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Document Owner: CEO / Public, Member & Government Relations	Document Classification: Public	Review Cycle: Tri-Annual

SUBJECT:       Public Access to Board Meetings

POLICY:        It shall be the policy of the Cooperative for the CEO and directors to be open and reasonably available to the public to entertain and discuss comments, concerns and/or questions regarding the Cooperative.

In situations where there is a request or inquiry by members or non-members to attend a Board meeting, the request shall be referred to the CEO, who shall then discuss the topic and reason with the individual making the request.

If the member's request for attendance at a Board meeting is for informational or observational purposes only, and there is no specific topic the member wants to discuss, they may be allowed to attend the next regularly scheduled meeting, subject to a minimum five (5) day notice to confirm available seating and any room limitations set by law with proper notice to be granted after-hours access to the building.

If the member's request for attendance at a Board Meeting is to make a statement inquire about a specific issue, the member shall first discuss the issue with the CEO. If the issue is not addressed through discussion with the CEO, a member may make application to address the Board at the next regularly scheduled Board meeting, provided the written request form is received and stamped in the Office no later than ten (10) calendar days prior to meeting, where the member shall be granted 5-minutes to address the Board specifically on the topic submitted on the written request form. The Board may respond to the inquiry at that time, take the matter under advisement and/or provide a formal response to the member at a later date.

In no cases, will the public (either members or non-members) be allowed to attend an Executive Session of the Board unless specifically invited by a majority the Board in consultation with the CEO and Attorney. In cases where an individual is invited into an Executive Session, a Non-Disclosure Agreement may be required.



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Non-Members of the Cooperative shall have no rights to attend Board meetings unless otherwise approved by both the CEO and the Board President in consultation with the Attorney prior to the Board meeting.

**MONTHLY MEETINGS:** It shall be Cooperative policy to hold regular Board meetings approximately once per calendar month, and spaced apart from previous or next meeting by approximately twenty to forty days, with the flexibility at the discretion of the Board President to adjust the schedule to accommodate holidays and other director/staff availability concerns.

**PROCEDURE:** Written requests to address the Board must be received and stamped by the office and presented to the CEO within ten (10) business days of the next regularly scheduled meeting to be considered. Requests received less than ten (10) prior may be considered for a meeting subsequent to the next regularly scheduled meeting. The five minutes of allotted time will be strictly for the purpose of verbalizing the statements or addressing the specific topic indicated upon the request form.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Jun 21, 1961
Reviewed by Board of Directors	Dec 19, 1973
Reviewed by Board of Directors	Apr 24, 1990
Renumbered (was #63)	Apr 25, 1990
Reviewed by Board of Directors	Oct 24, 1995
Revised by Board of Directors	Aug 3, 2004
Reviewed by the Board of Directors	Feb 25, 2014
Reviewed by the Board of Directors	Jun 28, 2016
Revised by Board of Directors	May 28, 2019
Revised by Board of Directors	Jun 28, 2022
Revised by Board of Directors	June 25, 2024



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**MEMBER ACCESS TO BOARD MEETING REQUEST FORM**

This form must be received ten (10) days prior to next meeting to be added to the next agenda.

Board Meetings are regularly scheduled for 5:00 PM on the fourth Tuesday of each month.

Forms received less than ten (10) days prior to meeting will be considered for addition to the agenda for the following month.

**PURPOSE OF REQUEST (select one):** ☐ **SPEAKER**

☐ **OBSERVER**

**NAME:**

\_\_\_\_\_

**ACCOUNT#:**

\_\_\_\_\_

**PHONE:**

\_\_\_\_\_

**EMAIL:**

\_\_\_\_\_

**SERVICE LOCATION ADDRESS:**

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**IF SPEAKING, ON WHAT TOPIC WILL YOU COMMENT?**

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ALL SPEAKERS IN ATTENDANCE WILL BE GRANTED 5 MINUTES TO ADDRESS THE BOARD OF DIRECTORS DURING MEMBER COMMENT PERIOD ON THE SPECIFIC TOPIC LISTED.

OBSERVERS MAY NOT INTERRUPT THE PROCEEDINGS. SPEAKERS AND OBSERVERS ARE NOT ALLOWED TO ATTEND EXECUTIVE SESSIONS CALLED DURING THE MEETING

**SIGNATURE:** \_\_\_\_\_

OFFICE USE:

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