

Agenda

- 6:45 pm Doors open to candidates
- 6:50 pm Candidates present themselves to the moderator to draw for order of speaking.
- 7:00 pm Call to order & moderator's remarks, doors closed, reading of rules and regulations.
- 7:10 pm Opening presentation: each candidate to be given 2 minutes for their opening presentation.
- 7:20 pm Question and answer period (in advance questions – asked by moderator – *2 mins response, max, per question*)
- 7:55 pm Question and answer period (open floor forum – asked by remote participants – *1 min response per question*)
- 8:30 pm Closing statements: each candidate to be give 2 minutes for closing statements.
- 8:40 pm Moderator's concluding remarks.
- 8:45 pm Adjournment (ON TIME)

Rules and Procedures

1. Candidates are asked to present themselves to the moderator at the head table promptly at least 5 minutes prior to the call to order to draw for order of speaking.
2. Candidates, current Board of Education Trustees, and Senior District Staff will attend in person.
3. Attendance by the public will be virtual. The virtual session will be recorded and made available to the public up until the day of election.
4. There will be no display space, so please leave any posters etc. at home.
5. Meeting to be called to order promptly at 7:00 pm, doors will be closed at this point, and the virtual session will be live.
6. Candidates will be seated in speaking order at the speakers' table and will be introduced in this order.
7. Each candidate will be allotted 2 minutes to make an opening statement. The order of these statements is determined in advance by draw.
8. Candidates are asked not to interrupt other candidates' opening statements or closing statements.
9. During the Q&A period questions will be received from the (virtual) floor. Public attendees are asked to 'raise their hand' and wait to be called on by the moderator before speaking. The moderator will have the responsibility of insuring that questions are directed to the appropriate candidate. If necessary, questions may be directed--by the moderator--to other candidates to ensure balance.
10. If a candidate chooses to pass on a question, it is a permanent pass. (It is not okay to answer that question after hearing other candidate's answers.)
11. The moderator will rule out of order any question deemed inappropriate, offensive, or derogatory, or that would seem to attack the integrity of the candidate or brings the district's reputation into disrepute.
12. The moderator will rule out of order any person who attempts to use the meeting as a platform for expressing a point-of-view on any issue.
13. Questions may be limited to one per individual (dependent on attendance), and asked of two select candidates to ensure as wide a participation from the audience and candidates as possible.

14. Answers to the open floor questions will be limited to 1 minute to ensure as wide a discussion as possible.

15. Allow 2 minutes for closing statements. The order of speaker will be the reverse of opening statements.