

## BOARD MEETING POLICY

### I. PURPOSE

To establish guidelines that assist in development of procedures involving notification and attendance, as well as regularity of board meetings. To provide the board member with information as to the overall function in carrying out the business of the Foundation.

### II. POLICY

- A. Foundation board meetings will be closed to the public unless a majority of the Board pre-approves an audience request based on extenuating circumstances.
- B. Board meetings will be held the fourth Tuesday evening at 4:00pm of each quarterly month of the year (January, April, July, October) or as designated by the Chairman.
- C. Board meetings will begin at 4:00pm in the Greenville headquarters of Pioneer Electric Cooperative or such other place as designated by the Chairman.
- D. Notification of Foundation board meetings, along with the board package, shall be distributed at least five (5) days prior to the meeting and will be at the direction of the Secretary or the Chairman.
- E. The meeting agenda will be prepared by the Chairman prior to mailing.
- F. Board package will include agenda, unapproved minutes, list of grant applicants to include name, address, amount requested and purpose to be reviewed at upcoming meetings and any other pertinent information as may from time to time be determined.
- G. A meeting of the Executive Committee can be called by any Executive Committee member to meet by session, videoconference, or teleconference. A majority will constitute a quorum. A record of the Executive Committee's proceedings shall be kept by the Secretary in the form of minutes. The Executive Committee will be required to fully disclose its activities at the next regular called meeting of the Foundation Board of Directors.

### III. RESPONSIBILITY

It shall be the responsibility of the Foundation Chairperson to assure the proper administration of this policy.