

## **PRE-TOWN MEETING FORUM GROUND RULES**

### **GENERAL**

- ARTICLES ARE CHOSEN FROM THOSE SUBMITTED WITH THE HIGHEST NUMBER OF RESPONSES.
- NO MORE THAN 10 ARTICLES UNLESS TIME PERMITS.
- THE TOWN MODERATOR WILL CHAIR THE FORUM.

### **SPONSORS**

- DO NOT READ THE ARTICLE.
- GIVE A BRIEF (3 MINUTE) DESCRIPTION OF THE PURPOSE AND CONTENT OF THE ARTICLE.
- DO NOT ADVOCATE FOR OR AGAINST THE ARTICLE.
- ANSWER QUESTIONS DIRECTLY OR REFER TO AN ASSOCIATE.
- SLIDES OR HANDOUTS OF SUPPORTING MATERIALS (MAPS, CHARTS, DOCUMENTS, ETC.) ARE ENCOURAGED. SUGGESTED QUANTITY OF HANDOUTS IS 75 COPIES.

### **AUDIENCE**

- HAVING THE WARRANT (HARD COPY OR VIA ELECTRONIC DEVICE) IS ADVISABLE.
- ADDRESS QUESTIONS TO THE SPONSOR.
- QUESTION AND ANSWER PERIOD FOR EACH ARTICLE:
  - FORM A LINE AT ONE OF THE TWO MICORPHONES ON THE FLOOR.
  - ASK A QUESTION – DO NOT ADVOCATE FOR OR AGAINST THE ARTICLE.
  - IF THE ANSWER IS UNSATISFACTORY A FOLLOW UP QUESTION MAY BE ASKED.
  - IF ANOTHER QUESTION IS REQUIRED, STEP TO THE BACK OF THE LINE. IF THE ANSWER IS UNSATISFACTORY, A FOLLOW UP QUESTION MAY BE ASKED
  - PLEASE AVOID REPETITIVE QUESTIONS.
  - THE MODERATOR WILL ALTERNATE BETWEEN THE TWO MICROPONES.