



## **Candidate Forum Rules**

*Updated August 2024*

The League of Women Voters (LWV) does not endorse or oppose candidates for public office or political parties. Candidate forums follow the impartial format established and published by the LWV United States, LWV Minnesota and LWV St. Paul (LWVSP). All events are free and open to the public and the media.

LWVSP will provide an impartial trained individual to moderate the forum, explain the procedures to the audience, and introduce the candidates. Candidates may bring speaker notes, but briefing books, electronics, and display props are not permitted. LWVSP will provide notepaper, pens, and bottled water. Campaign literature, buttons, signs, clothing or any other campaign items must not be brought into the forum room by candidates or audience members. However, a table will be available outside the room for campaign materials.

If an invited candidate is unable or unwilling to appear at a scheduled event, the event will still be held. This is the case even if only one candidate appears. The LWVSP reserves the right to cancel any event it deems to be in the best interest of the LWVSP.

The event partners and the moderator reserve the right to ask disruptive audience members to leave. All participants must be professional and respectful to one another, the candidates, the public, and event organizers. Audience will be asked to hold applause until the forum is concluded.

LWVSP will film the forum and post the recording online. Recording links will be shared with all candidates, if requested. Candidates should also expect that local media might also record the event. Audience members and campaign staff are discouraged from taking photos and recording. No photos or video of League-sponsored forums may be used for campaign purposes.

Time limits for all comments will be strictly enforced out of fairness to other candidates and the audience. Each candidate will have 2 minutes for opening remarks, 1 minute to answer each question and, if desired, a 30-second rebuttal (max 3). Candidates will also have 2 minutes for a closing statement. A timekeeper will hold up signs to indicate a 30 second warning and when time ends. Order of speaking will be determined by the moderator and will vary so that one candidate isn't always going first or last.

The audience may submit questions through out the forum. Voters may also submit questions via email to [lvvstpaul@lvvmn.org](mailto:lvvstpaul@lvvmn.org) before the event. Questions will remain confidential with all identifying information removed before the event. LWVSP screens questions to ensure that questions are applicable to all candidates, forward-looking, not personal in nature, and that they are relevant to the office. Question cards used in the forum become the property of LWVSP.