

ORCAS POWER AND LIGHT COOPERATIVE

MEMBER SERVICE POLICY 17

MEMBER PARTICIPATION AT OPALCO MEETINGS

17.1 GOALS AND OBJECTIVES

As a member-owned electric cooperative, member participation in the affairs of OPALCO is both expected and encouraged. The purpose of this policy is to establish guidelines, help foster attendance at OPALCO meetings, and establish respectful communication among members and invited guests, including the Board of Directors. OPALCO encourages member interest in the governance of its cooperative and welcomes member attendance at all OPALCO meetings.

17.2 OPALCO BOARD MEETINGS

Meetings of the OPALCO Board of Directors are conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised*. Meetings of the Board of Directors are held either by video conferencing or in person on the three main ferry-served islands (San Juan, Orcas and Lopez) on a rotating basis to maximize member attendance. By rotating the meeting locations, the Board of Directors intent is to maximize member ability to participate.

- 17.2.1 All meeting materials are posted on the OPALCO website in advance of the monthly meeting. The minutes are posted once approved.
- 17.2.2 At each regular monthly meeting of the Board of Directors, members will be offered an opportunity to address the Board at the beginning of each meeting with the following criteria:
 - 17.2.2.1 Members will state their name and island of residence;
 - 17.2.2.2 Members will identify the topic they wish to address;
 - 17.2.2.3 Members will have 5 minutes to voice their comments.
- 17.2.3 Members are expected to act with civility and maintain decorum:
 - 17.2.3.1 Any comments must be respectful and not be personal in nature, including those made to other members, cooperative staff and directors;
 - 17.2.3.2 If a member is representing a group of members, one representative is encouraged to speak on behalf of the group or organization, in the interest of time;
 - 17.2.3.3 Meeting participants shall refrain from disruptive or distracting behavior. Unruly behavior, (including but not limited to applause, booing or hissing, interruption or harassing remarks) is prohibited. Participants shall respect individual physical and personal space and refrain from any form of physical or verbal intimidation or abuse.

- 17.2.3.4 The Board may allow member participation during discussion of an item at the Board President's (or presiding director's) discretion, providing that such participation does not unnecessarily slow board deliberations and ensuring that member participation does not interfere with the conduct of Cooperative business.
- 17.2.4 Subject to the approval of the Board President or presiding director, any member may request permission to address the Board of Directors outside the initial opening of each meeting. If the request is approved by the Board President or presiding director and is received at least ten business days prior to a board meeting, that person's name and topic will normally appear on the agenda.
- 17.2.5 Communication in writing may be distributed to the Board of Directors prior to any meeting or may be included with the board materials, subject to approval by the General Manager.

17.3 OTHER MEETINGS

Other meetings held on behalf of OPALCO (committee or special) shall be noticed pursuant to Bylaws Articles II & IV.

17.4 VIDEO RECORDING AT MEETINGS

The intent is to video record regular board meetings (and other meetings as determined by the Board), for those members who are not in attendance, making it more accessible for the entire membership to review the governance of OPALCO. OPALCO will include video recordings when practical and cost effective, as follows:

- 17.4.1.1 Video recording will utilize existing video equipment that OPALCO already uses for operational purpose.
- 17.4.1.2 Recordings will be a static, non-interactive, not live, unedited (unless proprietary content) feed and made available through the OPALCO website. Recordings will be available on OPALCO's website for a rolling period of 12 months.
- 17.4.1.3 Due to rotation of meetings, equipment may not be available in all meeting locations.
- 17.4.1.4 The recordings' intended use is for the OPALCO membership and not for commercial purposes.
- 17.4.1.5 Members attending the board meeting acknowledge that they may be recorded.

17.5 RESPONSIBILITY

- 17.5.1 The General Manager shall ensure that all OPALCO meetings that are open to the membership receive proper notice on the OPALCO website so that members are aware of when and where meetings are scheduled.
- 17.5.2 The Board President, presiding director, or any designee shall ensure that conduct is respectful and orderly and shall preserve decorum at any meeting of the Cooperative. Each director shall cooperate with the President in ensuring that meetings are conducted in a respectful and orderly fashion. Interrupting or disturbing any person while speaking is contrary to this policy.
- 17.5.3 Any behavior that is deemed to be disruptive, distracting or threatens the physical safety of a meeting participant or property of the Cooperative may lead to such participant being required to leave the premises where the meeting is occurring. The President, presiding Director or designee shall make such determination.
- 17.5.4 Upon repeated violations of this policy, the President, presiding director or any designee may prohibit that individual from attending future meetings of the Cooperative, whether a formal meeting or other Co-op function. The duration of this prohibition shall be a maximum of three (3) months at the discretion of the President, presiding director or any designee based upon the severity and nature of the violation. The barred member may send written comments to the General Manager which may be presented during the subsequent Board meeting.

DocuSigned by:

Foster Hildreth

Foster Hildreth, General Manager

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Board Approved: January 20, 2022