

LEAGUE OF WOMEN VOTERS OF WHITE PLAINS CANDIDATES FORUM

GROUND RULES

The Forum will be conducted in a way that does not promote or advance one candidate over another. Civility and respect is expected from all participants and audience members throughout the event. A trained LWV member from a League outside the White Plains District will act as Moderator for this event.

LWVNYS Policy on Open or Empty Chairs in Candidate Events

It is extremely important that all Leagues throughout New York State speak with one voice, have clear and consistent policies, and adhere to our nonpartisan policy. Therefore "open or empty" chair candidate meetings will not be allowed at any level of League for any elected position. Any League sponsored public event that invites a candidate for elected office will be considered a candidate meeting. A candidate meeting with only one candidate physically present is an "open or empty" chair candidate meeting.

Candidates

1. Surrogates may not stand in for a candidate in the Forum.
2. Candidates may not bring in or use any written material at the Forum table, but will be given paper and pencil for notes.
3. No campaign materials including campaign buttons, shirts, hats, literature, banners, etc. are permitted in the Forum room or directly outside.
4. Cell phones must be silenced.
5. Water will be provided at the Forum table for the candidates.
6. No candidate will be allowed to use or edit media footage of the Forum for campaign purposes.
7. Only the League or its authorized representative is allowed to record the Forum proceedings.
8. League rules require that if a Forum is recorded it must be broadcast unedited in its entirety. Unauthorized recording is prohibited to ensure that the content of tonight's proceedings is not manipulated in any way to create false or misleading impressions of any candidate.
9. If at any time a person is observed recording the Forum, the moderator will pause the proceedings. The moderator will not resume the Forum until such time as recording ceases. The moderator will terminate the Forum if the person does not stop or leave.

Format

1. At the beginning of the Forum, the moderator will: announce if the Forum is to be broadcast in its entirety; request that all cell phones and mobile devices be silenced; explain the rules for the Forum and introduce each candidate; ask the audience to withhold their applause (or other expressions of support or disagreement) during the event.
2. For the opening statement, the order will be determined based on a non-biased approach determined by the LWVWP. The reverse order will be used for closing statements.
3. The Forum will follow a traditional question and answer format with timed responses. The moderator will address a question to the candidates, and each candidate has the same amount

of time to respond. The order of answering questions will be rotated among candidates. All candidates will be asked the same questions as the other candidates.

4. Audience questions will be collected at the start of and throughout the evening and will be sorted by a panel of League committee members based on relevancy to the office and topic/redundancy. A representative set of questions will be used to encompass as wide of an array of topics that can be covered in the allotted time. Questions must not contain inappropriate language or disparaging remarks. All questions will be asked by the moderator.
5. Question response times will be strictly enforced. A candidate will be allowed to finish a sentence, once started, but the moderator will enforce strict time limits. If a candidate does not use all the time allotted for a response, the unused time cannot be applied to any other purpose or question.
6. Rebuttals are not permitted. The moderator may grant a request for rebuttal if it is appropriate during closing statements. Rebuttal time will be 30 seconds. There will be no responses to rebuttals.
7. Cards will be used by a timekeeper to alert the moderator and candidates when there are 30 seconds remaining of the response time, and when to stop. The moderator will have the responsibility for enforcing time limits.
8. The candidates will not interrupt one another or the moderator during the Forum. The moderator will have the authority to interrupt the proceedings to enforce the ground rules and format.
9. Candidates will not be provided with any of the questions in advance.
10. Except for time limits, the only restriction on candidate statements and question answers is respect and civility.
11. Audience members will behave respectfully and civilly and shall refrain from any kind of interruptions. If at any time an audience member becomes disruptive, the moderator will pause the Forum until such disruption ceases. If unruly behavior continues, the audience member(s) will be asked to leave.
12. The Forum moderator will terminate the Forum if audience behavior continues to be unruly or disruptive to the proceedings.