

## **PAULDING PUTNAM ELECTRIC COOPERATIVE, INC.**

### **MEMBER ATTENDANCE AT BOARD MEETINGS**

#### **I. OBJECTIVE:**

The purpose of this policy is to clarify member attendance at Board of Trustees meetings.

#### **II. POLICY CONTENT:**

The monthly Board of Trustees meeting is not generally open for public attendance; however, members of PPEC are encouraged to attend meetings and to request to make presentations to the Board of Trustees.

1. To allow for enough time for members to present their discussion item(s) to the trustees, members must first request to be placed on the agenda for a future meeting. All requests must be made in writing to the President and CEO. The request must include:
  - a. Name, address and phone number of the all members requesting attendance at the trustee meeting.
  - b. A detailed listing of the member's discussion topic(s)
  - c. Specific reason for the member(s) to bring the issue before the trustees.
  - d. Specific action that is being requested of the Board of Trustees in response to the member's topic (if any).
  - e. In order to be placed on the meeting agenda, all member requests must be received by the President and CEO no later than six (6) business days prior to the regularly scheduled board meeting.
2. All presentations shall be made directly to the Board Chairman. The Board Chairman may limit the amount of time given to the member in order to ensure the Board of Trustees completes its monthly agenda.
3. No board action will be taken at the time of the member inquiry.
4. The President and CEO shall place all member inquiries that meet the requirements of Section II, Paragraph (1) (a-e) (above) on the next monthly Board of Trustees agenda. The President and CEO shall include all information included in Section II, Paragraph (1) (a-e) (above) in the monthly board materials that are delivered to trustees prior to the board meeting.

**III. RESPONSIBILITY:**

1. It shall be the responsibility of the President and CEO to ensure that this policy is adhered to and that members are afforded an opportunity to meet with the trustees.
2. It shall be the Board of Trustees responsibility to ensure that the President and CEO carries out the intent of this policy.