

Suggestions for the Public Forum Moderator

1. There will be two sign-in sheets (one for pro and con), and participants wishing to speak should sign up.
2. Moderator should be sure all attendees are aware of the ground rules for the forum, as well as all time limits.
3. Participants should be respectful of others. Any participant that shows disrespect to others will be asked to leave.
4. Moderator should alternate calling speakers from Pro and Con.
5. Be sure that someone is designated to answer questions raised by the community members or clarify facts presented (i.e., panel of experts, coalition chair, or event leader).
6. All questions should be directed to the moderator or the panel of experts if applicable. Participants should not address the crowd or other speakers directly. No debates among participants.
7. Participants should stick to a 2-3 minute time limit. A visible time clock will assist both the moderator and speakers to stay within the time limit.
8. Moderators should use their best judgment about the content of the messages. If the moderator feels a specific message has been repeated, he/she may request speakers to limit their comments to topics that have not yet been discussed.
9. Everyone interested in speaking should be given the opportunity to speak before anyone speaks a second time. If appropriate and time allows, the moderator can ask if anyone would like to speak again, keeping within the time limits.