

DATE

*Re: LWV "Meet the Candidates Night," Wednesday, June 15, 2016,
7:00 pm to 8:45 pm at the Cold Spring Harbor Public Library*

Dear *CANDIDATE*,

The League of Women Voters of Nassau County and League of Women Voters of Huntington ("LWV") are pleased to invite *CANDIDATE* to participate in a "Meet the Candidates Night". We will ask all *Democratic Party certified candidates approved to run for the office of U.S. Representative for New York's 3rd Congressional District. Nancy Rosenthal, President of the Nassau County League of Women Voters Inter League Organization ("ILO") will be the moderator.*

The League of Women Voters is a non-partisan organization that promotes participation of citizens in government. The League does not support any political party or candidate. As you know, the League of Women Voters has had a long and successful history of running "Meet the Candidate Nights" throughout the country for many years. This forum will provide the public with the opportunity to hear the candidates' views on issues important to the constituents of the 3rd Congressional District and to generate excitement for getting out the vote.

Attached is a copy of the "Procedures for League of Women Voters Candidates Nights." As you can see, every effort is made to give each candidate the opportunity to express his/her views. We look forward to your agreement to participate in the forum, and to your acceptance of our rules. Please *confirm your participation and sign your agreement to our procedures. Send signed agreement to ADDRESS no later than June 1, 2016.*

We hope that this will facilitate your preparation and provide a framework for your interaction with the audience. We are looking forward to meeting you at Cold Spring Harbor Library, ADDRESS, no later than 6:45 pm. If you have any questions, feel free to call or e-mail us. Our contact information is below.

Thank for your willingness to participate.

Sincerely yours,

Judy Jacobson,

Director, League of Women Voters of Nassau County

Home Phone: 516-627-0831

Cell Phone: 732-407-4606

E-Mail: judyhp@gmail.com

Dianne Slavin

Co-chair, Voter Service Committee, Huntington Chapter

Home Phone: 631-385-8314

E-Mail: dcslavin@aol.com

MEET THE CANDIDATES NIGHT

PROCEDURES FOR LEAGUE OF WOMEN VOTERS OF MANHASSET/PORT WASHINGTON and LEAGUE OF WOMEN VOTERS OF HUNTINGTON

1. The moderator will be a member of the League of Women Voters who lives outside of the New York 3rd U.S. Congressional District.
2. Candidates will draw lots to determine the order of speaking.
3. Cards will be distributed by volunteers from the League of Women Voters. Cards will be *collected and vetted by League members. Questions will be vetted to assure that they are legible, and not repetitive, or abusive.*
4. Questions must be confined to the issues in the campaign.
5. Each candidate will be allowed *two (2)* minutes for an opening statement.
6. After all candidates have spoken, the moderator will read questions.
7. *No* questions may be addressed to an individual candidate.
8. Candidate will be given one minute to answer every question.
9. Each candidate will be given a red card that may be used if he/she wishes to rebut a response. When making a rebuttal, the candidate will hold up a red card to be recognized by the moderator. The candidate may use his/her rebuttal card a total of three times. Each candidate will have *30 seconds* for a rebuttal.
10. A League member will act as timekeeper. The timekeeper will hold up a sign indicating when 30 seconds remain, and again when time is up. When the time is up, the speaker will be allowed to finish the sentence.
11. Candidates will have two (2) minutes for a closing statement and will speak in reverse order from the opening statement.
12. Since the purpose of the meeting is to determine the candidates' views, no substitute speaker will be allowed to appear should a candidate be unable to attend.
13. The use of props, charts or visuals and the distribution of campaign literature is prohibited.

14. Video-Recording Policy

- a. *The content of this forum is owned by the LWV.*
- b. *Only the videographer authorized by the League may record this forum.*
- c. *Any use of the authorized recording requires the advanced approval of the LWV, except other local leagues may post the recordings on their websites. Only licensed media, including TV, radio, and newspapers, are entitled by FCC regulations to air portions of this recording. Anyone else who airs this recording may do so only in its entirety.*
- d. *No one is permitted to edit footage for campaign purposes.*
- e. *The LWV will post recordings of "Meet the Candidates Nights" in their entirety on League media.*
- f. *All party chairs and candidates will sign a release form stating that they have read and accepted the conditions stated above.*

*Agreed and accepted this
(DATE)*

by (CANDIDATE)
