

BOARD COMMUNICATIONS POLICY

POLICY

The DECC values the input and insights of its employees, shareholders, and other interested parties. The DECC believes that effective communication strengthens the role of the DECC's Board of Directors as an active, informed, and engaged governing body.

To facilitate communication, this policy outlines the procedures for communicating with the Board, its committees, and its members.

PROCEDURE

HANDLING OF COMMUNICATION TO THE BOARD

All interested parties, including employees of the DECC, can communicate with the Board. All such communications should be submitted via one of the following methods: by e-mail to board@decc.org, by mail to the following address:

DECC Board of Directors
C/o Board Liaison
350 Harbor Drive
Duluth, MN 55802

or, during scheduled a board meeting during the public open comment period.

1. The Board has designated the DECC's Board Liaison as its agent to receive and review written communications addressed to the Board, its committees, any Board Member, or group of Board Members. The Board Liaison may communicate with the sender for any clarification as needed.
2. The Board Liaison will promptly forward to the Board Chair any communication alleging legal, ethical, or compliance issues by management. The Board Liaison reserves the right to contact legal counsel for review prior to submission to the Board Chair as necessary.
3. The Board Liaison, in conjunction with legal counsel, or other parties as appropriate, will determine whether the communication is a proper communication for the Board. The Board Liaison will not forward to the Board, any committee, or any Board Member communications of a personal nature, or not related to the duties and responsibilities of the Board, including, without limitation: junk mail and mass mailings, business solicitations, routine customer service complaints, product or service suggestions,

option survey polls or any other communication deemed by the Board Liaison to be immaterial to the DECC.

4. The DECC has established a Whistleblower Policy for the receipt, retention, and treatment of correspondence received by the DECC regarding accounting, internal accounting controls, or auditing matters. This policy dictates the confidential, and if desired, anonymous submission by associates of the DECC of concerns regarding questionable ethical, accounting, or auditing matters.
5. The Board Liaison will maintain a log and copies of all proper Board communications, which any Board Member may review upon request.

HANDLING OF COMMUNICATIONS FROM THE BOARD

1. The Board is encouraged to direct concerns or questions concerning any aspect of DECC operations to the attention of the Board Chair for resolution. As appropriate, Board Members may also direct concerns or questions concerning any aspect of DECC operations to the attention of the Executive Director for resolution.
2. Any request for information that requires significant expenditure of staff time or external resources shall be directed by the Executive Director who will determine whether to take the request to the full Board for consideration at a meeting.
3. Board Members in possession of information that is pertinent to the affairs of the DECC will share said information with the Executive Director in a timely fashion if it appears that said information would be of value to the DECC.

REQUEST FOR COMMENT FROM MEDIA

1. The Executive Director, Communications Director or delegate, and Board Chair or delegate are the only individuals who may speak on behalf of the DECC, unless required by regulation or statute.
2. Press releases issued on behalf of the DECC will be prepared by the Executive Director, Communications Director, or delegate. As applicable, the Executive Director or delegate will consult with the Board Chair or delegate regarding any press release related to Board business.
3. If a Board Member is contacted by the media to provide comment on a personal basis, said Board Member is not required to comment. If said Board Member desires to provide comment on a personal basis, the DECC is prepared to provide the Board Member with resources to make informed comments and send a staff representative to participate in the interview if desired.

PURPOSE

The purpose of this policy is to encourage and facilitate open and effective communications among the Board, management, staff, and external parties.

HISTORY

Effective: November 17, 2022

Revision History: April 1, 2022

Approval: November 17, 2022 by Lynne Williams, DECC Authority Board Chair

Signed by:

Lynne Williams, Board Chair

Date