

## RULES FOR THURSDAY, OCTOBER 13, 2016 CANDIDATE FORUM

- If the candidate is unable to attend the forum, he or she may send a representative to read a prepared statement lasting no more than 2 minutes. However, the representative may not answer questions on behalf of the candidate.
- If the candidate's opponent does not attend, the candidate may only make his/her opening statement and will not be allowed to answer questions. However, he/she may participate in the meet and greet session at the end of the forum.
- The candidate's opening statement will not exceed 2 minutes. It shall include the candidate's qualifications and reason he or she is seeking office. Order in which opening statements will be made will be determined by lot upon arrival at the forum.
- The candidate's closing statement will be limited to 1½ minutes. Closing statements will be made in reverse order from opening statements.
- Questions from the sponsoring organizations, the Park Ridge League of Women Voters and the Northwest Suburban AAUW branch will be determined prior to the forum. The sponsoring organizations will not divulge these questions to the candidates prior to the forum.
- Index cards will be given to audience members for submission of their questions to the moderator. Questions may be sorted to eliminate duplicates and may be reworded for clarity and/or neutrality.
- All candidates will have the opportunity to answer each question posed. Candidates will have one minute to respond. If a question is directed to one specific candidate, he or she will have one minute to respond. Any other candidate choosing to respond will be given one minute to do so. Candidates will rotate being the first to respond to a question.
- Upon agreement from the candidates, the moderator will have the authority to shorten or lengthen candidate response times.
- Candidates will restrict themselves to answering questions posed by the moderator or the audience. Exchanges between candidates will be ruled out of order.
- Timekeepers and time cards will give candidates notice of their remaining time on each question or statement. Unused time may not be carried over to later questions or statements.
- Campaign hats, signs, etc. must not be worn or displayed inside the auditorium. Campaign literature must not be circulated among the audience. A table outside the auditorium will be provided for campaign materials and position papers.
- The moderator has the responsibility for enforcing time limits and has the authority to interrupt the proceeding to enforce these rules agreed upon by the candidates.

- The moderator will have the authority to adjust scheduled time slots if all questions for a specific race are answered before the time period allotted ends or for reasons such as, but not limited to, “no-show” candidates.
- The sponsoring organizations have the right to record (video and audio) the forum and disseminate recordings for uses including, but not limited to, cablecast, broadcast, newscast, organization websites, social networking websites and organization blogs.

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