

# All Candidates Meeting Agenda & Rules

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## *Rules and Procedures*

1. Candidates to be asked to present themselves to the chairperson at the head table promptly at least 15 minutes prior to the call to order to draw for order of speaking.
2. All candidates will be given equal opportunity to present material and posters for the debate
3. Meeting to be called to order promptly, doors will be closed at this point.
4. Candidates will be seated alphabetically at the speakers table and will be introduced in this order.
5. Each candidate will be allotted 5 minutes to make an opening statement. The order of these statements will be determined in advance by draw.
6. Candidates will be asked not to interrupt candidates opening or closing statements
7. During the Q&A period questions will be received from the floor in either written or oral form. All Candidates will have equal opportunity to answer questions.
8. The chairperson will rule out of order any question deemed inappropriate, offensive and derogatory or that would seem to attack the integrity of the candidate or brings the chambers reputation into disrepute.
9. The chairperson 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.
10. Questions from the floor will be limited to one per individual to ensure as wide as participation from the membership as possible.
11. Answers to questions should be limited to 2-3 minutes to ensure as wide a discussion as possible.
12. Each candidate will have 5 minutes for closing statements. The order should be the same as opening statements

## *Schedule*

The meeting will be held on April 22<sup>nd</sup> at the Revelstoke Community Centre, which is located at 600 Campbell Ave.

The schedule below is merely an outline, the times and events may be change based on number of candidates participating, and the volume of questions received from the audience during the Q & A period.

6:30 pm	Doors open
6:45 pm	Candidates present themselves to the chairperson to draw for order of speaking
7:00 pm	Call to order & Chairperson's remarks, reading of the rules and regulations
7:10 pm	Introduction of candidates in alphabetical order
7:15 pm	Each candidate to be given 5 minutes for their opening presentation. This would mean no more than 30 minutes given to opening statements.
7:30 pm	Question and answer period
8:15 pm	Summary by candidates, 5 minutes per candidate
8:25 pm	Chairperson's concluding remarks
8:30 pm	Adjournment (ON TIME)

We encourage each candidate to make themselves available for 30 minutes after the forum to answer individual questions. We will ensure the Chair Person, Executive Director of the Chamber and members of The Chamber Board of Directors will also remain until 9 PM to facilitate the open forum.