

Lyon-Lincoln Electric Cooperative

310 – APPEARANCE BEFORE THE BOARD

I. OBJECTIVE

To establish guidelines, procedures, and conditions upon which members or other persons may attend meetings or appear before the Board of Directors.

II. POLICY

- A. Member-owners and other persons may attend Board meetings except that executive sessions may be called that are not open to member-owners and other persons.
- B. Any member-owner or other person who desires to attend a meeting or appear before the Board must submit to the General Manager a written request at least 14 calendar days prior to the meeting at which they wish to appear. The written request should be made by completing a Director Meeting Attendance Request Form and should include the specific matters to be presented or discussed and the reason for the request. The form and attendance procedures will be coordinated by the General Manager or his or her designee.
- C. Upon receipt of a written request to attend a meeting, the General Manager or his or her designee will make a reasonable effort to confer with the requesting party to determine if the matter can be resolved without Board involvement. If the matter cannot be resolved, the General Manager or his or her designee will forward the written request to all Board members.
- D. Upon receipt of the written request, the Board will determine if it will extend an invitation to the requesting party to appear before the Board and, if an appearance is granted, will establish a date, time, and place for appearance before the Board.
- E. The General Manager will advise the requesting party, in writing, of the date, time, and place as established by the Board for the requesting party to appear before the Board.
- F. Only persons who have made a written request required by Paragraph B. above, and to whom an invitation to appear before the Board has been extended, may appear before the Board.

- G. Any appearance before the Board will be limited to the specific matters that the requesting party set forth in writing as required by Paragraph B. above. If more than one person requests to appear before the Board in connection with the same subject, the Board may restrict the number who may appear, which may be less than the total number who made a request. Any person appearing before the Board will be given a reasonable length of time, as determined by the Board, to present and discuss the matters set out in his/her written request.
- H. When one or more persons are allowed to attend a meeting of the Board:
1. Such person(s) will not impair or interfere with the conducting of the Board meeting.
 2. The Board may ask questions that it deems appropriate, but the Board will not discuss, respond to, or take any action with respect to such matter or inquiry until after such person(s) have left the meeting. Following discussion of the matter and making a decision, the Board or their designee will inform the person of the decision.
- I. The Board, by the affirmative vote of at least two-thirds of its members, may waive the requirements of Paragraphs B. through G. above and may permit a person to immediately appear before the Board upon oral or written request when the Board determines that the subject of such request constitutes a situation that, if not immediately addressed, could be contrary to the best interests of the cooperative.
- J. At each Board meeting, the General Manager will report any written requests that he or she has received to appear before the Board, and will provide a status report on each such request.

Approved by the Board of Directors _____
Board President

Adopted: 2/4/2011
Effective: 1/1/2011