

Procedure for Submitting an Advisory Resolution for a Vote to the Members at the Annual Meeting

This is a description of the procedure to present, discuss and vote on advisory resolutions in the annual meeting. It is assumed that each advisory resolution put before the members at the annual meeting has been submitted by the cut-off date for resolutions and has been approved by the rules committee for submittal to the members present at the annual meeting.

The following are the complete steps of the procedure to bring an advisory resolution to a vote at the annual meeting:

1. The **Officer in Charge of the Meeting** explains the purpose of the advisory resolution process to the assembled members as follows:

Every member of the Adams-Columbia Electric Cooperative has the right to present one or more resolutions to the assembled members at the annual meeting. The purpose of an advisory resolution is to give advice to the board of directors. A member who intends to submit an advisory resolution must notify the Cooperative by the date set by the Rules Committee.

*In order to find out what the thinking of the membership (assembled at the annual meeting) is on a particular resolution, the advisory resolution is presented at the Annual Meeting by the **Member Offering the Resolution**, including the reason why that member thinks the issue is important. The advisory resolution is then debated for a limited time and then voted on.*

2. The **Officer in Charge of the Meeting** then asks the **Member Offering the Advisory resolution** to proceed.
3. The **Member Offering the Advisory resolution** moves to consider the advisory resolution displayed on the screen.
4. The **Officer in Charge of the Meeting** asks for a second.
5. If a second is offered, proceed to steps 6, 7 and 8; if there is no second, the **Officer in Charge of the meeting** announces that the motion fails for lack of a second. The **Officer** then proceeds to any remaining resolutions, if there are any, repeating steps 2, etc. When all timely submitted resolutions have been dealt with, the **Officer** proceeds to the next item on the Agenda.
6. The **Member Offering the Advisory resolution** reads the advisory resolution and states reasons why this advisory resolution should be adopted (subject to the time limit on comments in the Meeting Rules).

7. The **Chair of the Rules Committee** (or if s/he is not in attendance, **another Committee Member**) presents the committee's recommendation for the resolution.

8. The **Officer in Charge of the Meeting** opens a discussion by asking for opinions and comments by the attending members. At the discretion of the **Officer in Charge of the Meeting** the discussion is ended, and the **Officer in Charge of the Meeting** asks for a vote and announces whether the advisory resolution is adopted or not adopted. After the voting, the **Officer in Charge of the Meeting** proceeds to the next advisory resolution by asking the **Member Offering the Second Advisory resolution** to proceed or, if no other advisory resolution has been offered, goes to the next business item.