

## Ground Rules:

1. All viable candidates for the featured office will be included.

A format will be chosen which will give each of the candidates a chance to speak with time limits and which will be fair to all of them.

The League will supply a moderator.

Candidates will be given a chance to make a brief opening statement. Time for this will depend on the number of candidates and allotted time for the event.

2. There will be a timekeeper to monitor time limits. The timekeeper will raise a card when the speaker has 30 seconds left, and a card when time has lapsed.
3. Candidates will be asked questions prepared by the League in advance. All candidates will be given equal time to answer.
4. Written questions from the audience will be screened by a question sorting committee provided by the League. No direct verbal questions are accepted from the audience.
5. The people who serve as moderator, question sorter etc. will have no connection with the candidates.
6. No candidate literature or signs will be displayed or distributed in the meeting room. This means the candidates and their supporters will be asked not to wear any campaign badges, tee shirts etc. during the forum. The League usually supplies a table either outside the room or if that is not feasible, the back of the room for informational material supplied by the candidates such as brochures if they wish to bring them.
7. Candidates will be supplied with, paper, pencil, and water.
8. Candidates will be allowed a brief closing statement after the audience questions.