



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

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

#### **I. OBJECTIVES**

To establish the rules and procedures for attendance of Coos-Curry Electric Cooperative (CCEC) members (the Member) or other persons at the Board of Directors' (the Board) meetings.

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 members, 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 employees of CCEC and CCEC's attorney.

#### **II. POLICY**

- A.** A Member desiring to attend a regular Board meeting shall obtain from the GM/CEO a Board Meeting Attendance Request Form and submit the completed form to the GM/CEO or the Board president 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 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 inform the Member as to the board's decision or opinion.





**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 later 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