

**Ground Rules
For Political Forum
at Grace Community Church
Featuring Senate Candidates
Tom Reynolds and Jim Sullivan**

**October 4, 2006
7:30 PM**

Campaign Materials. No campaign materials, literature, hats, stickers, signs or banners are allowed inside the forum hall.

Candidate Access. The candidate shall not have access to any person during the question/answer time other than the moderator and the questioners, and, in the case of an emergency, a member of the crew or sponsor.

Audience Reaction. The live audience will be prohibited from applauding or making noise during the forum and may not do anything visible or audible to express support or opposition to any candidate during the forum.

Candidate Introductions. Candidates will be introduced by the moderator. The introduction shall include: (a) the candidate's name, as provided by the candidate; (b) the candidate's current public office title (if applicable), former public office title (if not currently a public official) and/or a fair description of his or her current occupation; and (c) the candidate's political party affiliation. Candidates will be introduced in surname alphabetical order.

Order of Statements. Opening and closing statements will be allowed, but limited to 3 minutes. The order of opening and closing statements shall be determined by a coin toss before the forum program. The candidate who wins the toss gets to determine whether he wants to open first. The candidate who opens first, closes second. The candidate who opens second, closes first.

There will be a second coin toss before the question/answer time begins to determine which candidate will answer the first question from the audience.

Time Limits. Time limits on statements, answers, rebuttals and responses will be strictly enforced.

Timekeeping. The timekeeper shall be someone other than the moderator or a questioner.

Each candidate will be allowed two minutes to answer each question. There will be three signals given to candidates: The first when there are 30 seconds left;

the second when there are 10 seconds left; and the third, a “stop” signal, when the time has run out.

After both candidates have answered both questions, a 30 second rebuttal time will be allowed for each candidate. There will be two signals given to candidates: The first when there are 10 seconds left; the second, a “stop” signal when the time has run out. The right to the first rebuttal will alternate with each question.

If necessary, the timekeeper shall ring a bell two-to-three seconds after the final “stop” signal is given and the moderator shall immediately interrupt the candidate and discontinue the statement or answer.

Rule Enforcement. The moderator shall enforce all rules and time limits. The moderator may interrupt any participant to enforce the rules and format requirements. The moderator may also take as much time as is needed to explain that a rule has been violated and that the rule was agreed to in advance by all participating candidates.

Disruptive Behavior. If a candidate demonstrates unreasonably disruptive behavior and repeatedly violates the rules, the moderator shall have the right to stop the program, turn off the candidate’s microphone and ask the candidate to leave the forum. If a candidate is asked to leave the forum, the remaining candidate or candidates shall be allowed to continue to the end of the program. If a candidate is required to leave the forum, the moderator shall have the right to allow the candidate to re-enter the forum.

If any member of the live audience or any person in the forum facility, invited or not, demonstrates unreasonably disruptive behavior, the moderator shall have the right to stop the program. The moderator will then ask the person to refrain from their behavior, and if not successful, then the individual will be asked to leave.

Adherence to Subject Matter. The moderator may interrupt any candidate if he or she believes the candidate is straying from the subject matter.

Candidate Interruptions. The candidates shall not be allowed to interrupt one another. It is the moderator’s responsibility to enforce this rule.

Question Subject Matter. Questions shall relate to one subject only (this is to preclude multiple questions by one person). If a questioner violates this rule, the moderator may restate the question.

Restating Questions. The moderator may restate any question that is unclear.

Closing Statements and Rebuttals. Closing statements made by candidates shall not include charges or attacks against another candidate that have not been previously raised during the forum. If a candidate violates this rule and the attacked candidate has already completed his or her closing statement, the moderator may offer the attacked candidate the right to make a short rebuttal (30

seconds or less), if time permits, after the closing statement segment has been completed.

Cameras. Outside of professional photographers or camera crews representing news media, no one in the forum hall shall be allowed to use any camera or video cameras during the program. If someone attempts to violate this rule, the moderator will stop the forum and ask the person to refrain from using his or her camera. The forum will not continue until the person has removed the camera from the forum hall. If the person refuses to abide by the rules, moderator will tell the person that they are trespassing on private property and will ask them to leave. If the person refuses, the moderator will discontinue the forum until the person leaves or removes the camera from the forum hall. If the disruptive person continues to use their camera/video camera, the moderator has the authority to end the forum.

No Distractions. Forum sponsors will make every effort to avoid anything that may be a distraction to the candidates participating in the forum. That includes adjusting lighting, fixing microphones, opening and closing doors, moving equipment and furniture, etc.

Media Access. Forum sponsors shall make every effort to accord members of the news media access to the forum, but to do so in a way that does not disrupt from the program or distract the candidates during the program. To accomplish this, an area for the news media will be assigned to allow for arrival and departure photographs of the candidates and post-forum interviews.

Candidate Access. Members of the audience and the news media shall not be given access to candidates when they enter the forum hall, or when they take the stage.

Candidate Positions. Stools/chairs will be provided for each candidate. Candidates are permitted to walk within a designated area on stage while speaking.

Water. A glass of water will be provided to each candidate on a small table next to his or her stool/chair.

Props and Visuals. Candidates may not bring or use props or visuals (which includes charts, posters, signs, banners, etc.).

Notes. Candidates are allowed to bring into the forum notes they can use as prompts and may refer to them throughout the program. Such handwritten or typed notes should be kept on the candidate's person, held in the candidate's hand or neatly placed on the table with the glass of water. Notes are not to be used as audience props or visuals.

End of forum. The forum will conclude as close to 8:30 PM as possible.