

MEMBER RELATIONS POLICY NO. 413

1. SUBJECT: ELECTION GUIDELINES (see also Beartooth Electric Cooperative, Inc. (BEC) 2013 Bylaws, Article III)

2. OBJECTIVE:

The objective of this policy is to establish detailed guidelines to ensure the members that a fair election is conducted at each meeting of members where trustees are to be elected or other issues voted on.

3. POLICY:

3.1. Notice of the annual meeting, voting instructions, ballot and ballot envelope with computer printed label will be mailed to each current member on record in compliance with the BEC Bylaws. New memberships received after the mailing and prior to the meeting may attend the meeting and receive a ballot to vote at the meeting.

3.2. As the company receives ballot envelopes, they will not be opened for any reason. All ballot envelopes will be delivered to a secure, offsite location as soon as possible for control and safekeeping. Prior to ballot mailing, an individual or individual(s) will be assigned by management to maintain a correct computer record of the receipt of each member's sealed ballot envelope and assure only one vote per member. The membership numbers from the computer printed label will be the control used in the process. All information pertaining to ballot envelopes received, voting lists, or members who have or have not voted are confidential. Under no circumstances are these records to be released to any party, excepting only those employees, or the attorney or CPA who have direct involvement in the election process. Ballot envelopes questionable for any reason will be kept separate.

3.3. BEC will retain the services of an independent CPA accounting firm to conduct and certify the counting of ballots and serve as election judge at the annual meeting. Employees will be assigned to assist the election judge as needed. Counting of ballots should complete before the meeting's conclusion.

3.4. The BEC independent CPA accounting firm or other designee will be responsible for keeping the ballots secure and delivering them to the election judge prior to the meeting. Keeping the ballots secure means taking reasonable steps to avoid possibilities of tampering and to assure that unauthorized persons do not have access to nor peruse the names of members who have voted.

3.5. Prior to meeting time, the person authorized to have access to the list of members who have voted is the BEC independent CPA accounting firm or other designee.

3.6. The BEC independent CPA accounting firm or other designee will control the BEC provided membership list indicating who has voted by ballot, and will bring the list to the BEC Annual Meeting. The BEC independent CPA accounting firm or other designee will not give out the names of any member who has voted and will keep the list secure to ensure no one obtains a list of members who have voted.

3.7. Ballots may be mailed to the BEC independent CPA accounting firm, turned in at either the BEC Red Lodge office or at the meeting prior to completion of the vote count.

3.8. BEC staff or other designee will arrange for a room at the site of the meeting where the election counting can be completed without interruption.

3.9. Legal Counsel will meet with the election judge to review this procedure and answer any questions they may have.

3.10. Legal Counsel will report on the results to the members.

3.11. Credentialed committee members, with the assistance of employees, and the election judge shall count the ballots.

3.12. Members who attend the meeting and have not previously voted by mail in ballot may submit their ballot and have them counted along with those received by mail.

3.13. The election judge will be responsible to determine, following guidelines from the attorney, whether or not questionable mail in ballots should be opened and counted.

3.14. The Election Judge will be responsible to return all ballots, envelopes and work sheets used for counting to BEC for safekeeping in BEC's vault until the next election.

#### 4. RESPONSIBILITY:

The General Manager or designee shall ensure that the provisions of this policy are followed.

Adopted: 11/25/2014

Revised: 03/28/2017

Reference: LV414, BEC Bylaws A.IV, S.5. and S.8.

Review Date: March 2019

Attest: /s/ David Peterson  
Board President

Attest: /s/ Julie Lindgren  
Secretary/Treasurer