

Policies and Rules for Candidates Ward 5 All-Candidates Forum

Monday, August 29, 2011 @ 7:30-10:30 p.m.

Malton Community Centre, Hall A

Co-sponsored by: MIRANET and *The Mississauga News*

► All Participating Ward 5 Candidates must complete the following three (3) steps:

1. **SIGN** the Rogers TV 'Individual Release'. To ensure we have your Release in good order, submit by e-mail as an attachment to rogerstv.mississauga@rci.rogers.com or MIRANET@miranet.ca or FAX to **905-848-2831** by **Thursday, August 25, 2011 @ 5:00 p.m.**

Without a signed copy of the Rogers TV 'Individual Release', the Candidate forfeits participation in the Forum. No conditions or exceptions may be added to the Release; it must be signed 'as is'.

2. **ACCEPT** the terms of the 'Policies and Rules for Candidates' in this document, with no conditions or exceptions, by **Thursday, August 25, 2011 @ 5:00 p.m.** or forfeit participation in the Forum.

Acceptance will be via return e-mail to MIRANET@miranet.ca. The following statement must be sent from the e-mail address which receives this document:

I accept unconditionally the 'Policies and Rules for Candidates' established by MIRANET and The Mississauga News for the Ward 5 All-Candidates Forum which will be broadcast live by Rogers TV on Monday, August 29, 2011 @ 7:30-10:30 p.m.

3. **SUPPORTERS:** Each participating Candidate may bring up to five (5) campaign supporters to the Forum, to sit in the audience in the Hall. We must have the names of these supporters by **Thursday, August 25, 2011 @ 5:00 p.m.** which may be e-mailed to MIRANET@miranet.ca along with the Acceptance statement in Section 2 (*above*). Please notify of any changes in attending Supporters prior to Check-in.

NOTE: Non-participating Ward 5 Candidates may not attend, nor have supporters at this event. Any officially registered Ward 5 Candidate who is not participating in the Forum may **not** attend as a supporter for any participating Candidate.

► Please review the following Policies and Rules for the Forum:

4. **CHECK-IN:** Be present by **7:00 p.m.** at the Hall for Check-in on **Monday, August 29, 2011**. Anyone not on the check-in list will not be permitted entrance to the Hall (this includes unauthorized Supporters).

The DRAW for seating and speaking orders will be completed by **7:05 p.m.** Each Candidate will draw their number upon entering the Hall. Those not present by this time will have a

number drawn for them. The number drawn by/for each candidate will determine which unique combination of 4-5 Candidates will debate each question in turn, according to a prepared numerical schematic.

NOTE: This is not a public meeting, but a private event. There will be Security present. Candidates' campaign literature may only be distributed outside the Hall.

5. MEDIA: Accredited media (only) are allowed to attend and will be located in an adjacent screening room during the live broadcast of the Forum. Candidate interviews with media may take place prior to 7:00 p.m. and after 10:30 p.m.

6. ATTIRE: Candidates should arrive PREPARED TO GO BEFORE THE CAMERA -- hair done, makeup done, appropriate attire. No messages on clothing, no buttons, no signs, no props.

7. RECORDING DEVICES: No person in the Hall may make audio or video recordings of the proceedings. Rogers TV has the exclusive ownership of these recordings. No flashes or additional lighting may be used for any photographs; equipment must be operated quietly.

8. SET-UP: Candidates will be seated at tables in a horseshoe formation at the front of the Hall, in the order drawn at Check-in. Notes may be taken. Water, cookies and tissues will be provided for the Candidates. Microphones will be used. Turn cell phone ringers OFF when entering the Hall. Use of BlackBerrys and similar electronic devices is not allowed during the duration of the Forum.

NOTE: Pre-taped Opening Statements will be broadcast by Rogers TV in the hour and a half prior to the beginning of the live broadcast @ 7:30 p.m.

