

CANDIDATE AGREEMENT

As a service to the voters in West Windsor Township, West Windsor Forward, with support from the League of Women Voters of the Greater Princeton Area (hereinafter referred to as "League of Women Voters" or "League"), is sponsoring a single public candidate forum for candidates running for Mayor and Township Council. You have confirmed your participation in this joint forum covering both Mayoral and Council races, contingent on there being sufficient candidates for your office as outlined below.

Event Details:

- **Date:** Thursday, September 25th, 2025
- **Time:** 7:00 PM to 9:15 PM (candidate arrival time: 6:30 PM)
- **Location:** Kelsey Theatre at Mercer County Community College
- **Positions:** Mayor of West Windsor Township and two seats on West Windsor Township Council

West Windsor Forward will livestream this event on YouTube and post the recording of the event in its entirety on YouTube and other platforms for viewing after the event.

Forum Contest Requirements by Office:

- **Council:** The council portion of the forum will be held when there are either (a) at least three council candidates are participating in the forum (b) council candidates from at least two different tickets are participating, and a minimum of three council candidates are running in total.
- **Mayor:** The mayoral portion of the forum will be held when there are at least 2 mayoral candidates participating in the forum.

Recording and Media Consent

- You consent to the livestream and recording of the candidate forum.
- You agree that only West Windsor Forward, the League of Women Voters of the Greater Princeton Area, or individuals specifically authorized by these organizations may record the event.
- You agree that West Windsor Forward owns the content of the recording of this candidate event and may post the recording in its entirety.
- You agree that you, your campaign staff, volunteers and/or supporters will only post or share the recording of the event in its entirety and will not edit the recording or make public any excerpts from the recording.

- As nonpartisan organizations, West Windsor Forward and the League of Women Voters never support or oppose political parties or candidates. You agree not to use either organization's name, logo, event recording, or any materials from the event to claim organizational support of or opposition to any candidacy.

Compliance and Liability

- You agree to comply with all Kelsey Theatre and Mercer County Community College rules, regulations, and policies.
- You agree to hold harmless West Windsor Forward, the League of Women Voters of the Greater Princeton Area, Mercer County Community College, and their respective representatives from any claims, damages, or liabilities arising from your participation in this event.

CANDIDATE GROUND RULES

These ground rules apply specifically to candidates participating in the forum

PRE-EVENT REQUIREMENTS

- **Arrive at least 30 minutes early** (6:30 PM) for briefing with panelists and event organizers
- **Mandatory briefing:** Attend technical check and ground rules review
- **Format confirmation:** The specific format will be formalized and communicated to all candidates at least one week before the event, based on the number of candidates participating

FORUM AUTHORITY AND FORMAT

Decision-Making Authority

The League Moderator will have final authority on all matters during the forum.

Tentative Format Structure

Subject to finalization based on candidate participation:

1. **Part 1, in theatre:** Equal time Q&A sessions with panelists' questions
2. **Part 2, in theatre:** Town-hall style Q&A with audience questions (written submission required)
3. **Part 3 in lobby:** Informal meet-and-greet session. The League will host an informative ballot education table and community groups such as the West Windsor Bicycle and Pedestrian Alliance and Friends of West Windsor Open Space will be invited to engage with residents.

CONDUCT AND PARTICIPATION RULES

Time and Format Management

- **Strict time limits:** When time is called, finish your sentence and stop
- **Equal opportunity:** All council candidates get equal time and opportunity to respond, as do all mayoral candidates.

- **One rebuttal only:** Each candidate gets one chance per question to rebut, but there will be no second chances to rebut the same question
- **No interruptions:** Respect other candidates' response time
- **Questions:** Questions will not be shared with candidates in advance
- **Part 3 Details:** Candidates will be respectful of attendees, community organizations, and other candidates during the informal conversations in the lobby.

