**PROTOCOLS FOR CANDIDATES’ FORUM**

**Bastrop City Council Place 2 & 4**

**Thursday, April 15, 2021**

**5:30-6:30pm**

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.

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 (uncontested place)
* A 2-minute (120-second) opening statement (contested place)
* 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 12 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.