaping with in-house provider when possible. When not possible, Request for Proposal (RFP) will be distributed. RFP request form will include a statement that LWV DC will own the copyright of the recording. Agreement will be in writing.
8. Submit reimbursement form for payment of recording fee.
9. Confirm with date, time, equipment, room arrangements, and kitchen facilities with venue. Complete application form where required and await written confirmation. Submit reimbursement form for security deposit and fee.
10. Send letter of confirmation to all candidates including the arrangements, a statement of the forum guidelines.
11. Inform candidates that video recordings of previous forums are available for their review.
12. Written acceptance or email of acceptance of LWV DC Candidate Forum Guidelines must be submitted.
13. Ask candidates to arrive fifteen minutes before the forum starting time.
14. A mailing of a registered letter with return receipt to candidates with whom contact has not yet been made.

15. The letter should also explain that candidate literature handed out at the forum should have the legal disclaimer “authorized and paid for by...”
16. Get tentative commitment from LWV volunteers. (See attached Forum Checklist.) Volunteer coordinator must make sure that the Nonpartisan Policy is followed.
17. The President, Action and Voter Service Chairpersons, Master of Ceremony, moderator, and question screeners of candidate forums whose position is deemed sensitive shall not participate in the following activities:
  - a. Making financial contributions to candidates and/or political parties unless they are made anonymously.
  - b. Participating in behind-the-scenes efforts for candidates, such as telephoning, stuffing envelopes, writing position papers, etc.;
  - c. Publicly supporting a candidate for elected office.
  - d. Circulating nominating petitions; petitions for referendums supporting league positions can be circulated;
  - e. Hosting events for candidates seeking political office and/or nonpartisan office;
  - f. Attending fundraising functions for candidates or political parties;
  - g. Holding office in another organization that supports or opposes political parties or candidates.
18. Arrange for and print posters, flyers, LWV question cards and candidate nameplates for table. Email posters in pdf form to candidates and others for distribution.
19. Submit advance press releases and follow-up reminders to media. Check for new e-mail addresses of media as they frequently change.
20. For schools, send a press release for their websites, newsletters, and PA announcements.
21. Finalize and confirm LWV volunteer assignments. If possible, the screeners should include one local person and another not from the same area.
22. Prepare Master of Ceremony & Moderator Script.
23. Sample ballots will be available at the forum if possible.
24. Conduct forum.
25. Send thank you letters to candidates along with a list of questions submitted. Send thank you letters to facility, co-sponsors, and donors.