



PROTOCOLS FOR CANDIDATES' FORUM

Bastrop City Hall – Council Chambers

Bastrop City Council Places 1 & 5

Tuesday, April 16, 2018

6-7:30pm

Candidates will be provided the same information.

A candidate who does not attend cannot otherwise be represented, either by another individual or a prepared statement. If only one candidate is in attendance, there will be no forum for that office and the candidate present will not be permitted to make a formally sponsored statement. He/She may engage in media interviews, informally talk with citizens in attendance and distribute campaign materials.

Questions will not be made available to candidates in advance of the forum.

Each candidate will be allotted the following:

- A 2-minute (120-second) opening statement
- A 1 1/2-minute (90 second) response to each question
- A 1-minute (60 second) rebuttal if candidate is asked question first
- A 2-minute (120 second) closing statement
- A 1 1/2-minute (90 second) response for questions from the floor if time permits

Order of statements and questions:

- The order of the opening statements will be determined by alphabetical order for each office.
- First question: The first responder will be the candidate who was second to make his/her opening statement. Subsequent questions will alternate between the candidates.
- To allow time for the closing statements, a total of seven-eight (7-8) questions will be asked.

The timer will keep the candidates and moderator apprised of remaining time.

- If a candidate is in mid-sentence when the "Stop" sign is shown, he/she may complete that sentence in as few words as possible.
- If a candidate attempts to exceed his/her time allotment, the Moderator will inform the candidate that the allotted time has expired and direct the forum continue to the next candidate.

The audience will be asked to not respond with applause or audible statements during the forum.

Candidates and their supporters will not display campaign literature or wear campaign insignia, including buttons or lapel pins during the forum, but may bring such items for distribution in the area designated for this purpose after the forum.

Candidates are welcome to bring family members and supporters who will regard the other candidate(s) with the same respect they expect that candidate's family and supporters to use regarding their candidate.