



## Rules of Conduct and Procedures for the 2019 Annual Membership Meeting

Welcome to the 2019 Annual Membership Meeting for First Technology Federal Credit Union (“First Tech”). The meeting will follow the agenda provided. In fairness to all members in attendance and in the interest of maintaining an orderly meeting, we ask that you honor the following Rules of Conduct:

1. The taking of photographs and use of audio or video recording equipment is prohibited. The presentation is being recorded and will be available online. Please refrain from posting on social media while the meeting is in progress.
2. All attendees must sign in at the registration desk.
3. All questions and comments should be reserved for the designated Question & Answer session of the Annual Meeting and directed to the Chairman of the Board or President & CEO.
4. Only those members physically in attendance may address the meeting. You may address the meeting only after being recognized by the Chairman.
5. During the Question & Answer session:
  - If you want to address the meeting, please raise your hand and wait until you are recognized by the Chairman or President & CEO.
  - When you are recognized, please wait for the microphone.
  - Clearly state your name, status as a member and your question or comment.
  - Each speaker is limited to two questions or comments, each lasting no more than three minutes in length. Additional questions may be asked if time permits before the close of the meeting.
  - Time limit on discussing individual topics (e.g. Community Giving) to 10 minutes.
  - Due to the need to conclude the meeting within a reasonable period of time, we cannot assure that every member who wishes to speak will be able to do so. First priority will be given to those who have not yet had an opportunity to speak.
  - Questions, comments or remarks must be confined to the business of the meeting that is at hand.
  - Please show respect for all other attendees and permit each speaker the courtesy of concluding his or her remarks without interruption.
6. Attendees who fail to comply with these Rules of Conduct risk being removed from the meeting.

Subject to the Rules of Conduct above, the views and comments of all members are welcome. However, the purpose of the meeting will be observed and the Chairman will stop discussions that are:

- Irrelevant to the business of the meeting or the conduct of First Tech’s operations;
- Related to pending or threatened litigation;
- Offensive or contain derogatory references that are not in good taste;
- Unduly prolonged (longer than two minutes);
- Substantially repetitious of statements made by other members; or
- Related to personal grievances.

If you have a personal issue or grievance, please contact our General Counsel, Phil Campbell, at (650)386-7241 or [phillip.campbell@firsttechfedf.com](mailto:phillip.campbell@firsttechfedf.com) after the meeting and he will arrange for the appropriate executive officer to assist you with addressing the issue.