

Forum Ground Rules

Source: *League of Women Voters of Coos County*
League of Women Voters of Oregon

- **Presenters have signed a pledge** that they have read, understand, and will abide by the ground rules.
- Please **refrain from applauding** or in other ways demonstrating support for or opposition to any speaker until the opportunity to applaud at the end of the forum.
- Please **turn off cell phones** including camera phones. **Audience members may not use any type of image or sound recording device during the forum.**
- **Only publicly recognized media and Coos Media, in agreement with LWVCC, will be permitted to film or record this event.** Coos Media owns their recording and are not obligated to give it to anyone. Recordings must be played in their entirety and may not be used for promotion of an issue. News media may broadcast neutral clips of the event.
- **No campaign banners**, signs, literature, handouts, or demonstrations are allowed in the forum room. Tables are provided in the lobby for campaign material.
- **No visual aids** may be displayed during the forum. Presenters may use personal notes. Presenters are to turn off any communication devices such as laptops and cell phones while on the podium.
- Presenters **will not** engage in personal attacks, will not defame the character of their opponents, and will not deliberately falsify the facts.
- Presenters **will remain seated** at their places at all times during the forum.
- Presenters **may not interrupt** one another.
- **Time limits** will be strictly observed. Presenters should stop speaking at the end of the current sentence when out of allotted time.
- **Questions**, including those which Presenters wish to address to each other, **must be written on the forms** provided. Pre-written questions will be accepted provided they are anonymous and fit on 1/3-page white paper. During the forum, the League of Women Voters will review all questions to ensure that they are clear, are not duplicates, do not include a personal attack, and address issues relevant to this form. Audience members may raise their hands when they have questions to submit, and a student page will collect them.
- **All forms will be destroyed** at the end of the forum to protect anonymity.
- **The moderator has the authority to enforce time limits, and also to interrupt proceedings to enforce ground rules.**