

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

- Because the League is a non-partisan organization, this forum is designed to focus on issues, not personalities. We ask that candidate responses be confined to addressing issues only. Substitutes or spokespersons for candidates are not permitted.
- Candidates will introduce themselves in two (2)-minute opening statements and will have an additional five (5) minutes to elaborate on any issue during closing remarks.
- Candidates will be given two minutes to answer each question. However, a candidate may decline to answer any question. No question will be directed to any one person. The candidates will “draw straws” with the moderator to determine who will start. The order of speaking will then be rotated. Each candidate will have a chance to be the first to respond.
- Only written questions will be accepted; they can be submitted in advance. League members, in advance of presentation by the moderator, will screen the questions in order to eliminate redundancies and inappropriate questions. Questions are to address issues appropriate to the particular public office. If the screeners do not understand the question, it will not be asked. Questions will be asked as written. Questions will not be distributed to candidates in advance of the forum.
- League timekeepers will signal when candidates have 30 seconds remaining in their response and again when it is time to STOP. In fairness we ask that all candidates be prepared to stop when signaled to do so.
- NO flash cameras, motor driven cameras, or other visual or sound recording devices are allowed to be used during a forum other than by the press/media and LWV DC. Candidates are NOT allowed to use audio or video from the forum in or for commercial advertising.
- The LWV DC owns the copyright to any audio/visual recording created by its contracted recorder.
- Campaign materials, including biographical information, may be distributed after the forum at a location designated by the League. All campaign literature should have the legal disclaimer, “authorized and paid for by...”
- Candidates are invited to remain after the forum to give the public the opportunity to meet and visit with them personally.