

**TRAILER ESTATES PARK AND RECREATION DISTRICT
CANDIDATES' NIGHT PROCEDURE PP4**

1. The Chairman of the Board shall select a person to serve as an impartial Moderator. The Moderator shall appoint clerks as assistants to the Moderator to the extent necessary to follow the procedure set forth below. The Moderator or the Moderator's designee shall be the timekeepers.
2. In order to ensure a civil and orderly interview process, the moderator will review all questions. If the question is determined to be disruptive in nature, seen as a personal attack, or inappropriate, the moderator has the prerogative of eliminating the question or rewording the question. The moderator will inform the Board and the public if the question has been reworded. In all cases, the questions and responses shall be provided in a civil manner and no one shall be allowed to make personal attacks on the candidates or others involved in the Park.
3. The order for preliminary statements of each candidate will be determined by drawing numbers during a brief meeting of the candidates and moderator preceding the event (15 minutes). According to the drawn numbers, the candidates will be seated at a table with microphones.
4. The moderator shall advise the audience that they may fill out the available 3 x 5 cards with any questions for the candidates. Persons completing a card will hold the card up to notify the clerks to pick up the cards. You are asked to write name and address on the card, in order for it to be read. The clerks will group the cards with similar questions and provide them to the Moderator. Cards may be submitted in advance of the meeting. The Board or the Moderator may set a time frame for the completion of the resident question and answer period, however, it will not go past 8:45 p.m. All question cards will be provided to the District Office for public record.
5. The Moderator shall advise each candidate that they have three minutes to make a preliminary statement to review their qualifications, experience, and reason for seeking a Trustee position.
6. The Moderator shall initially select a card and direct the first question to one candidate who has three minutes to answer. (The Moderator may combine questions.) The other candidates then have 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 moderator may grant the request. The other candidates may do the same. Only one request per candidate will be permitted on each question.
7. The Moderator shall direct the next question to the other candidate(s) so as to alternate who answers first on each question. The process continues until the moderator believes that all relevant written questions have been addressed.
8. The Moderator will then open the floor for questions. Persons will be asked to raise their hand and a clerk will bring the microphone over so that a question may be asked.

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Persons will be given two minutes to state their name, address, and ask the question. A timer will ring after 1 ½ minutes notifying the questioner that 30 seconds remain. Only one question per person may be asked. The process continues until the moderator believes that all questions have been addressed or until the allotted time for questions has expired.

9. The Moderator shall provide the candidates up to two minutes to present a summary. The candidates shall go in reverse order of their preliminary statements. Upon completion of the summaries by the candidates, the Moderator shall conclude Candidates' Night.