9. FORMAT: There will be a Moderating Team composed of one (1) MIRANET rep and one (1) *Mississauga News* rep. Prior to the live broadcast at 7:30 p.m., the Moderators will review the Forum 'Policies and Rules' with all the Candidates seated. During the program, the Moderators will invite Candidates to come forward to the debate table in various combinations of 4-5 Candidates (as drawn at Check-in) to answer a series of questions in a mini-debate format. Each unique combination of Candidates will answer one unique question. Each Candidate will be given equal opportunity for air time and will receive an equal number of questions throughout the evening.

Candidates may use their Closing Statements to address any question (even if they were not asked it) and/or summarize their main points or platform. Order of Closing Statements will be in the order drawn by/for Candidates at Check-in.

NOTE: There will not be an intermission during the 3-hour program, but Candidates may (quietly) leave the room briefly for a personal break when other Candidates begin their mini-debate on a particular question. This allows 5 minutes. Should a Candidate not have returned in time for their participation in the next mini-debate, the debate will start without them, and they will be guided to the debate table upon return.

10. QUESTIONS: A Panel consisting of two (2) MIRANET reps and two (2) *Mississauga News* reporters will alternate asking questions of the rotating combinations of Candidates at

the debate table. In addition, videotaped questions from Ward 5 residents will be included. All questions will be prepared ahead of time, with the order of presentation at the discretion of the Panelists. A Candidate may ask the Moderators for a question to be briefly repeated -- only one repetition per question will be allowed.

11. TIME: The Moderators will stop any Candidate going over their allotted time or offering only silence during their allotted time. Candidates will receive a 15-second warning from the Timer before time is called (with a bell-like sound) for any answer or statement. If a Candidate goes more than 5 seconds over time (e.g. to finish their sentence), their microphone will be cut off. No time credit will be accrued for unused time by any Candidate throughout the course of the Forum.

Within the 3-hour timeframe of the Forum program, the final decision regarding how much time is equally allotted to each Candidate will depend on how many Candidates actually attend the Forum. NOW CONFIRMED: Candidates will be given 1 minute each to answer a question, 30 seconds each for rebuttal and 1 minute each for their Closing Statements.

'Lightning Round' questions may be asked of all Candidates at the discretion of the Moderators in order to utilize the full 3-hour time slot allocated for the broadcast. These briefer questions would be asked of ALL candidates, and a maximum 15 second response would be allowed from each candidate. These questions would be answered in random order, based on the numerical schematic prepared.

12. CIVIL BEHAVIOUR: There is to be no uncivil behaviour by Candidates or their Supporters in the audience. At the discretion of the Moderators, a Candidate may be allowed a **30-second rebuttal to a personal attack**, whether or not they are at the debate table at the time. The Moderators are prepared to issue warnings, or if necessary ask an individual to leave the Hall per Section 15 (*below*).

13. PARTICIPATION: Candidates may only participate in the Forum by speaking. Presentations may not include printed signs, images or recordings, for example. Demonstrations of any kind by Candidates in their presentations will not be allowed. The Moderators will also warn any Candidate straying from the topic of the question. Candidates must participate during the entire format of the Forum, or will be deemed to have withdrawn per Section 14 (*below*). It is permissible for a Candidate to decline to answer a specific question with a brief statement to this effect.

14. WITHDRAWAL: Should any Candidate withdraw from the Forum at any time, the Candidate forfeits any further participation in the Forum (i.e. may not return for a Closing Statement). A Candidate will be deemed by the Moderators to have withdrawn if there is non-participation by the Candidate or any behaviour which constitutes constructive withdrawal.

15. EXPULSION: Deviation from the 'Policies and Rules for Candidates' during the Forum will result in expulsion, at the discretion of the Moderators. All rulings of the Moderators are final.

16: CITY POLICY REGARDING CAMPAIGN ACTIVITY AT THE COMMUNITY CENTRE: Posting signs is not permitted at the Community Centre -- it is prohibited in the Sign By-law to place election signs on or overhanging public property. With respect to the handing out of

campaign literature, that would not be prohibited outside of the building, however, any literature left on the grounds or inside the Centre will be removed by staff. Staff at the Community Centre will also ensure that if there are any crowds of supporters, they do not in any way block the doors to the Centre, or the hallways inside of the Centre.

Updated: August 29, 2011