



2020 SHAREHOLDER MEETING

RULES OF ORDER

The Company By-Laws specify that the Chairman of the Board of Directors shall establish and provide for rules of order and conduct to be established for the annual meeting of shareholders. The following rules have been established for the 2020 annual meeting and may be subject to application by the Chairman for the orderly conduct of business. In the interest of an orderly meeting, we require that you honor these rules of order for conduct.

1. The Agenda indicates the order in which matters will be presented at the meeting.
2. The only business to be conducted at the meeting are the matters disclosed in the Notice of Annual Meeting and Proxy Statement dated May 12, 2020.
3. The Chairman, in his discretion shall decide which matters are appropriate for consideration at the meeting.
4. Only shareholders of record or their proxy holders may submit questions and vote at the meeting.
5. A Question and Answer period is included in the Agenda as time permits. If you wish to submit a question during the meeting, type your question into the "Ask a Question field" and click "Submit."
6. Questions from any shareholder are welcome. For questions to be considered for discussion at the meeting, the submitting shareholders are required to identify themselves.
7. Recording of the meeting is prohibited. A replay of the meeting will be available on the Company website for approximately one year from the date of the meeting.