

**TRAILER ESTATES PARK AND RECREATION DISTRICT
PROCEDURE FOR APPLICANT INTERVIEWS FOR TRUSTEE
APPOINTMENTS TO THE BOARD OF TRUSTEES PP 5**

1. The Chairman shall conduct the interview(s) and shall assign a Trustee to be the timekeeper.
2. The Chairman shall advise the candidate(s) that they have three minutes to make a preliminary statement to review their qualifications, experience, and reason for seeking a Trustee position. The Chairman shall inform the candidate(s) they have three (3) minutes to answer a question. The other candidate(s) then has three minutes to answer the same question. A two-minute rebuttal period is then permitted for each candidate. If during this process, a candidate requests additional time for clarification, the Chairman may grant the request. The other candidate(s) may do the same. Only one request per candidate will be permitted on each question.
3. The Board of Trustees will direct their questions to each candidate with any follow-up questions.
4. The Chairman shall direct the next question to the other candidate(s) so as to alternate who answers first on each question. The process continues when all relevant questions have been addressed or until the allotted time for questions has expired.
5. The Chairman shall provide the candidate(s) up to three minutes to present a summary. The candidate(s) shall go in reverse order of their preliminary statements. Upon completion of the summaries by the candidate(s), the Chairman shall conclude the interview process.