Professional Standards

- **Business or casual business attire required:** No political slogans or partisan messaging on clothing
- **Respectful dialogue:** No personal attacks, character assassination, or derogatory comments
- **Appropriate language:** Family-friendly language suitable for YouTube broadcast
- **Stage access:** Only candidates, panelists, and introductory speakers are permitted on stage - no candidates' staff, surrogates, or supporters

TECHNOLOGY AND MEDIA RESTRICTIONS

- **Electronic devices:** All candidates must silence/off phones from the start of the forum till the beginning of Part 3, regardless of whether or not they are on stage at that time
- **No social media:** Prohibited during the event
- **No personal recording:** Only authorized personnel may record
- **Official recording:** May only be shared in its entirety, no excerpts or editing. This is a firm League of Women Voters policy requirement.
- **Communication blackout:** No contact between candidates' staff/advisors from the start of the forum till the beginning of Part 3, regardless of whether or not candidates are on stage at that time. Contact is permitted between candidates and campaign staff in the lobby

CAMPAIGN MATERIALS AND SUPPORTERS

- **Literature:** Available at designated table in the lobby only
- **No in-theatre distribution:** Campaign materials prohibited inside the theatre
- **Supporter conduct:** Encourage all supporters to follow all attendee guidelines (below)
- **Clean-up:** Remove all campaign materials after event

ACCURACY AND FACT CHECKING

Candidates are responsible for the accuracy of their statements. West Windsor Forward and the League of Women Voters will not fact-check candidate statements during the forum, except at the sole discretion of the moderator in extraordinary circumstances. Candidates are permitted to fact-check each other during rebuttal opportunities. News media present may provide independent fact-checking after the event.

VENUE SAFETY AND COMPLIANCE

- **Campus rules:** Follow all MCCC and Kelsey Theatre policies (no smoking, no alcohol, etc.)
- **Emergency procedures:** Comply with venue safety protocols
- **Security cooperation:** Follow directions from MCCC staff and event organizers

CONSEQUENCES

- **Warning system:** Minor violations receive warnings
- **Removal:** Serious violations (threats, disruption, non-compliance) may result in immediate removal
- **Disqualification:** Removal may affect eligibility for future West Windsor Forward events

RULE MODIFICATIONS

- **Subject to change:** These ground rules are subject to modification at any time at the discretion of West Windsor Forward and the League of Women Voters
 - **Additional rules:** New rules may be added as needed to ensure the fair and orderly conduct of the forum
 - **Notification:** Any rule changes or additions will be communicated to candidates as soon as practicable
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BASIC ATTENDEE GUIDELINES

For supporters, staff, and guests invited by candidates. Comprehensive attendee guidelines will be available closer to the event date.

During the Forum

- **Theatre portions (Parts 1 & 2):** Complete silent observation required - no cheering, booing, or audible responses. Hold applause until the very end of the theatre parts of the forum.
- **Lobby portion (Part 3):** Respectful dialogue and conversation encouraged - no chanting or demonstrations.
- **No political displays:** No buttons, t-shirts, signs, or partisan materials inside theatre
- **Devices off/silent:** No recording, photography (other than by invited media and the official West Windsor Forward recording/livestream), or social media during event

Questions and Participation

- **Written questions only:** During the town-hall questioning portion, submit questions on cards provided at entry
- **No floor discussion:** Questions or comments from seats not permitted during moderated portions
- **Screening process:** All town-hall questions reviewed before presentation

General Conduct

- **Professional behavior:** Respectful toward all participants, staff, and attendees
 - **Follow venue rules:** Comply with MCCC campus policies
 - **Security cooperation:** Follow directions from event staff and security
 - **Emergency procedures:** Follow venue safety protocols if needed
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CONTACT INFORMATION

For questions: contact@westwindsorforward.org

ACKNOWLEDGMENT

By signing this agreement, you confirm your intent to participate and acknowledge that you have read, understood, and agree to abide by all ground rules outlined in this document. Violation of these rules may result in removal from the forum.

Thank you for your participation in this important civic event for West Windsor Township.

This agreement must be signed and returned one week before the event (September 10th, 2025) to confirm your attendance and agreement to these terms.

For questions, please contact us at contact@westwindsorforward.org.

Candidate's Signature: _____ **Date:** _____

Candidate's Name (print): _____

Campaign/Ticket Name (print if applicable): _____

Candidate Phone: _____ **Email:** _____

Position Seeking: ☐ Mayor of West Windsor Township ☐ West Windsor Township Council