

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **BD-3**

Subject: **Appearance by Members or Others at Regular Board Meetings**

Objective: The Board of Directors will hold Board meetings in compliance with Article VI of the Bylaws.

Policy: The Board of Directors will hold regularly scheduled monthly board meetings to transact the business affairs of Polk-Burnett Electric Cooperative.

Any person other than directors, management, employees, and invited guests requesting to appear at a Board of Director's meeting must adhere to the following requirements:

- A. Make a written request (using the attached form "Request to Attend Meeting of the Board of Directors") to the General Manager or Board President at least two weeks prior to the meeting. The President has the authority to deny a request as set forth in this policy.
- B. Provide a summary of items to be presented and note the amount of time requested to making the presentation. Fifteen (15) minutes will be allotted unless prior arrangements have been made.
- C. Provide the name and address of the person making the presentation and names and addresses of others who will accompany the person making the presentation.
- D. Sign and date the request form.

When individuals comply with the aforementioned requirements, the individuals will be notified of the time and place to appear for the presentation. Attendance allowed at a meeting of the Board of Directors shall be limited to consideration of the specific matter(s) which the requesting person has set forth in writing.

The Board reserves the right, and it has the duty, to exclude any person from the meeting at any time that the Board, or any Director, deems such action necessary for the board meeting to proceed objectively and without the prejudice or coercion that such person(s)' attendance might cause. The Board will hear such presentation totally, including asking any questions that it deems appropriate, but it will not discuss or respond to or take any action with respect to such matter or inquiry until after such person(s) have retired from the meeting room. After deliberating and making a decision, the Board shall inform such person(s) of their decision.

**RESPONSIBILITY**

It shall be the responsibility of the General Manager and the Attorney to implement this policy in connection with processing requests and reporting to the Board of Directors. It shall be the responsibility of the Board of Directors to implement this policy in connection with:

- a. making any final decision as to whether to grant a meeting attendance request; and
- b. instructing any person attending a board meeting and otherwise assuring compliance with this policy.

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Edward O. Gullickson, President  
January 29, 2018