



Candidates Forum Format

Format

The Spring Election Candidates Forum consists of 6 segments, 3 of which are question and answer sessions with or between the candidates running for elected office. The forum will begin promptly at 7:00 PM and will be completed by 8:30 PM. The forum is primarily for contested races, but candidates running unopposed are welcome to participate in Segments 1 (Introduction Statements) and 6 (Summary Statements).

Introduction Statements (Segment 1)

- ◆ The Beaver Dam Chamber of Commerce as host, the business or organization sponsoring the event, and the chamber's chosen moderator for the night, will be introduced, and the format and rules will be reviewed. Beaver Dam Chamber staff will time candidate responses and indicate when time has ended. The forum will begin promptly at 7:00 PM.
- ◆ Candidates will be seated in alphabetical order by political office being sought. The seating order by office will be as follows: City Aldermanic District 1 or 2 race, City Aldermanic District 3 or 4 race, and so on, City Mayor race, Municipal Judge race, Town of Beaver Dam Supervisor races, Town Chairman race, School Board Area positions, Dodge County Supervisor positions and lastly, Dodge County Circuit Judge races.
- ◆ Each candidate will be given 1 minute to introduce himself/herself.

Session 1 (Segment 2)

- ◆ Media representatives covering the Beaver Dam area will be allowed to ask questions of the candidates until 7:30 PM. Each question can be directed at only one race or candidate, with the exception of School Board Area positions as all candidates are At-Large; **no questions may be asked of the entire group of candidates.** Each candidate that would have a question directed to him/her will be allowed 1 minute to respond. If a question is posed only to one candidate in a race, his/her opponent will be offered the opportunity to have 30 seconds to rebut. Numbers will be drawn from a container to determine which media representative will ask the first question; Media representatives will then take turns asking questions. Media representatives will be allowed an equal number of questions, as time allows.

Session 2 (Segment 3)

- ◆ Contested races only will be allowed a moderated debate between candidates, until 7:55 PM. Beaver Dam Chamber staff and the chosen moderator will moderate the debate between candidates. Numbers will be drawn from a container with the lowest number determining who gets to ask the first question in each contested race, in the following order: City Aldermanic District 1 or 2 race, City Aldermanic District 3 or 4 race, and so on, City Mayor race, Municipal Judge race, Town of Beaver Dam Supervisor races, Town Chairman race, School Board Area positions, Dodge County Supervisor positions and lastly, Dodge County Circuit Judge races. The candidate that is asked a question will receive 1 minute of time to respond. The candidate asking the question will then receive 30 seconds to rebut. Then the next two candidates will follow the same process. This process will continue until all contested races have had an opportunity to have one question and one



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rebuttal. Then candidates will then reverse positions, beginning with the last set of candidates from the first round. The process will start over if time allows.

Break (Segment 4)

- ◆ The candidates will be allowed a 5 minute break.

Session 3 (Segment 5)

- ◆ The moderator will field only verbal questions from the public for candidates beginning at 8:00 PM. Each candidate that would have a question directed to him/her will be allowed 1 minute to respond. Each question can be directed at only one race or candidate, with the exception of School Board Area positions as all candidates are At-Large; **no questions may be asked of the entire group of candidates.** If a question is posed only to one candidate in a race, his/her opponent will be offered the opportunity to have 30 seconds to rebut. The number of candidates, each receiving one minute for a summary, will determine how long Session 3 lasts.

Summary Statements (Segment 6)

- ◆ Each candidate will have 1 minute to summarize their positions on the issues at the end of the forum. This segment will last as many minutes as there are candidates and will be completed by 8:30 PM.