Candidate Forum Assistance Agreement

Sponsoring organization

- Must not support or oppose a political party or candidate.
- Must not be affiliated with a ballot issue.
- Must be approved by the LWV-CC. LWV-CC may choose not to assist for reasons including limited volunteers, concerns about fairness or safety, and insufficient planning or communication from the sponsoring organization.
- Takes the lead in setting the date, arranging the venue, inviting the candidates, funding the event, providing volunteers, and publicizing the event.
- Provides any preselected questions to LWV-CC prior to the forum.
- Coordinates with LWV-CC to determine forum logistics.
- Sends LWV-CC guidelines to candidates and provides copy of invitation to LWV-CC.

Venue (In Person Event)

- All public health and safety protocols in effect must be followed.
- There should be comfortable, safe seating for candidates and moderator and a table for water and notes.
- Water should be provided for the candidates and moderator.
- Microphones should be provided for candidates and moderator, if needed.
- Name tents for candidates, including office sought, should be visible to the audience.
- A Timekeeper's reserved seat should be in view of candidates and moderator.
- If written questions from the audience are used, a table and chairs should be provided for question screeners, close to the moderator. Question forms and pencils should be provided to the audience.

Venue (Virtual Event)

- The forum may be conducted with an audience viewing the forum live, or only recorded to be available for public viewing later.
- During the forum, only invited participants (e.g., host, candidates, moderator, timekeeper) will have video and/or audio enabled.
- Any chat function should be used only by participants for technical or procedural issues, and should not be visible to the audience.

- Candidates' backgrounds should not have campaign paraphernalia or distractions. Each candidate's name and office sought should be visible to the audience, such as on a virtual background and/or by modifying the name shown on the video.

Format
- Sponsoring organization and LWV-CC must agree on the format before candidates are invited, including these topics:
    - Which office or offices are to be included
    - How much time will be allowed for opening and closing remarks and answers to questions
    - Whether questions will be solicited or prepared before the forum and, if so, by whom
    - Whether written or oral questions will be permitted from audience
    - How the speaking order will be determined
    - Whether the forum should conclude at the end of the allotted time or when there are no further questions from the audience
- All candidates for the offices included in the forum must be invited.
- All candidates are given equal time and opportunity to make opening and closing remarks and answer questions from the audience.
- Only candidates may participate as speakers; no substitutions are allowed.
- Candidates are provided with written guidelines in conformance with LWV policies (see the Voters Services policies on the LWV-CC governance webpage).
- Questions, whether written or oral, are based on issues, do not include personal attacks, and are presented to all candidates for an office for response.
- Candidate campaign materials may not be handed out individually to attendees as they enter the room or placed on audience seats.

Publicity
- Publicity for event may state that the League of Women Voters of Collin County is moderating (if applicable) or assisting with the forum, but LWV logo may not be used and LWV-CC may not be named or implied as a co-sponsor.
- All publicity using LWV name must be reviewed by LWV-CC prior to publication.
- Any communication that states or implies LWV-CC positions or opinions must be reviewed by LWV-CC prior to distribution.

Recording/broadcast
- Any use of forum recordings requires the express written approval of LWV-CC.
- Any audio/video of forum must be broadcast in its entirety on a nonpartisan platform. Exceptions must be approved by LWV-CC.