



## ALL CANDIDATES MEETINGS

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### Why have them?

- ÿ It meets one of our stated purposes, namely to foster an intelligent interest in the political affairs of the country.
- ÿ It is a public service.
- ÿ It gives us a visible voice in the community
- ÿ Because it raises our profile with politicians, we become important to them as a source of informed opinion and an opportunity for them to be in contact with the voting public
- ÿ When we then approach them for advocacy, they are more likely to listen to us

### How to organize one:

- ÿ When an election is likely, get together a committee of at least five people. If you have an issues committee or an advocacy committee, this gives you a ready made group of people to work with. Include one person who is very politically aware of current issues, one who is good at publicity, one who has relations with the local school board.
- ÿ Contact the school board and secure a venue such as the auditorium of a school.
- ÿ Contact your CFUW provincial council for insurance coverage details.
- ÿ Contact the drama or tech teacher at that school and ask them if their students can take care of setup and sound. Students need this experience and if you know a teacher at the school, get them to ask.
- ÿ Design posters including date, place, time and candidates and CFUW logo and contact person
- ÿ Make up questions on topics, aiming to cover all important areas as a committee. Rank order the most important ones.
- ÿ **NB**
  - ÿ **Remember that the purpose is to give the audience information about the issues so they can make informed choices on voting day. All questions are designed to elicit that information in a neutral way. All clubs have members that belong to all major political parties so it is**



**extremely important that they be impartial.**

- ÿ Pick a chair for the meeting and ask them. A local prominent person will increase attendance.
- ÿ List the time, format, seating order and order of questioning and time limits to send to candidates and chair beforehand so they know what to expect. One page only.
- ÿ Prepare CFUW materials to advertise your club and have someone to host table at entrance to auditorium.
- ÿ Appoint timekeeper who must be able to be firm. Use stopwatch and timecards of 1 minute and 30 seconds to flash at candidates.
- ÿ Design evaluation form. This is especially useful when you do your first meeting

**When the election is called**

Call campaign headquarters or candidates to ask them to attend and later confirm your date. Pick a time about 2 weeks to voting day for maximum impact.

Secure the date with the school board

Send press release to local paper and TV community listings

Settle details with school, janitor and drama teacher

Send out posters to schools, libraries, community groups and institutions

Send format to headquarters of candidates and chair

Finalize your questions. No one must see them till the night of the meeting when you hand them to the chair to read out to ensure impartiality.

**At the meeting**

Give candidates a table to display election materials outside door.

Do not allow election posters from candidates on property other than at designated tables

Have someone greet candidates and lead to assigned seat on stage

Check mikes on stage, one each per speaker and in aisles



**Canadian Federation of University Women  
Fédération Canadienne des Femmes Diplômées des Universités**

Begin on time and end on time

Begin with welcome by CFUW president or other CFUW good public speaker, outlining aims and objectives of organization, scholarships awarded locally, nationally . One minute or no more than three.

Hand over meeting to chair

Have chair state neutrality and lack of knowledge of questions, review format and order of questions, time for CFUW questions and members of public.

Allow one minute opening statement by each candidate

Have chair ask question addressed to all candidates one minute each for answer till time allotted for this portion is over, so begin with most important question.

Have chair outline procedure for next section, questions by audience, while members of public line up at aisle microphones. Limit length of time to ask a question because some people will try to make speeches

Alternate questions from mikes, one minute for answer from candidates addressed, followed by 30 seconds for other candidates to rebut if desired

At end ,have chair hand over meeting to CFUW

Have CFUW thank relevant people and audience

Remind audience to fill out evaluation sheets

### **After the meeting**

Send thank you notes and small token gifts to chair and drama teacher

Have committee meeting a week later and read evaluations.

Amend format for next time if desired in light of comments.

Remember you will never please everyone and some comments will be by committed party workers.

### **Cost: minimal**

To cover your costs ,you can get a budget from executive or take up a collection.