

Decorum Policy

Policy #: BP 38

Rappahannock Electric Cooperative

1. Purpose

To provide guidelines for orderly and expeditious meetings or functions of the Cooperative, whether conducted on or off premises or by remote communication, to be conducted in a professional and courteous manner. Member participation in Rappahannock Electric Cooperative (“Cooperative” or “REC”) affairs is valued and respected.

2. Scope

This policy applies to all participants at meetings of the Board of Directors and any other business meeting or function of the Cooperative whether on or off REC premises.

3. Policy Statement and Implementation

3.1. REC Business Meetings or Functions

- 3.1.1. Meeting participants may not display signs or other campaigning or advocacy materials within the premises of a meeting or function, other than those materials displayed on the individual participants’ body or clothing.
- 3.1.2. Campaigning and electioneering for REC elections is governed by the Cooperative’s election guidelines.
- 3.1.3. Participants in any business meeting or function shall maintain an environment free of abusive, slanderous, or bullying behavior. To protect the security and safety of persons attending such meetings, all participants shall respect an individual’s physical space and refrain from any form of physical intimidation or abuse. Any behavior demonstrating or threatening violence, attack, or physical abuse is not tolerated.
- 3.1.4. Meeting participants shall refrain from disruptive or distracting behavior. Profanity, demonstrations, personal or character attacks, or improperly sidetracking the attention of other participants with subject matter that is irrelevant to REC or unrelated to REC are examples of disruptive or distracting behavior.

3.2. Board of Directors Meetings

- 3.2.1. REC Board of Directors meetings are conducted in accordance with Robert’s Rules of Order, as practicable.
- 3.2.2. Unofficial video and/or audio recording or broadcast of meetings is not permitted.
- 3.2.3. All visiting participants, including members, journalists, experts, financial analysts and other advisors, and other persons who have been invited and authorized by the Chairperson, shall register in advance with the assistant secretary to the Board. Those wishing to address the Board during the designated portion of a Board meeting shall identify themselves prior to speaking, and shall open their remarks by stating their name and whether they are a cooperative member. Time allotted by the Board for each speaker cannot be shared or allotted with other speakers. The allotted time shall include and commence from the beginning of the speaker’s remarks and include any time that passes during questioning or colloquy between the speaker and the Board. Additional time may be granted to a person by the Board Chairperson, or upon a majority vote of the Board.
- 3.2.4. When any member or participant wishes to provide written or demonstrative materials to the Board or others, such member or participant must, prior to the meeting’s start, provide the information to the Board Secretary or their designee for distribution.
- 3.2.5. Participants shall refrain from disruptive or distracting behavior. Profanity, demonstrations, personal or character attacks, speaking out of turn, approaching or standing at the Board meeting dais without the permission of the Presiding

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Officer, or improperly sidetracking the attention of other participants with subject matter that is irrelevant to REC or unrelated to REC are examples of disruptive behavior.

- 3.2.6. The Board shall illustrate items on an agenda, including the proposals submitted for approval by the Members at a meeting. When starting discussion of those items and proposals, the Chairperson may, in her or his discretion, follow a different order than that which was given in the notice, and may decide that all or some of the items on the agenda are to be discussed together as one item, or alternatively, that single parts of one item on the agenda are to be dealt with separately.
- 3.2.7. Except when the Chairperson considers it appropriate for a specific request or action to be presented to the Members, no reading is given of the documentation outside of the notice of the meeting.
- 3.2.8. The Chairperson shall preside over all meetings and discussions thereof, as well as facilitate and manage speeches, replies and questions from directors, members and other recognized speakers, in accordance with this policy. The Chairperson decides the procedures for making requests to speak and the order of the speakers, in his or her discretion. The Chairperson may prevent persons from speaking whenever this is necessary in order to guarantee the proper proceedings of the meeting. This right extends to a person who speaks without recognition, or continues to speak after the maximum time allotted has elapsed, or, after being warned, when the speech is clearly not relevant to the item on the agenda under discussion.
- 3.2.9. In addition to the provisions herein, the Chairperson may adopt any measures considered appropriate to guarantee the proper proceedings of the meetings.
- 3.3. When member or participant behavior violates this Policy, is severe, or threatens physical safety or property, the Presiding Officer, CEO, or responsible Cooperative employee may require the member or participant to leave the REC premises, meeting, function, or discussion.
 - 3.3.1. Repeated or Severe Violation
 - 3.3.1.1. Business Meetings or Functions: Upon repeated or severe violation of this policy, the Board of Directors, CEO, or their designee, may prohibit a person from attendance at REC meetings or functions. The duration of the prohibition shall be based upon the severity and nature of the violation.

4. Responsibilities

- 4.1. Business Meetings or Functions: Directors and employees shall maintain order and preserve the decorum of any business meeting or function conducted on or off the Cooperative premises, in accordance with this policy.
- 4.2. Board of Directors' Meetings: The Presiding Officer shall maintain order and preserve the decorum of Board of Directors meetings in accordance with this policy. Each Board Director shall cooperate with the Presiding Officer in preserving order and decorum, and no participant shall, by conversation or otherwise, delay or interrupt the proceedings of the Board, nor disturb any person while speaking.

5. Confidentiality

This policy may be treated as public and may be made available on REC's website or other communication channels.

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6. Definitions

Board: The Board of Directors for Rappahannock Electric Cooperative

Cooperative: Rappahannock Electric Cooperative and its affiliates

Meetings: Official gatherings of Rappahannock Electric Cooperative, including but not limited to the annual meeting, Board meetings, and other officially sanctioned REC activities, including those held virtually

Functions: see Meetings

References and Related Documents:

Policy Title:	Decorum
Policy Number:	BP 38
Review Frequency:	Triennial
Last Reviewed:	September 16, 2020
Date Adopted:	September 16, 2020
Effective Date:	September 16, 2020
Amendment Dates:	
Approver:	Board of Directors
Applies to:	Board of Directors; REC employees
Administrator:	Corporate Services
Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this Policy.