

4 RIVERS ELECTRIC COOPERATIVE, INC.  
LEBO, KANSAS

**Board of Trustees Policy**

Subject: <b>Rules of Regular Board Meetings</b>			Policy No: <b>109</b>
Original Issue: 01/20/2020	Last Revised: 07/18/2023	Last Reviewed: 07/18/2023	Page 1 of 2

I. OBJECTIVE

To ensure that Board business is conducted in an efficient and professional manner at the Board of Trustee meetings of 4 Rivers Electric Cooperative, Inc. (Cooperative)

II. POLICY

A. Members of the Cooperative who attend the board meeting will be given an opportunity to speak at the beginning of each Board meeting.

1. Comments from the members will generally be kept to no more than five (5) minutes per individual and no more than twenty (20) minutes in total. The Board President will use his/her discretion in managing comments from the members to ensure that the members have sufficient opportunity to address the Board while not impacting meeting efficiency.
2. Comments from members will be directed to the entire Board, not to any individual since the Board acts as a body.
3. Lengthy comments to the Board should be submitted in writing.
4. Individual Trustees will not address the members during the meeting unless called upon to do so by the President of the Board.
5. The President of the Board may call for information or for comments from attending members, if the circumstances warrant.
6. Formal complaints requiring a Board hearing will be filed in writing and submitted to the Board of Trustees in compliance with applicable Board policy.
7. Members will be not be permitted to attend executive sessions of the Board of Trustees unless specifically invited to attend by the President of the Board.

B. Non-members who wish to address the Board of Trustees at a Board meeting may petition the Board requesting attendance.

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1. The request to attend needs to be submitted to the General Manager / Chief Executive Officer (CEO).
  2. The Executive Committee will determine whether or not the non-member may address the Board.
  3. Comments from the non-member will be kept to no more than five (5) minutes. The Board President will use his/her discretion to manage the time to ensure the discussion is adequate for the topic. Lengthy comments should be submitted in writing to the Board.
  4. Comments from the non-member will be directed to the entire Board, not to any individual.
  5. After the topic has been discussed, the non—member will exit the meeting.
- C. No personal attacks shall be allowed during meetings of the Board of Trustees.
- D. The meetings shall be conducted using Roberts Rules of Order.

### III. RESPONSIBILITY

- A. The President of the Board of Trustees shall be responsible for the administration of this policy.

<u>07/18/2023</u> Date	 Board of Trustees, Secretary
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