



## CANDIDATES NIGHT FORMAT AND RULES

Tuesday, September 2, 2008 - 7:00 PM

Please note early start time

Virginia Hospital Center – Arlington – John T. Hazel Conference Center  
1701 North George Mason Drive – Arlington, VA

1. There will be three separate panels, as follows:
  - U.S. Congress (8<sup>th</sup> District)
  - Arlington County Board
  - Arlington School Board

When called, each panel of candidates will take its place at the front table in the auditorium. Surrogates for candidates are not permitted. If a candidate is unable to attend in person, the panel will be presented without them.

2. Each candidate will have an opportunity to make an opening statement standing at the podium. The order of opening statements will be determined by a drawing by the candidates to be held at the podium at the start of the panel. After opening statements, the candidates will be seated at the front table next to the podium and contested races will have the opportunity to field questions from the audience. Candidates are permitted to use prepared remarks or notes during their presentations. The Federation President will serve as Moderator.
3. Each candidate in the Congressional and County Board panels will have **three minutes** for an opening statement and **two minutes** for a closing statement. Each candidate in the School Board panel will have **two minutes** for an opening statement; there will be no closing statements for the School Board panel. Each candidate in the Congressional panel will have **ninety (90) seconds** to answer each question posed to any member of their panel. Each candidate in the County Board and School Board panels will have **two minutes** to answer each question posed to any member of their panel. The order of answering questions will rotate with each new question unless the question is posed directly to one member of the panel, in which case that candidate will answer first. For the opening and closing statements, Candidates will be informed by cue card when one minute remains, when thirty seconds remain, and when time has expired. For questions, there will only be a cue card for thirty seconds remaining and time expired. Upon time expiration, the Moderator will ask the candidate to conclude his or her remarks.
4. During the question and answer period, questions from Federation delegates and alternates will be entertained through a random drawing system. Delegates and alternates will have the opportunity to register for the drawing by noting their name and the civic organization they represent on a name card. Registration will be conducted in the Hospital Conference Center Lobby between 6:15pm and the conclusion of opening statements by candidates on the respective candidate panel to which the question is directed. The name card is to be placed in

*Over - Continued*

the applicable public office box located at the registration desk. Delegates and alternates whose names are drawn at random by the moderator will speak via a walk-around microphone (handled by ACCF Executive Committee members) when recognized to pose their question. Questions may be directed to one or more candidates, in which case they will answer first, but each candidate will have an opportunity to address the subject matter of the question posed to the respective panel.

5. Questions must be concise, no more than **thirty seconds** in length, and not statements of position. Argumentative, multi-part, and follow-up questions will not be permitted. Time is available for approximately **five** questions for the County Board panel and **four** questions each for the Congressional and School Board panels. The Moderator may allow additional question(s) if there is at least four minutes of allotted time left for any panel. In the interest of allowing as many persons as possible to ask questions, each delegate or alternate will be allowed to pose only one question to one panel of candidates. If their name is subsequently drawn for a second panel, it will be disqualified unless all who registered for that panel have already asked a question of a previous candidate.
6. Candidates Night is a nonpartisan public forum, open to the public, and is conducted on the property of our host, The Virginia Hospital Center – Arlington. Customary hospital noise limits apply. Cell phones are not allowed inside Hospital buildings. Signs, banners, demonstrations and audio-visual presentations are not allowed in the Conference Center lobby, hallway, auditorium, or on the outside of the Hospital building. Only authorized press and ACCF representatives may tape or photograph the proceedings. Literature may be distributed only in the lobby of the Conference Center, from 6:45pm until the close of the meeting. Candidates and their supporters are expected to respect the Hospital's rules, as well as, the sensitivities of patients and visitors during the evening. It is expected that the event will be videotaped by Cable Channel 69 personnel for later broadcast. Other members of the media will be invited.
7. The decorum of the Civic Federation will be observed at all times. Deliberate demonstrations staged while panel members are speaking will not be tolerated and may result in terminating that portion of the program. Civic Federation members and guests are expected to refrain from audible conversations and other behavior that may distract panel members and detract from the decorum of the program. Member and guests failing to observe Civic Federation decorum (as outlined above) will be asked to leave the auditorium.
8. Please acknowledge receipt and application of these "Candidates Night Format and Rules", by signing and returning the enclosed copy in the envelope provided.
9. The candidate's written acceptance of the invitation to appear at Candidates Night indicates that he or she has read, understands, and will adhere to the format and rules herein, and will instruct campaign workers attending the event also to adhere.

10. Receipt is acknowledged:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Thank you,

Stan Karson, Acting President, Arlington County Civic Federation  
1510 12<sup>th</sup> St. N., Apt 701, Arlington, VA 22209