

City of Port Alberni By Election - All Candidates Meeting

Agenda

- 6:00 Doors open.
- 6:15 Candidates present themselves to the emcee to draw for order of speaking.
- 6:30 Call to order & emcee's remarks and reading of the rules and regulations. Introduction of candidates in alphabetical order.
- 6:40 Candidate Statements – each candidate to be given two to five minutes for their opening presentation (this will vary depending on number of candidates).
- 7:15 Short break (optional).
- 7:30 Q&A period.
- 8:15 Summary by candidates – two to three minutes per candidate.
- 8:25 Emcee's concluding remarks.
- 8:30 Adjournment (ON TIME).

Rules & Procedures

1. Candidates should arrive early to the scheduled time of the meeting. Please present yourself to the emcee at the head table, promptly at least 15 minutes prior to the call-to-order. This is necessary to allow everyone to be present to draw for order of speaking and get mic'd up.
2. All candidates have equal opportunity to present material for the debate.
3. Meeting to be called to order promptly at 6:30pm Thursday October 10, 2024.
4. In-person candidates will be seated alphabetically at the speakers table and be introduced in this order.
5. Each candidate will be allotted two (or up to five) minutes to make an opening statement. The order will be determined based on advance by draw and the length by the number of candidates in attendance.
6. Candidates are asked to not interrupt candidates opening or closing statements.
7. During the Q&A period, questions will be received from participants in a pre-determined process. The emcee will direct questions to the appropriate candidate. If necessary, questions will be directed by the emcee to other candidates to ensure balance.

8. If required, the emcee should be given the latitude to rule out of order any question deemed inappropriate, offensive, or derogatory, or questions that seem to attack the integrity of the candidate or brings the chamber's/BoT's reputation into disrepute.
9. The emcee will encourage participants to minimize any pre-amble to a question and should interrupt participants who don't promptly pose a question.*
10. The emcee will also rule "out of order" any person who attempts to use the meeting as a forum for expressing their own point-of-view on any issue rather than asking a simple and direct question. These meetings are times to hear from candidates on their views, rather than attendees who want to express their own views.*
11. Questions will be requested ahead of the meeting. Limited to one per individual to ensure wide participation from the attendees and hosts.
12. Candidates' answers will be limited to one to two minutes to ensure a wide discussion.
13. There is time for closing statements. The order will be the same as opening statements.

*As we are not planning on taking questions from the floor, we will apply the spirit of this rule to any submissions received prior to the event or if we setup Slido, a platform for questions to be submitted virtually and the voters can indicate together which questions matter the most. We also are leaving this here in the event not enough questions are received prior to the event.