



- The moderator will summarize the rules and explain the format to the audience. The moderator will have the responsibility for enforcing time limits, and will have the authority to interrupt the proceedings to enforce the ground rules and format agreed to by the candidates. The moderator will not be a constituent of the candidates.
- For forums with more than two candidates, if a candidate cannot attend, a representative may make an opening statement only, and may not respond to questions.
- Time will be kept, and countdown cards will be visible to the moderator and candidates. When allotted time has expired, candidates will be allowed to finish a sentence before the moderator interrupts.
- Candidates will draw for the order in which they will give opening statements. Candidates will be given one minute for these statements. They will be asked to include their qualifications.
- Subsequently, there will be questions prepared by the League of Women Voters and/or submitted by citizens of **School District 204**. These questions will be written on index cards and read by the moderator. The League reserves the right to review and select questions for appropriateness and to avoid duplication.
- One question will be presented to three of the candidates who will have one minute to respond to these questions. Subsequent questions will be addressed in a rotation determined by the Moderator that guarantees equal time to each candidate.
- Following time allotted for audience questions, candidates may make closing statements of one minute.
- Tables outside the meeting room will be available for literature upon conclusion of the forum. It may not be handed out as the audience enters. Any campaign paraphernalia left behind will be thrown away. No visual aids will be permitted.
- The League reserves the right to publicize the forum, and may, at their option, invite the media or some other entity not associated with any of the candidates or campaigns to provide televised, radio, or other coverage of the forum. If the event is taped or transcribed, participants in the forum agree that copyright ownership of the tapes or transcripts resides with the League of Women Voters. *The candidates agree that they, their organizations, and their supporters will not use the forum, portions of the forum or any audio clips, video clips or transcripts for political advertising, or other purposes without written permission from the League of Women Voters.*

Candidates to sign and date below. This signed document **must be received** via e-mail or postal mail by **February 7, 2019** or be disqualified from participation.

I hereby agree to participate in the Candidates' forum and abide by the ground rules as presented in this Ground Rules document.

NAME: _____ **SIGNATURE:** _____

E-MAIL: _____ **PHONE:** _____ **DATE:** _____

(E-mail address and phone #'s will be kept strictly confidential and only used for future communications for this event.)

To be received by February 7, 2019 via postal mail or e-mail to:

mlieb@macbrady.com or Melissa Lieb, 1205 Meadowcrest Road, La Grange Park, IL 60526