

## **Port Hedland Chamber of Commerce Meet the Candidate Session Guidelines.**

The Port Hedland Chamber of Commerce Inc is the voice for business and industry in Port Hedland, South Hedland and surrounds. We are a driving force towards the growth and success of local commerce, and we are constantly working to build the economic strength of the region.

The Chamber is made up of community members who live and work in the area – this is their home and our members want to know who their nominated candidates are and where they stand on issues that affect us all.

A Meet the Candidate forum allows candidates seeking committee positions to express their views openly so members can understand their positions and make informed voting choices.

### **Format:**

- Each candidate will give a 3 – 5-minute presentation (the presentation may be a mixture of verbal and/or digital)
- Each candidate will have an equal and fair opportunity to express his or her position on issues.
- Each member will be given a card on which to write a question (all questions must be submitted on a card; **no questions will be accepted from the floor**).
- An unbiased event moderator will pose questions to the candidates through written questions submitted by the Chamber and members (each candidate will have 2 minutes to answer their question).
- Due to time restrictions there is no guarantee that all questions will be selected and answered.
- Questions will be selected at random.
- The event moderator will maintain order and decorum for the event.
- A timer will be used to indicate end of time allotments. A bell will indicate that the candidate's time has elapsed.

### **General Rules:**

- Each member of the audience **must** be a current PHCCI Financial member.
- Order of appearance within each group of candidates will be chosen at random or alphabetical order and will be reversed for questions.

- Question topics should be a wide range of issues of general interest to the members
- **Other Session Details:**
- Answers to questions on issues will typically be limited to 1-2 minutes.
- No substitutes or stand-ins for candidates are allowed, and no pre-recorded statements will be accepted.

**Proper Decorum:**

- No candidates, committee members or event organisers will be allowed into the venue wearing or displaying campaign attire or material.
- The session is not a debate. No interaction or debate among candidates will be allowed.
- No direct interaction will be allowed from the audience. The audience cannot ask questions. Only the moderator will be allowed to interact with candidates.
- All interaction by a candidate will be through the event moderator.
- “Grandstanding,” speaking off topic, or off-colour remarks will be called out of order by the moderator.
- No candidate or candidate supporters will be allowed to hand out materials, advertise, or otherwise solicit inside or outside the day of the event in any capacity.
- All political demonstrations are prohibited
- Cell phones should be turned off as a matter of courtesy
- No unauthorized videos are allowed
- Attendees shall respect the rights of others and shall speak in a civil and courteous manner
- Any violation of these rules will be cause for removal

The candidate session is to inform the members of the Chamber, and create an opportunity for community building. If all candidates adhere to the rules everyone will benefit through increased visibility and general interest in the community.