



## **POLICY NO. 300-030**

### **TITLE: ATTENDANCE AT BOARD MEETINGS BY MEMBERS**

#### **I. OBJECTIVES**

To establish the rules and procedures for Coos-Curry Electric Cooperative (CCEC) members (Member) to attend the Board of Directors' (Board) meetings.

#### **II. POLICY**

- A.** All regular and/or special meetings of the Board are not subject to Oregon's public meeting laws and are not open to the public including the press and public officials. Board meetings are normally attended only by members of the Board, the General Manager/Chief Executive Officer (GM/CEO), authorized CCEC employees and the CCEC attorney.
- B.** A Member desiring to address the Board at a regular meeting will be required to register at the door fifteen (15) minutes prior to the start of the meeting. Members registering to attend will be required to demonstrate proof of cooperative membership.
- C.** A member comment period will be near the top of the agenda. During that agenda item, Members in attendance will be given up to three (3) minutes each to address the Board.
- D.** All members will be excused from the regular board meeting following the member comment period.
- E.** A member desiring to address the Board for a specific presentation longer than 3 minutes in duration shall obtain from the GM/CEO a Board Meeting Attendance Request Form and submit the complete form to the GM/CEO or the Board president not less than 10 days in advance of the Board meeting, in order

to be placed on the agenda. For good cause, the 10-day notice can be waived by the GM/CEO or the Board president. The Member will be notified at least 24 hours prior to the Board meeting whether his or her request to attend has been approved. If approved, the Member's attendance at the Board meeting shall be limited to a presentation and questions relating to the specific purpose for requesting the attendance as set forth in the Board Meeting Attendance Request Form, at the conclusion of which the Member will be excused. The Board will not discuss, respond to, or take action on the Member's presentation while the Member is present. The GM/CEO or a designated board member will respond to the Member within 2 weeks, if necessary.

F. Board meeting executive sessions are closed to Members.

### III. RESPONSIBILITY

The Board of Directors and the GM/CEO are responsible for implementation of and compliance with this policy.

**ATTEST:**



\_\_\_\_\_  
John Herzog, Secretary

Date: 09/20/2022

Date of Previous Revisions: 02/24/2022  
02/28/2019  
02/25/2016  
02/28/2013  
(replaced PB#76A) 02/25/2010  
Date Adopted: 06/23/2007



**BOARD MEETING ATTENDANCE REQUEST  
(Policy No. 300-030 Form)**

**NOTE:** No Cooperative member or other person, including the attorney of a member or other person, may attend a meeting of the Board of Directors unless this request form is completed and express approval for such attendance is thereafter allowed. Request forms must be submitted no less than 10 days prior to the date of the board meeting.

**FULL NAME, ADDRESS, AND TELEPHONE NUMBER:** \_\_\_\_\_

\_\_\_\_\_  
(If this request is also for and on behalf of others, set forth on a separate sheet their full names, addresses, and telephone numbers, and attach the same hereto.)

**ARE YOU A MEMBER?** \_\_\_\_\_

**PURPOSE OR PURPOSES FOR REQUESTING SUCH ATTENDANCE (be specific):**

\_\_\_\_\_  
\_\_\_\_\_

**STATE NAMES, ADDRESSES, AND TELEPHONE NUMBERS OF ANY PERSON(S) YOU DESIRE TO ATTEND THE BOARD MEETING WITH YOU AND DESCRIBE THEIR STATUS - - WHETHER THEY ARE A COOPERATIVE MEMBER, YOUR ATTORNEY, OR OTHER:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date this request form was executed: \_\_\_\_\_

Signed: \_\_\_\_\_

**ACTION ON REQUEST\***

\_\_\_\_\_

\_\_\_\_\_

Date of Action: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_

\*To be filled out by the Cooperative