

MENARD ELECTRIC COOPERATIVE

POLICY MANUAL

SECTION IV - Operating Rules for Cooperative Members

6.1 APPEARANCE BY MEMBERS OR OTHERS AT REGULAR BOARD MEETINGS

The Board of Directors will hold Board meetings in compliance with the By-Laws.

The Board of Directors will hold regularly scheduled monthly board meetings to transact the business affairs of Menard Electric Cooperative. Any person other than Directors, management, employees and invited guests requesting to appear at a Board of Directors meeting must adhere to the following requirements;

- 1) Make a written request (using the form "Request to Attend Meeting of the Board of Directors" to the General Manager or the Board President at least two weeks prior to the meeting).
- 2) Provide a summary of item to be presented and note the amount of time requested for making the presentation, fifteen (15) minutes will be allotted unless prior arrangements are made.
- 3) 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.
- 4) Sign and date the Request Form. The General Manager and Board President have the authority to deny a request if;
 - a) Said request is not in the form set forth above, or
 - b) The General Manager and Board President conclude that the subject matter of the request is without merit, improperly motivated, or is a decision that should not be made or approved by the Board.

The cooperative management shall make every reasonable effort through conference with the requesting member(s) to resolve the matter without necessity of their attendance at a Board meeting. 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 (which the requesting person has set forth in writing).

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6.2 APPEARANCE BY MEMBERS OR OTHERS AT REGULAR BOARD MEETINGS

The Board reserves the right, and it has the duty, to exclude any person from the meeting at any time that the majority of the Board deems such action necessary for the Board meeting to proceed objectively and without the prejudice or coercion of such person(s)' attendance might cause. The Board will hear such presentation totally, including asking any question that it deems appropriate, but it will not discuss or respond to or take 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.

It shall be the responsibility of the General Manager and the Cooperative Attorney to implement this policy in connection with:

- 1) Processing requests
- 2) Reporting to the Board of Directors.

It shall be the responsibility of the Board of Directors to implement this policy in connection with:

- 1) Making any final decision as to whether to grant a meeting attendance request, and
- 2) Instructing any person attending a Board meeting and otherwise assuring compliance with this policy.

APPROVED BY BOARD OF DIRECTORS 3-24-86

APPROVED BY BOARD OF DIRECTORS 2-28-12