

**M. J. M. ELECTRIC COOPERATIVE, INC.**

**SECTION I – THE ORGANIZATION**

**Policy 5      Approved: 01/25/62**

**REVISED: 02/26/2015 03/22/2018**

**REVIEWED: 12/22/1977 01/24/2008 07/25/2017**

**ATTORNEY FOR THE COOPERATIVE**

**POLICY**

It is the policy of the Cooperative to select an Attorney on a monthly retainer basis to provide legal opinions in connection with operation of the Cooperative to be available on a daily basis.

**RESPONSIBILITY**

Board of Directors

**PROCEDURE**

The Board of Directors will select an Attorney qualified to represent the Cooperative and will establish the duties and amount of retainer fee.

**Travel Expenses:**

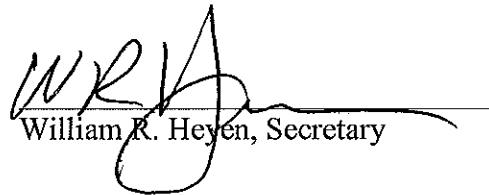
1. Transportation expenses to meetings (regardless of mode of travel), will be reimbursed at an amount not to exceed the cost of roundtrip coach airfare, airport parking, transport to and from the airport, plus transportation to and from the meeting location.
2. Mileage reimbursement for use of personal vehicles, plus any toll costs, shall be at the rate amount specified by the IRS. In those instances where the Attorney travels with others, only if the Attorney uses their own personal vehicle shall they receive mileage and any tolls paid.
3. Parking fees for personal vehicles while attending a meeting will be reimbursed.
4. Rental vehicles will not be reimbursed unless pre-approved by the Chairman of the Board.

5. Hotel costs will be reimbursed for the actual day(s) of the meeting, and if necessary, (1) night prior to the meeting and (1) night on the day the meeting concludes to meet transportation needs.

**Expense Reimbursement:**

1. The Attorney will be reimbursed for all legitimate expenses, including meals, for attendance at required events. The Attorney shall submit a written, itemized expense report for any item requested for reimbursement. For items that exceed \$10.00 per item, receipts must be attached at the time of the reimbursement request.
2. No expenses will be paid for individuals accompanying the Attorney at said meetings and related events.
3. Mileage and reimbursable expenses for meetings attended by the Cooperative Attorney will be paid upon presentation of expense vouchers on or after the Regular Board Meeting date each month.
4. The Cooperative Attorney's request for reimbursement shall only be paid upon written approval upon the President/CEO, Board Chairman and Board Treasurer.

Any un-refundable cancellation fees that are incurred by the Cooperative Attorney shall be reimbursed to the Cooperative, unless waived by Board action.

  
William R. Heyen, Secretary