CANDIDATES NIGHT for

Group	
Date	
Time	
Location	

Insert time - tables, chairs, sound system, meet candidates, draw for order

1 Candidate – email, phone 2 Candidate – email, phone 3 Candidate – email, phone 4 Candidate – email, phone etc.

start time – Welcome to Candidates Night for _____

Introduce self and timekeeper - Timekeeper is _____ I'm

Comment on impartiality.

Acknowledge and honor the audience for coming to participate actively in the democratic process.

_____·

Ask for and introduce press if present

Introduce League

This meeting has been planned and is conducted by the Voters Service Committee of the LWV of ______. The League is a non-partisan, political organization – a label which commonly confuses people. Non-partisan means we do not support or oppose political parties or candidates. We are political in that we believe democracy is not a spectator sport and that all citizens need to educate themselves and participate in our democracy. In addition to organizing and hosting Candidates Nights, voter registration drives, we League members study issues and policies, come to member agreement on those issues and then lobby based on those positions.

The League was founded in 1920 when the 19th amendment was ratified. We have retained the name League of Women Voters because of those suffragette roots – but for well over 50 years, men have been included in our membership. Our local league was founded in ______ and over the years has had a local impact on issues ranging from ______ to ______. Please consider joining us.

Introduce Vote 411

Vote 411 is the League of Women Voters online voters' guide. It can be used to register to vote, find polling hours and places, and as a guide for voters to learn where candidates running for office in your community stand on the issues. Your candidates tonight were

invited to respond to questions about ______. If responses come from the candidates, they are posted on the Vote411 platform unedited by the LWV and available to you for making informed voting decisions. The candidates' response will be published on ______

Review offices and candidates.

We have tonight with us ______ individuals who are vying for _____ seats, each for a term of _____ years.

Out of courtesy for our candidates and our audience, we ask that all cell phones be turned off or set to vibrate. Recording any portion of this event by video or cell phone is not permitted.

CANDIDATES -- in alphabetical order

Ground rules – these have been reviewed in advance by our candidates. Each candidate will have ______ minutes for an opening statement, the order of which was determined by a draw earlier this evening.

The timekeeper will hold up a sign when 1 minute, 30 seconds and 15 seconds remain and stop sign when time is up. After all opening statements have been made, questions for the candidates will be taken from the audience.

At the end of questions from the audience, candidates will have a _____ minute opportunity for a brief closing statement.

We are scheduled to conclude at _____

Start + 5 minutes - And now for opening remarks from

Start + 9 minutes - And now for opening remarks from

Start + 13 minutes - And now for opening remarks from

Start + 17 minutes - Thank you

Ground rules for the question period. Questioners will be asked to stand, state name and address, and indicate to whom the question is addressed. In order for all to have a chance to pose a question, the question will be limited to one minute. No one will be permitted to ask a second question until all who wish have had a chance to ask a first question.

You may also write a question on the paper provided to you at the door and signal one of our League members to collect it.

Candidates will be limited to answers not to exceed two minutes. Candidates may decline to answer a question if they choose. Candidates wishing to answer questions not addressed to them may signal the moderator and gain the floor – again for not longer than ______ minutes. (see toolkit for possible other options)

Only questions pertaining to the issues will be allowed and no personal or abusive questions are permitted. These noble individuals have put themselves before the public by running for public office and that alone is a public service, which we respect. Speeches from the floor are not permitted. The moderator will have the right to interrupt if a single person or a particular issue dominates the discussion and will have the right to rule on all questions. We will get to as many questions as possible, based on our time constraints.

Questions from the audience

(Keep track of who answered first and spread it around for fairness)

- 1- Name of candidate
- 2- Name of candidate
- 3- Name of candidate
- 4- etc.

Adapt this for # of presenters

1	2	3
2	2 3	1
3	1	2
1	2	3
2	2 3	1
3	1	2
1	2 3	2 3
2	3	
3	1	1 2
1	2	3
2	2 3	1
3	1	2
1	2	2 3
2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	1 2 3	1 2
3	1	2

Finish minus 15 minutes in the past _____ minutes, we have discussed the following topics:

Finish minus 3 minutes X # candidates

– We'll now ask for a 3 minute sum up statement if you wish. This order was also established by draw.

Reverse of opening order

And now for closing remarks from

And now for closing remarks from

And now for closing remarks from

Finish minus 1 minute

- Thank you to the candidates and to the audience for making this a valuable and participative event. The vote on the ________ is (where, when

Again, thank you and good night.

sb/mfm 6/2023