

OREGON TRAIL ELECTRIC COOPERATIVE
BAKER CITY, OREGON

BOARD POLICY NO. 08

SUBJECT: Attendance of Members and Consideration of Member Concerns at Board Meetings

I. Objective: To provide the members of Oregon Trail Electric Cooperative (OTEC) with the opportunity to present to the Board issues of concern and to receive desired information regarding the affairs of OTEC, while at the same time maintaining confidentiality of information and matters which disclosure thereof would be adverse to OTEC; to establish rules and procedures for attendance of members at OTEC Board of Directors (Board) meetings, and to establish procedures whereby a member may attend Board meetings and present matters to the Board for consideration.

II. Content:

A. During the regular meetings of the Board, when requested, there will be up to 30 minutes designated under open session allowing for members to address the Board.

1. The request shall be submitted in writing using the Board of Directors meeting agenda request form and submitted to OTEC Administration by mail, or in person delivery to:

Administration OTEC
4005 23rd Street, Baker City, Oregon
PO Box 226, Baker City, OR 97814
Email: board@otec.coop

2. The Board of Directors meeting agenda request form can be found on OTEC's website or picked up in person at any OTEC office.

B. Reasonable requests by an OTEC member to present a proposal or matter of concern to the Board, as determined by the Board Chair and the CEO, will be placed on the Board's agenda and in accordance with the following procedures:

1. The CEO shall make every reasonable effort to confer with the requesting party to resolve any dispute before granting the meeting agenda request. The CEO will report all such requests to the Board, how they have thus far been handled and what recommendation, if any, he/she or OTEC's legal counsel may have with respect thereto.

2. After due deliberation, the CEO or a designated Board member will inform the member as to the Board's disposition of the matter raised by the member.

C. Notice of the regular Board meetings shall be posted on the OTEC website in a manner appropriate to give members adequate advance notice of the time and place of the meeting. To the extent practical, the notice shall include a list of the

principal subjects to be considered. Notice of special or emergency meetings shall be likewise posted as soon as practicable after the time and place are known.

- D. Member in attendance at a Board meeting will not be allowed to impair or interfere with the regular conduct of a Board meeting and may not address topics of discussion during a Board meeting that do not relate to the proposal matter of concern brought forward by said member. The Board reserves the right to exclude members from a Board meeting where the member's conduct interferes with or otherwise interrupts the Board meeting.

- III. Responsibility: The Board and the CEO are responsible for the implementation of and compliance with this policy.

Revised: 9-22-2020, 06-25-2024, 04-21-2025

Reviewed: 4/11/2025

