

Policy Type:	Member Policy
Policy No:	304
Title:	Members at Board of Director Meetings
Date Reviewed:	May 27, 2025
Date Revised:	May 19, 2022

**SUBJECT: ATTENDANCE AND PARTICIPATION AT MEETINGS OF THE BOARD OF DIRECTORS**

I. OBJECTIVE: To provide direction for attendance and participation of Members, Patrons (persons who are receiving services from SMPA but who are not Members) and the public at meetings of the Board of Directors.

II. POLICY:

A. ATTENDANCE:

1. All meetings of the Board of Directors of SMPA are declared to be open meetings and open to attendance by Members, Patrons and the public.
2. Any person attending a meeting of the Board of Directors shall be provided a copy of the meeting agenda upon request.

B. EXECUTIVE SESSIONS:

1. By a two-thirds (2/3) vote of the Board members present, the Board may go into executive session for consideration of confidential matters. The Board shall not make any final policy decisions or adopt or approve any resolutions, rules, regulations or take any final action concerning payment of money or any contract in executive session. Before convening in executive session, the Board shall announce the general topic of the executive session.

C. EXCLUSION:

1. The presiding officer may exclude from any meeting of the Board of Directors any person who, in their opinion, is disruptive.

D. PARTICIPATION:

1. Any person may request that they be placed on the agenda at a meeting of the Board of Directors. The request shall be submitted to the CEO/General Manager.
2. One of the first items on each regular monthly Board of Directors meeting agenda shall be called "Member or Consumer Comment" in order to take input from Members or Patrons not on the agenda but present at meetings and wishing to speak. The Member or Consumer Comments agenda item is not intended to be a question-and-answer session but a time for members to bring forth comments and/or statements to the Board of Directors. The chair shall recognize the Member or Patron and allow them to make comments. The chair may call an end to this comment period and return to the agenda at their discretion.
3. Members or Patrons shall understand that the Board of Directors is solely responsible for decisions made or actions taken and that this function of the Board of Directors may not be assumed in any way by any Member or Patron.



4. Persons who are not Members or Patrons shall not be permitted to participate in any meeting of the Board of Directors except as set forth in D-1 above.

III. RESPONSIBILITY: It shall be the responsibility of the General Manager/CEO and the Board of Directors to see that this policy is implemented and followed.



SAN MIGUEL POWER ASSOCIATION, INC.  
Meeting Participation Request

NOTE: This request must be filed in accordance with San Miguel Power Association, Inc. Policy #304 in order to participate in a meeting of the Board of Directors.

FULL NAME, ADDRESS AND TELEPHONE NUMBER: \_\_\_\_\_

(If this request is also for and on behalf of others, set forth on a separate sheet their full names, addresses and telephone numbers, and attach the same hereto.)

ARE YOU A MEMBER? \_\_\_\_\_ IF YES, PLEASE LIST YOUR ACCOUNT # \_\_\_\_\_

PURPOSE OR PURPOSES FOR REQUESTING SUCH PARTICIPATION (be specific):

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

STATE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ANY PERSON (S) YOU DESIRE TO PARTICIPATE IN THE BOARD MEETING WITH YOU AND DESCRIBE THEIR STATUS – WHETHER THEY ARE A MEMBER, YOUR ATTORNEY OR OTHER: \_\_\_\_\_

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

Date this request form executed: \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_

\* \* \* ACTION ON REQUEST \* \* \*

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

Date of Action: \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

\* \* \* To be completed by SMPA only.