

## DEMCO BOARD POLICY

**Subject:** Attendance by Members or Others at Board Meetings

Approved: September 15, 1986

Revised: March 17, 1994; April 17, 1997; February 15, 2001; June 19, 2008;  
March 19, 2015, November 17, 2022

### Objective

Recognize that members have full rights as consumers/owners of the cooperative to attend meetings of the board. Establish the basis upon which control of the meetings shall be maintained in order for cooperative business to be handled efficiently.

### Policy

It shall be the policy of the DEMCO Board of Directors for management, staff, and directors to be open and reasonably available to members or others to discuss matters and concerns regarding the cooperative and its operations. DEMCO Board meetings are open to attendance by members or others as follows:

- Seating Limitation - Attendance is limited to those members or others who can be accommodated by seating in the boardroom. In the event more individuals desire to attend than can be accommodated, priority of attendance shall be determined by the order in which they sign in on the meeting day.
- Request to Address the Board - Members of the cooperative or others shall be permitted to address the board if authorization has been requested per the attached form at least one week prior to the meeting and granted by the DEMCO Board President or CEO/General Manager in advance of the board meeting.
- Multiple Requests to Address the Board - In the event there are multiple requests to address the board on the same subject, the DEMCO Board President may require that a spokesperson be designated.
- Time Limitation - The DEMCO Board President may establish a time limitation (approximately 5 minutes) for members or others to address the board.
- Board & Management Response - The board and management may respond to the individual addressing the board during the board meeting or may take the matter under advisement and provide a formal response at a later date from the CEO/General Manager and/or DEMCO's Legal Counsel.
- Executive Session - In no case will members or others be allowed to attend an Executive Session of the DEMCO Board unless specifically invited by the board or CEO/General Manager.

DEMCO Board Policy: Attendance by Members or Others at Board Meetings

**Responsibility**

It shall be the responsibility of the DEMCO Board President and the CEO/General Manager to carry out the provisions of this policy.

DATE November 17, 2022

PRESIDENT /s/Daniel Berthelot

SECRETARY /s/Dennis R. Lott

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Request to Address the DEMCO Board

This form should be completed and returned to the CEO/General Manager's Office at 16262 Wax Road, Greenwell Springs, LA 70739 at least one week prior to the board meeting.

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

MEMBER DEMCO ACCOUNT NUMBER \_\_\_\_\_

(Note: If this request is also for and on behalf of other members of the cooperative, state their full names, addresses, telephone numbers, and member account numbers on a separate sheet and attach it hereto.)

THE PURPOSE FOR REQUESTING TO ADDRESS THE BOARD IS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Signed \_\_\_\_\_

Signature \_\_\_\_\_

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DEMCO USE ONLY

ACTION ON REQUEST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE OF ACTION

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_