

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
PROCEDURE FOR APPLICANT INTERVIEWS FOR TRUSTEE  
APPOINTMENTS TO THE BOARD OF TRUSTEES PP 5**

1. The Board shall select a person to serve as an impartial Moderator. The Moderator shall appoint clerks as assistants to the Moderator to the extent necessary to follow the procedure set forth below. The Moderator or the Moderator's designee shall be the timekeepers.
2. In order to ensure a civil and orderly interview process, the moderator will review all questions. If the question is determined to be disruptive in nature, seen as a personal attack, or inappropriate, the moderator has the prerogative of eliminating the question or rewording the question. The moderator will inform the Board and the public if the question has been reworded. In all cases, the questions and responses shall be provided in a civil manner and no one shall be allowed to make personal attacks on the candidates or others involved in the Park.
3. The moderator shall advise the audience that they may fill out the available 3 x 5 cards with any questions for the candidates. Persons completing a card will hold the card up to notify the clerks to pick up the cards. The clerks will group the cards with similar questions and provide them to the Moderator. Cards may be submitted in advance of the meeting and shall be allowed until completion of the public portion of the interview process. The Board or the Moderator may set a time frame for the completion of the resident question and answer period. All question cards will be provided to the District Office for public record.
4. The Moderator shall advise each candidate that they have three minutes to make a preliminary statement to review their qualifications, experience, and reason for seeking a Trustee position.
5. The Moderator shall initially select a card and direct the first question to one candidate who has three minutes to answer. (The Moderator may combine questions.) The other candidate then has three minutes to answer the same question. A two-minute rebuttal period is then permitted for each candidate. If during this process, a candidate requests additional time for clarification, the moderator may grant the request. The other candidate may do the same. Only one request per candidate will be permitted on each question.
6. The Moderator shall direct the next question to the other candidate so as to alternate who answers first on each question. The process continues until the moderator believes that all relevant questions have been addressed or until the allotted time for questions has expired.
7. The Board of Trustees shall have the opportunity to ask questions before the summary by each candidate.
8. The Moderator shall provide the candidates up to three minutes to present a summary. The candidates shall go in reverse order of their preliminary statements. Upon completion of the summaries by the candidates, the Moderator shall conclude the interview process and turn the proceeding over to the Chair of the Board for further action.