

 Oakdale Electric Cooperative	Board Policy
Policy Name: Electronic Board Communications	Policy No: 1.08
Last Reviewed/Revised: 05-02-2023	Page 1 of 3

I. OBJECTIVE

To provide a consistent and timely flow of information to each member of the Board of Directors to enable them to keep informed on the matters facing the Cooperative in a timely fashion.

II. POLICY

- A. The Board of Directors shall be provided the board report on the Cooperative's financial condition and recent activities each month. Management will strive to have the report available electronically via the director's board portal or other technology, along with the meeting agenda and draft of previous month's minutes, at least six days prior to the regular monthly meeting. In the event an electronic version cannot be provided, a copy will be mailed to the director via US Mail. Each director will receive a username and password to access the director's board portal, which must remain confidential.
- B. As the Cooperative and the electric industry are continually changing, the Board of Directors must remain informed on a more current basis than the regular monthly meetings may allow. Therefore, the Cooperative will purchase and maintain an electronic communication system (ECS) for each of its Directors for the duration of his/her tenure. Said equipment shall remain the property of the Cooperative. If a director has an ECS from another board that he or she serves on, OEC may allow the director to use this to access board materials at OEC's discretion.
- C. The Board of Directors are expected to check their Oakdale Electric Cooperative (OEC) issued email on a regular basis. Additionally, any urgent or critical information will be emailed in a timely manner. Email should be used for OEC business purposes.

D. Electronic Communications

Oakdale Electric Cooperative provides the director access to its electronic communication system (“ECS”). Electronic communications systems include, for example, computers, iPads, scanners, pagers, printers, fax machines, and email. All ECS provided are the property of OEC. It is the intent of OEC to provide directors ECS that facilitates the communication and use of business information within the bounds of good business practice.

OEC expects that directors will use the ECS in a responsible and ethical manner and in conformance with the following rules. The equipment, services, and technology provided to access the Internet remain at all times the property of Oakdale Electric Cooperative. As such, OEC reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our electronic systems.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. To ensure a virus-free environment and optimum performance of your ECS, no executable files, which would lead to installation of a program on your local ECS, may be downloaded from the Internet without prior authorization from the IT Department.

E. Prohibited Uses of ECS

The following uses are some examples of ECS that are prohibited:

1. Downloading, displaying, viewing, accessing or attempting to access, storing or transmitting any images, cartoon, messages or materials which are sexually explicit or that may be construed as threatening, harassing, offensive or intimidating to others based upon gender, race, national origin, age, disability, religion, sexual orientation or any other basis protected by applicable law;
2. Unreasonable personal use or personal use that interferes with the performance of his/her duties or which otherwise disrupts the operations of OEC;
3. Use for partisan political or advocacy purposes;
4. Posting commercial notices or other solicitations;
5. Use which is illegal, including the violation of copyright, gambling and pornography laws;
6. Damaging any component of OEC’s ECS;
7. Intentionally wasting limited access time or occupying excessive file storage space;
8. Unauthorized accessing or attempting to access confidential information, including personnel records, medical records, and financial information pertaining to OEC or any of its employees;
9. Unauthorized accessing or attempting to access another employee’s

- password, data, files, messages or other ECS material;
10. Changing computer configurations to allow users to bypass Internet filtering, virus protection or copyright compliance control.
 11. Using the organization's time and resources for personal gain.

F. ECS Purchase by Director. Once a Director is no longer in office, the following options are available:

Age of ECS	Options
0-1	Purchase at 100% of original cost of ECS and software combined, or return to Cooperative
1-2	Purchase at 75% of original cost of ECS and software combined, or return to Cooperative
2-3	Purchase at 50% of original cost of ECS and software combined, or return to Cooperative
3-4	Purchase at 25% of original cost of ECS and software combined, or return to Cooperative
4+	Purchase at 10% of original cost of ECS and software combined, or return to Cooperative.

Each Board Member will receive a copy of this policy to sign and date their receipt and understanding of the policy as outlined above.

Responsibility: Board of Directors

Original Effective Date: 6-24-2020	Reviewed Date (no revisions): 05-02-2023	Revised Date(s):
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