

Electronic All-Candidate Meeting Protocol

1. To participate in an all-candidates meeting, candidates must attend in person at 40 Sheppard Ave or participate by Skype.
2. Candidates are expected to be respectful of each other and avoid the use of insulting, offensive or prejudicial language.
3. The moderator will strictly enforce the time allotments.
4. Candidates will draw for the seat location and initial speaking order 10 minutes before the start of the meeting. The moderator will draw initial speaking time for any absent candidates.
5. The duration of each all-candidates meeting may vary depending on the number of candidates for each position to a maximum of 120 minutes for each broadcast session. Equal time to a maximum of 15 minutes per candidate will be allowed for questions and answers, not including the time for any opening and concluding remarks. The moderator will introduce the candidates and then describe what will happen at the meeting as well as any ground rules for candidates and members.
6. Each president-elect candidate will have the opportunity for a 3 minutes opening speech. Each candidate for all other positions will have the opportunity for a 2 minute opening speech.
 - a. The Moderator cannot read a prepared statement from a candidate who does not attend the meeting in person or by Skype.
7. Questions for the webcasts can be submitted seven full business days prior to each All Candidate Meeting webcast. Elections staff will compile the submitted questions for the moderator.
8. The moderator:
 - a. may shorten questions and not read out preambles to questions;
 - b. may select any question;
 - c. may remove offensive and duplicate questions;
 - d. may ask additional questions not supplied by voters.
9. Candidates may provide written responses to questions not addressed at the All Candidates Meeting. Responses will be published on PEO's website, where the All Candidate Meeting videos will be posted.
10. Each candidate will have 1 minute to respond to each question.
 - a. The moderator will rotate the speaking order with each new question;
 - b. The moderator will manage the order and length of questions, and the order and timing of responses by the candidates;
 - c. The moderator will allow each candidate who was not asked the question 1 minute for rebuttal to each question;
 - d. The moderator may allow some time for the candidates to debate each other — within strict time limits.
11. The moderator will assign a timekeeper to make sure as many topics and issues are covered as possible.
12. The moderator will allow 2 minutes to each candidate running for president-elect for concluding remarks and 90 seconds to each candidate running for the other positions for concluding remarks.