TOOLKIT AND SAMPLES

Virtual Candidate Events

Given the COVID pandemic, many local Leagues organized virtual candidate events this past spring. In response to our request, we received reports from many local leagues about how they conducted their events. We have summarized the variety of methods they used below, including the different costs, levels of required technological expertise, and advantages/disadvantages.

Also listed are the names of the Leagues, with contacts, that used this method; if you have questions, please contact them directly.

In many respects, Virtual Candidate Events are similar to In-Person Candidate Events, with the same planning, operational and League policy requirements. However, virtual events also have special challenges. The similarities and particular challenges are noted further below.

II. Virtual Candidate Event Methods

1. Zoom webinar feature
2. Zoom basic service
3. Working with a local cable access station
4. Facebook live
5. Collaborating with school district or town
6. Collaborating with college or university

Zoom Webinar
The Zoom webinar feature is the most expensive method and requires the most expertise of Zoom features, but also provides the League with the most control of the event. The League must have a subscription to Zoom and pay for the webinar feature which is beyond the basic Zoom pricing. Preregistration can be required or not for attendees. With the webinar feature, the organizer or host can have only the moderator and candidate be viewed on the screen (no audience) and prevents audience from interrupting or interacting in any way during the event. Although virtual backgrounds can be used to make it all consistent, this was a problem for some candidates and moderators so is not a recommendation.

Leagues who used this method:
LWV of Westchester ILO (with LWV of Rockland Co): Stephen Cohen, stephen435@optonline.net; Mary Lou Green, marylougreen14@gmail.com; Kathy Meany, kzmeany@gmail.com
LWV of Rivertowns, Susan Maggiotto, susanmagg24@gmail.com
LWV of Cooperstown and LWV of Oneonta: Liane Hirabayashi, liane.hirabayashi@gmail.com; Steve Londner, slondner@gmail.com
Zoom Basic Service
This option is cheaper than the Zoom webinar feature but it does not allow as much control for the host or moderator. Pre-registration is possible so the public can be required to request the link and require a password, and the host can mute all participants except the candidates, but the audience can unmute themselves and the host cannot prevent total access by the audience. One local League used this method, but didn’t offer it live so it was only the moderator and candidates on the Zoom meeting and then the video was shared widely after on multiple sites. In this way, the League maintained control for the event.
Leagues who used this method:
LWV of Saratoga: Charlotte Druschel, cmdrusch@gmail.com

Working with a local cable access station
With this option, the League can concentrate solely on the event procedures and implementation. The technology is provided by the cable station so no knowledge of the technology is required by the League. One League that organized this type of event did have it shown live on the cable and also on YouTube. It was also then posted after the event on multiple cable access websites, YouTube, and the League’s website. This method can be much less expensive even if the cable station requires a small fee for the service.
Leagues who used this method:
LWV of New Castle: Suzanne Kavic, lww.newcastle.president@gmail.com
LWV of Hamptons, Shelter Island and North Fork: Barbara McClancy, bmcc343@aol.com

Facebook Live
This method has no cost for the technology as long as the local League has a Facebook page. We do not have a local League who used this option, but it is an option. Typically, Facebook live is often combined with another method to provide another live streaming of the event.

Collaborating with a School District or Town
Many local Leagues coordinated with school districts in their area to provide candidate events for school board elections. This method has no cost and does not require the League to handle the technology. The school district’s technology - either Zoom, WebEx, or other program - can provide control of the event to prevent audience interruption. The League can provide the moderator with questions solicited or reviewed in advance. The school district (or town for local elections) can advertise the event which is a big benefit as well as advertise for questions from their school communities. Again, the video can be posted on the school district’s website, as well as YouTube, social media sites, and the League’s website.
Leagues who used this method:
LWV of Albany County: Andy Lee, newandytree@gmail.com
LWV of Saratoga: Charlotte Druschel, cmdrusch@gmail.com
Collaborating with a College or University
This method is similar to the school district or town method, but it can reach an even wider audience. For the gubernatorial candidate event organized by the state League in 2018, a college provided their technology and staff to live stream the event on multiple sites and so the League could concentrate on moderating the event. This event was also an in-person event, so the live streaming enabled a wider viewing of the event. This method may also encourage younger voters, as the college can help to market the event and so it will be viewed by more who are at the college.

Leagues who used this method:
LWV of Huntington: Dianne Slavin, dcsavin@aol.com

II. Virtual Candidate Event Similarities with In-Person Events

Here are our comments, general guidelines, and some recommendations for both live and virtual events:

- **Streaming live or taping the event for later viewing reaches larger audiences.** The size of audience – both watching live and accessing it after the event - was much larger for each type of virtual events than for any in-person event held in the past. Therefore, if you are organizing an in-person event, consider streaming it live or at least tape it to post later for a wider audience.

- **The same League policies and rules apply for both live and virtual candidate events.** These are spelled out in the Road to the Voting Booth Part II and Toolkit Part IIA and include:
  - Our nonpartisanship policy
  - Our No empty chair policy (requiring more than one candidate to be present for each race)
  - Our recording policy, and
  - Having candidates agree to and sign acceptance of our policies

- **The same comprehensive planning is required for both live and virtual candidate events.** The detailed planning for in-person and virtual candidate forums is the same, but with one major difference: for a virtual forum, instead of choosing a venue, you are choosing a format. Both types of candidate events still require a team, including a moderator, timekeeper, and vetters.
  - As always, the moderator needs to remain in control, but having a moderator who lives outside of the district becomes much easier in a virtual forum.
  - Veters will be able to vet questions before the virtual forum takes place. It is recommended that questions be collected in advance through multiple social media sites and websites. The public can send questions to the League and the League can have a committee review, as usual, to avoid repetition, delete questions to single candidates, or delete inappropriate questions. It is not recommended that the audience have
an “open mic” during a virtual event, but some have suggested that maybe the audience could offer questions on the “chat” function on Zoom events.

III. Challenges for Virtual Candidate Events

- **Technical expertise is essential for virtual events.** Leagues that do not have someone who really is tech-savvy probably shouldn’t attempt to do a virtual event by themselves. Using a school, town, college or local cable access is highly recommended for these Leagues as those entities have people who can handle all the technology aspects and the League can concentrate on what it does best – organize and moderate the event.

- As noted above, a common benefit with in-person events is that the video of the event can be archived and then posted on YouTube, Facebook and websites so it can be viewed by many more people after the event. However, there are unique challenges with broadcasting virtual events:
  - Having the event on Zoom and simultaneously live on Facebook did allow nasty and inappropriate comments to be posted on one League’s Facebook page, so it is recommended that the event be posted to Facebook after the event rather than simultaneously live (unless your tech person can figure out how to prevent real-time comments during the event to be posted on Facebook). Comments may be turned off from YouTube so it is possible to have it live on YouTube without this issue if using Zoom.
  - If at all possible, it is critical that the local League conduct a trial run of the event to test the technology and equipment that the candidates, moderator, and time keeper will be using. This is important because it allows the participants to double check their own computers’ audio and video for problems, and ensures that all know how the event will run. It also allows the moderator to “meet” the candidates and review the ground rules and procedures to be followed. Even if the trial run is only with some of the participants, it will help ensure a trouble-free event. The most common issue reported by local Leagues that organized virtual candidate events this spring was the candidates’ lack of technological knowledge or the candidates’ weak internet connections that caused interrupted or loss of connections during the event. It is important that during trial run the candidates use the same equipment and exact location they will be using during the actual forum.
SAMPLE DOCUMENTS FOR VIRTUAL EVENTS

1. Ground Rules, Policies, Format
2. Instructions to Panelists
3. Email Invitations – To Participants, To Practice Session
4. Press Release
5. Video Policy Release Form
6. Timeline and Script for Moderator

1. GROUND RULES, POLICIES, FORMAT

LEAGUE OF WOMEN VOTERS OF SARATOGA COUNTY
Candidates’ Night for Saratoga Springs School Board
June 1, 2020 7:00 – 8:00 pm (immediately after the budget presentation)

GROUND RULES
Due to the global pandemic the League of Women Voters of Saratoga County will be conducting this
year’s Candidates’ Night via Webex. The event will be recorded and posted at saratogaschools.org. Audience
questions will be collected by email prior to the start of the event. All questions will be
reviewed by League members based on relevancy to the office and topic/redundancy. A representative set of questions will be used to encompass as wide an array of topics as possible during the Candidates’ Night. Questions of a personal nature will not be permitted. Audience questions will not be taken during the Candidates’ Night.
The Candidates’ Night will be conducted in a way that does not promote or advance one candidate
over another. A trained LWV member will moderate the event. To avoid any appearance of a conflict of interest the moderator will be a resident of a community outside of the area of the
election in question.
It is our policy that at least two candidates for each office must appear for the presentation to proceed. This is in accordance with the League of Women Voters rules and its policy of nonpartisanship. Any Candidates’ Night with only one candidate present, considered an “open or empty chair”, will be cancelled.

By participating in a League Candidates’ Night, all candidates agree to the following policies and procedures:
1. Surrogates may not stand in for a candidate in any Candidates’ Night.
2. Candidates may not send or receive text messages, email, social media, or any other form of electronic communication during a Candidates’ Night. Candidates may not be coached or receive informational messages via electronic communication or on paper during the event. Candidates may consult their own written notes on paper during the Candidates’ Night.
3. No campaign materials including campaign buttons, shirts, hats, logos, banners, etc. are allowed to be visible during the transmission of a videoconference Candidates’ Night.
4. Only the League or its authorized representative is allowed to record and disseminate the Candidates’ Night proceedings.
5. No candidate will be allowed to record the video or audio of a Candidates’ Night as a whole or edited in any way for campaign purposes. However, a candidate is permitted to provide a link to the League’s recording in campaign materials and online.

6. League rules require that if a Candidates’ Night is recorded it must be broadcast (or rebroadcast) unedited and in its entirety. Unauthorized recording is prohibited to ensure that the content of a Candidates’ Night is not manipulated in any way to create false or misleading impressions of any candidate.

Candidates’ Night Format
1. The moderator will announce that the Candidates’ Night is to be broadcast live in its entirety, explain the rules, and introduce each candidate.
2. The Candidates’ Night will follow a traditional format beginning with an opening statement from each candidate, followed by a question and timed response period, then closing statements.
3. The order of candidates’ opening statements will be determined using a non-biased approach determined by the League. The reverse order will be used for closing statements.
4. Opening statements will be timed and limited to one and one half (1 ½) minutes each.
5. Question response time will be limited to one (1) minute each.
6. The moderator will address each question to all the candidates, and each candidate will have the same amount of time to respond. The order of answering questions will be rotated among candidates.
7. The moderator will ask all questions.
8. Question response times will be strictly enforced by the moderator. If a candidate does not use all the time allotted for a response, the unused time cannot be applied to any other purpose or question.
9. One time, candidates may request additional time during the Question session for a rebuttal or to expand an answer. This is limited to one (1) minutes.
10. A timekeeper will hold up signs signaling candidates when “1 minute” remains, when “30 seconds” remain, and when to “STOP”. Candidates are expected to respect and comply with time limits.
11. The candidates will not interrupt one another or the moderator during the Candidates’ Night. The moderator will have the authority to pause the proceedings to enforce the ground rules and format.
12. Candidates will not be provided with any of the questions in advance.
13. Any candidate may request the moderator to repeat a question during the response round. Candidates may decline to answer any questions.
14. Closing statements are limited to one (1) minute.
15. The audience will be muted throughout the Candidates’ Night.
2. SAMPLE INSTRUCTIONS FOR PANELISTS

LEAGUE OF WOMEN VOTERS THE COOPERSTOWN AND ONEONTA AREAS
Filename: lwv_zoom-webinar-instructions_panelists.docx File last modified: 5/25/2020

Zoom Webinar Instructions for Panelists

Joining the Meeting
You have the choice of either (1) using your computer for both audio and video OR (2) using your computer for video and your phone for audio.
If you are using your computer for video and your phone for audio, when prompted for:
• **Meeting ID**, enter Webinar ID
• **Participant ID**, enter your unique 6-digit-number from invitation

Entering your participant ID ensures that your phone audio is connected to your computer video as a panelist. If you don’t do that, then your audio will be treated as an attendee rather than a panelist, and we won’t be able to hear you.
**IMPORTANT:** Do not use computer audio and phone audio at the same time.

Panelist Roles
• Candidates: make opening/closing statements, answer questions initially and in follow-up
• Media representative: ask questions when prompted by moderator
• Moderator: explain format and rules, enforce rules, ask questions, summarize debate, and provide information
• Timekeeper: display signs indicating time remaining for statements and responses
• Question wrangler: receive, organize, and provide audience questions for moderator
• Audio controller: manage muting and unmuting of panelists

Video
• Each panelist will have a screen on the computer.
• Keep your background neutral.
• Do not show any promotional candidate paraphernalia, e.g., posters or mugs.
• Use a well-lit space.
• Candidates, media representative, and moderator will be on video and visible during the debate.
• The moderator may share her screen at the beginning and end of the event to provide district, voting, and contact information.
• The timekeeper will use his screen to show signs with time remaining for candidates.
• The question wrangler will use her screen to provide instructions on sending questions.
• The audio controller will disable her video to maximize the real estate for other panelists.

Audio
• Recognizing that most panelists will be participating from their homes, we will be muting any panelist who is not speaking to minimize the possibility of background noise.
• Find a quiet space to minimize background sounds when you are speaking.
• The timekeeper, question wrangler, and audio controller will be muted for the debate.
2. SAMPLE INSTRUCTIONS TO CANDIDATES IN ADVANCE OF EVENT

League of Women Voters of New Castle

In preparation for the Assembly District #93 Candidates’ Night on June 1st at 7pm, I wanted to give you the following information:

1. There will be a brief Zoom meeting on June 1st at 10am with all candidates and the moderator. At this time, lots will be drawn to determine speaking order during the event. It is also an opportunity to check your video and audio connections. Lots will be drawn, and order determined even if not all candidates are present. This meeting will be recorded.

2. You will receive a Zoom invitation to the morning meeting within the next few days. This link will also be the link for the actual Candidates’ Night that evening.

3. Please remember that during the Candidates’ Night you will be on camera and visible to the audience at all times (just as you would in an in-person event). Please check your physical background and lighting prior to the event. We strongly discourage you from getting up and moving around during the forum. Here is a link to some helpful tips for appearing your best on a video webinar: https://blog.zoom.us/wordpress/2013/08/20/video-conference-etiquette/

4. Please provide your cell phone number as an emergency contact in case of technical difficulties during the Candidates’ Night.

5. On the night of the event, if you are unable to connect to Zoom or if you unexpectedly lose your connection, please contact League Volunteer at XXX-XXX-XXXX so that she can contact our technical team at New Castle Community Media Center to help you.

6. The Candidates’ Night will be open for you to sign in 30 minutes prior to the event. Please sign in early.

7. All media release forms must be signed and are due by Sunday, 5/31/20, (the day before the event) in order for you to participate.

Please let me know if you have any questions.

Mary Kirsch
Director of Voter Service, LWV of New Castle
3. SAMPLE EMAIL INVITATION TO PARTICIPATE

League of Women Voters Rivertowns

Hastings-on-Hudson School Board Candidates Forum

Inbox

Sun, May 17, 3:02 PM
bcc:xxxxxx

Dear School Board Candidates,

I am pleased to invite you to participate in a Hastings-on-Hudson School Board Candidates Forum. The Forum will be conducted via Zoom video conferencing on Tuesday, May 26, 2020, from 6:30 to 8:00 pm. The Forum will be hosted by the League of Women Voters of the Rivertowns and co-sponsored by the Hastings PTSA.

If you intend to participate, please confirm by replying to this email.

Attached please find the Ground Rules and Format and the Video Recording Policy and Release Form. The Release Form must be signed and returned PRIOR to the day of the event in order for you to participate.

I look forward to hearing from you soon. Best regards,

Susan Maggiotto
President, LWV Rivertowns
3. SAMPLE EMAIL INVITATION TO PRACTICE SESSION

League of Women Voters Rivertowns

Thu, Jun 4, 9:01 AM

bcc: xxxxxxxx

Dear Candidates,

You will be receiving an invitation to join a Zoom meeting on Sunday morning, June 7, at 10:00 a.m. to practice for the afternoon forum. This will be useful for introductions, mic checks, advice for visual framing, and any instructions necessary to ensure a smooth event. It should take no longer than half an hour.

Thank you.

President, LWV Rivertowns
4. SAMPLE PRESS RELEASE

League of Women Voters Rivertowns

May 31, 2020

Contact:

Susan Maggiotto, League of Women Voters of the Rivertowns 914-478-3072 or susanmagg24@gmail.com

League of Women Voters of the Rivertowns to Hold Live Virtual Forum for Primary Candidates in Assembly District 92

The League of Women Voters of the Rivertowns will host a forum via Zoom for candidates running in the June 23 Democratic Primary to represent the 92nd Assembly District. The District consists of the Towns of Greenburgh and Mount Pleasant.

The Forum is scheduled for Sunday, June 7, 2020, from 1:00 p.m. to 2:00 p.m. The candidates include Thomas J. Abinanti and Jennifer Williams.

The event will be recorded and made available on the Rivertowns League web site: www.lwv-rivertowns.org and on the Rivertowns League Facebook page through June 23.

There will be no audience participation. Questions must be submitted in advance and will be vetted by League members who will submit them to the moderator of the Forum.

5. SAMPLE VIDEO POLICY RELEASE FORM

LEAGUE OF WOMEN VOTERS OF NEW CASTLE
CANDIDATES’ NIGHT
VIDEO RECORDING POLICY & RELEASE FORM

1) The content of this Candidates’ Night is owned by the League of Women Voters of New Castle (LWVNC).

2) The event will be recorded by New Castle Community Media Center (NCCMC) and will be available for subsequent viewing via various online platforms through Election Day.

3) Only the videographer authorized by the League may record this Candidates’ Night. Under no circumstances may the candidates or their surrogates record the proceedings.

4) Only licensed media, including TV, radio, and newspapers, are entitled by FCC regulations to air portions of this recording. Anyone else who broadcasts or streams this recording must do so only in its entirety.

5) The live stream may not be recorded or reused without authorization from the League. No one is permitted to edit footage for campaign purposes or any other purpose.

6) Other Leagues may post the recording on their websites.

7) Candidates are permitted to provide a link to the League’s recording, in campaign materials or online.

Your signature below acknowledges that you have been informed of these policies and have no objections. In order for you to participate, LWVNC must receive the signed form PRIOR to the day of the Candidates’ Night.

Please return this form by email to lwv.newcastle.voterservice@gmail.com.

************************************************************************************
I acknowledge that I have received and read the Video Recording Policy of the League of Women Voters of New Castle. I understand that I am responsible for complying with the requirements set forth therein in my capacity as an invited participant in a League of Women Voters of New Castle Candidates’ Night.

Accepted by: ___________________________ Date: __________
Candidate signature
6. SAMPLE TIMELINE AND MODERATOR SCRIPT

SAMPLE SCRIPT FOR MODERATOR
VIRTUAL CANDIDATES DEBATE:
DEMOCRATIC PRIMARY OF THE NYS 121ST ASSEMBLY DISTRICT

June 9, 2020 | 7:00-8:30 pm | Zoom Webinar

6:15 Setup
- 6:15 Arrive on site
- 6:25 Arrange background
- 6:30 Start Webinar and check audio and video for candidates and media representative

results of draw

First on Opening Statement        First Question
Dan Buttermann                  Corey Mosher

6:45: [START SCREEN SHARE]
7:00 Welcome and Introductions [STOP SCREEN SHARE]

welcome
On behalf of the League of Women Voters of the Cooperstown and Oneonta areas, welcome to our first ever virtual Candidates Debate, which is for the Democratic Primary election for the New York State 121st Assembly District.

My name is Liane Hirabayashi, and I will be your moderator tonight. Joining me in running tonight’s debate are League members Steve Londner to keep track of time, Julie Sorensen to gather and organize emailed questions from the audience, and Erika Scott to manage our audio settings.
logistics

[START SCREEN SHARE SLIDE 2]
Let me quickly review a few logistics with all of you:

- [CLICK] For those of you in our audience, if you wish to ask questions, email them to lwvcoop@gmail.com. This email will be visible throughout the debate. Please include your name, the town you’re from, and to which candidate you are addressing your question. If it’s both candidates, just write both, or we’ll assume that it is for both.
- [CLICK] For those of you in the audience who are familiar with the Zoom platform, we have intentionally removed a number of features: chat, Q&A, audience video and audio.
- [CLICK] This debate is being recorded. The recording will be made available on the Oneonta League’s Website by the end of the week.

[STOP SCREENSHARE]

press

In addition to our candidates, we are joined on the panel by Daily Star managing editor Robert Cairns.

about the league

This meeting has been planned and is conducted by the two League of Women Voters organizations in Otsego County, representing the Oneonta and Cooperstown areas. This year marks 100 years that the League has empowered voters and defended democracy. Over the last century, we’ve fought for election protection and equal access to the ballot—all while maintaining our commitment to nonpartisanship and fostering an informed electorate.

Yes, the League is a non-partisan, political organization—a combination that can be confusing. We are non-partisan, in that we do not support or oppose political parties or candidates. And we are political in that we believe democracy is not a spectator sport and that all citizens need to educate themselves and participate in our democracy. When not engaged in organizing and hosting Candidates Nights, League members study issues and policies, come to member agreement, and then advocate based on those decisions.
We have retained the name League of Women Voters because of our suffragist roots—but for well over 50 years, men have been included in our membership. The Oneonta area League was founded in 1965, followed by the Cooperstown area league in 1972; and we’re proud to say that we are one of the few if not only counties in upstate New York with two leagues. Over the years the two leagues have had a local impact on issues ranging from recycling to voting machine selection to the county administrator position and much more. We hope you will consider joining us. If you are interested in joining either League, please contact us at lwvcoop@gmail.com and lwvoneonta@gmail.com.

census and voting

Before we begin the debate, there are two important messages the League would like to impart:

[START SCREEN SHARE SLIDE 3]

First: **Complete the 2020 Census.** The census data will be used for the next decade to make funding decisions that affect our schools, our communities, our infrastructure, our businesses, and our families. To get our fair share, we need every person to be counted. It’s easy. Go online to 2020census.gov or call 844-330-2020.

[NEXT SCREEN SLIDE 4]

Second: **Vote.** You’re here for the debate so we know you’re engaged. Here are the important dates to keep in mind:

- Early voting starts in 4 days and continues until 2 days before the election. Check your county board of elections for times and places
- June 16, a week from today, is the last day to postmark a **mailed-in application** for absentee ballot
- June 22, the day before the election: If you want to **apply in person** for an absentee ballot, this is the last day to do so. For those who are mailing in their absentee ballot, this is the last day to **mail your ballot.**
- June 23 is election day, with polls open 6 am to 9 pm. It’s also the last day to deliver your **absentee ballot in person.**
- For more information, go to vote411.org and lwvny.org.

Now on to the debate. [SCREEN SHARE SLIDE 5]
review offices and candidates

Tonight, we have with us the 2 candidates for the Democratic Primary election of the New York State 121st Assembly District.

As described in Ballotpedia:

- [CLICK] The New York State Assembly is the lower chamber of the New York State Legislature, which, [CLICK] along with the New York State Senate, works with the governor of New York to create laws and establish a state budget.
- Legislative authority and responsibilities of the New York State Assembly include passing bills on public policy matters, setting levels for state spending, raising and lowering taxes, and voting to uphold or override gubernatorial vetoes.
- [CLICK] There are 150 seats in the New York State Assembly.
- [CLICK] Each Assembly Member represents an average of 129,187 people.
- [CLICK] Assembly members serve 2-year terms and are not subject to term limits.
- [CLICK] To eligible to serve in the New York State legislature, members must be New York State residents for 5 years and residents of their district for 12 months.
- [NEXT SCREEN] The 121st Assembly District includes Madison County and parts of Otsego and Oneida counties.

[STOP SCREEN SHARE]

The candidates, in alphabetical order by last name, are:

- Dan Buttermann [Dan wave]
- Corey Mosher [Corey wave]

ground rules

The ground rules for this evening have been reviewed in advance by our candidates. Each candidate will have 4 minutes for an opening statement, the order of which was determined by a draw. Candidates may choose not to use all 4 minutes.

[Timekeeper, show signs as I mention them.] The timekeeper will hold up a sign on his screen when 1 minute, 30 seconds, and 15 seconds remain; and a stop sign when time is up. After opening
statements have been made, questions for the candidates will be taken from the audience.
At the end of the question period, candidates will be able to make a brief, 2-minute closing statement. Again, candidates may choose not to use all 2 minutes.
We are scheduled to conclude at 8:30 pm.

Opening Statements
7:07 And now the opening statement from Dan Buttermann.
7:12 Thank you, Candidate Buttermann.
And now the opening statement from Corey Mosher.
7:17 Thank you, Candidate Mosher.

Questions from the Audience and Media Representative

ground rules for the question period

Now we’ll move to the questions from the audience and our media representative. As stated earlier, for those of you in the audience, if you have not done so already, please use the email address on your screen to send in your questions for the candidates.
Candidates will be limited to answers not to exceed 2 minutes.
Candidates may decline to answer a question if they choose.
Candidates wishing to answer questions not addressed to them may signal the moderator and gain the floor—for no longer than 2 minutes. If a candidate wishes to follow up, they may do so for 1 minute, at the discretion of the moderator.
Only questions pertaining to the issues will be allowed, and although controversy and differing opinions are welcome, no personal or abusive questions or comments are permitted. These individuals have put themselves before the public by running for public office and that alone is a public service that must be respected.
The emailed questions are being reviewed and collated, so it’s possible your question may be slightly reworded if it is similar to someone else’s. We are focusing laser-like on asking questions of the candidates; so, if you send a statement without a question, we will not read it. Should you wish to express your opinion on a subject with one of the candidates, we ask that you do so by contacting them directly. We will get to as many questions as possible, as time allows.
The order for the response to the first question was determined by a draw, with Corey Mosher going first.
**candidate order for answers**

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1. **COREY MOSHER**
2. **DAN BUTTERMANN**

8:05  ten-minute mark
It’s 8:05, so we have about 10 more minutes for questions to be posed.
8:15 summary of topics
In the past __________ minutes, we have discussed the following topics: [Use list from previous page]

8:20 Closing Statements
We’ll now ask for a 3-minute closing statement from each candidate, if you wish to do so. The order of the closing statements is the reverse of the opening statements.
8:21 And now the closing statement from Corey Mosher.
8:24 And now the closing statement from Dan Buttermann
8:30 Thank you to the candidates, Corey Mosher and Dan Buttermann, Daily Star managing editor Robert Cairns, my fellow League members working behind the scenes, and to the audience for making this a valuable and informative and engaging event.
[SCREEN SHARE SLIDE 7]
As we shared earlier, here is the voting information for the June 23 election.
[NEXT SCREEN SLIDE 8]
If you wish to contact the candidates or the league, here’s how to reach us.
Again, thank you and good night.