

WEST FLORIDA ELECTRIC COOPERATIVE ASSOCIATION, INC.

BOARD POLICY NO. 114

SUBJECT: MEMBER-OWNER ATTENDANCE AT A MEETING OF THE BOARD OF TRUSTEES

OBJECTIVE: To establish the policy, procedures and guidelines to allow orderly disposition of member-owner requests to present concerns or matters of interest to the Cooperative's Board of Trustees at a board meeting.

POLICY: The Cooperative is member-owned and, in the final analysis, member-controlled. However, it is incumbent on the Board of Trustees to comply with Board Policy No. 102, *Duties and Responsibilities of the Board of Trustees* by establishing and approving all necessary policies, procedures, guidelines and methods consistent with the laws of the State of Florida and the Cooperative's Articles of Incorporation and Bylaws.

Consistent with the foregoing principle, a member-owner may attend a board meeting or appear before the Board of Trustees under the conditions of and as outlined by this policy.

Pursuant to section 425.045, Florida Statutes, meetings of the Board of Trustees are open to members, and members are permitted to attend.

A member-owner with an active Cooperative account may request to speak or present information in a meeting of the Board of Trustees upon the following conditions:

- A. The member-owner has previously met, or attempted to meet, with Cooperative staff to resolve any complaint or concern.
- B. The member-owner submits a written request to address the Board or Trustees at least five (5) business days prior to the meeting.
- C. The request shall be made on a form provided by the Cooperative and must include the member-owner's full name, service address, telephone number and account number for verification by staff.
- D. The request shall include a concise statement as to the business to be discussed and a reasonable estimated time needed to discuss the business. The time allowed to address the Board may be limited at the discretion of the Board Chair, but in no event shall be less than three (3) minutes.
- E. Upon receiving a completed member-owner request form, staff will verify the member-owner's information and Cooperative membership. Once verified, the member-owner will be notified that their name and the purpose of their request will be placed on the agenda, and the member will be provided the meeting date, time and location.
- F. If the request is on behalf of a group of members or an organization, a

designated spokesperson for the group must be identified to address the Board.

- G. Any member-owner addressing the board is required to maintain decorum. Failure to do so will result in immediate dismissal from the meeting.
- H. Discussion shall be limited to the item of business stated in the written request.
- I. Recording any portions of a Board meeting or workshop – including audio, video, or photographs – is not allowed unless permission is granted by the Board in advance.

RESPONSIBILITY: It shall be the responsibility of the Executive Vice President and CEO and President to ensure that this policy is complied with.

ADOPTED: 10/28/25

REVIEWED:

REVISED:

WEST FLORIDA ELECTRIC COOPERATIVE ASSOCIATION, INC.

Member-Owner Request to Address the Board at Board Meeting

Please provide the following as it appears and can be verified in Cooperative records:

Member-Owner Name

Account Number

Service Address

Telephone Number

City, State and Zip Code

Email address

NOTE – If the request is on behalf of a group of members or an organization, a designated spokesperson for the group must be identified to address the Board.

Business to be discussed and/or the specific purpose for requesting to attend board meeting:

Estimated time to present business: _____

Member-Owner Signature

Date**For West Florida Electric Cooperative Association, Inc. Use Only:**

Date Form Received: _____

Date of Board Meeting: _____

Active Member-Owner: ☐ Yes ☐ NoPlaced on Meeting Agenda: ☐ Yes ☐ No

Signed: _____

Title: _____