

## GROUND RULES

All Participants need to read and sign that they have understood and will abide by these rules to maintain fairness and neutrality.

- Please arrive on time as the debate will begin without you.
- There will be no substitutes or stand-ins for the candidates. In the event of absence, candidates can provide a 15 second statement to be read by the local election supervisor for presentation.
- Candidates can bring notes, pad and pens for taking notes during the debate.
- Cell phones should be turned off.
- Time limits on responses will be strictly observed.
- All candidates will receive a master list of topics / questions to prepare
- Debate questions will be taken from the master list.
- Candidate follow-up questions must keep on topic.
- A timekeeper will hold cards (30 seconds, 10 seconds), visible to the speaker, indicating how much time remains. When the "stop card" is shown, the speaker must end his/her speech within 10 seconds.
- The moderator will have the responsibility for enforcing time limits. The moderator also will have the authority to interrupt the proceedings to enforce the ground rules and format that were agreed to by the candidates.
- The moderator will introduce the candidate speaking before and after he/she speaks.
- The moderator may restate the question.
- The moderator may interrupt the candidates if they believe the candidates are straying from the subject.
- The candidates will not interrupt one another.
- The candidates' closing statements should be significantly related to the matters debated previously.
- As there is no opportunity for rebuttal following the closing statements, candidates will refrain from personal attacks or charges.
- The debate must be run by a moderator, who does not act as a spokesman for the station or any individual candidate or candidate slate on the subjects discussed, but has the sole function of ensuring that the ground rules are observed.
- At the beginning and end of each debate, the moderator must state that the views expressed are those of the candidates, not of KPFA, and that the sponsorship of the debate is not an endorsement by the sponsor of any candidate.
- The moderator must also state that all viable candidates have been invited.
- Prior to forums, Moderators / Hosts, Timekeepers and Board Operators must disclose, in writing, any affiliations with, and/or endorsements for, any candidates, or candidate slates to the National Election Supervisor.
- The radio station may report what happens at the debate, but must do so without mentioning the candidates name, providing editorial comment or endorsement and must circulate the report only through its normal channels of communication.
- The radio station may refer listeners to the debate which will be kept in the archive and accessible online.

I \_\_\_\_\_ (name in print) have read and agree to abide by the ground rules.

Signed:

Dated:

Type of Participant (circle one)

Candidate Moderator / host Timekeeper Board Operator

If Moderator/Host, Timekeeper or Board Operator disclose your affiliations and endorsements of any candidates or candidate slates in writing below. If you refuse to disclose this information you cannot participate in the on air forum.

Affiliations or endorsements Disclosure: