

## **MEMBER ACCESS TO COOPERATIVE INFORMATION**

### **I. OBJECTIVE**

To establish the type of information routinely available to members without restriction or condition, the types of information only made available upon proper written request of a member and the type of information which must, in the best interest of the Cooperative, be maintained as confidential information and therefore may not be made available to members.

### **II. POLICY**

The Board of Directors of the Cooperative shall strive to keep the Cooperative's members adequately informed about the Cooperative's operations and financial condition. To this end, the Cooperative shall through its newsletter and reports at its annual meeting, routinely make available such information.

- A. In furtherance of this objective, the Cooperative shall, without charge, provide copies or make the following information available for examination and inspection by any member upon such member's oral request and proper identification as a member of the Cooperative:
1. The Cooperative's articles of incorporation, bylaws, charges, and service rules and regulations;
  2. Any publications the Cooperative may have for general distribution relating to the efficient or safe use of electric energy, the Cooperative's energy use and conservation programs, and the like;
  3. Operating and other financial reports that are regularly made to the Rural Utility Service and/or the National Rural Utilities Cooperative Finance Corporation;
  4. The minutes of any prior member meeting.
- B. Subject to the conditions and limitations set forth below, copies of the following information will be provided to, or the information made available for examination and inspection by any member upon such member's written request in the form attached and proper identification as a member of the Cooperative:
1. The minutes of any prior meeting of the Board of Directors;
  2. Adopted work plans for the Cooperative's future construction, operation and

maintenance of its general plant and electric system;

3. Adopted budgets for current and future operations and capital improvements;
4. Monthly or other periodic or special operating and financial reports submitted by management to the Board of Directors;
5. Formal audit reports rendered periodically by independent auditors; and
6. Other Cooperative information relevant to a member's interest.

C. Copies may not be provided, nor may a member be allowed to inspect the Cooperative information listed in Paragraph B above, if such examination and inspection is for an unlawful purpose or:

1. The member fails or refuses to complete, sign and submit the attached Request for Information Form and to make the warranties and representations set forth therein;
2. If the examination and inspection is for a purpose which is not reasonably related to the business of the Cooperative;
3. If the examination and inspection is for a dishonest purpose, is detrimental to the lawful interest of the Cooperative, or is for a purpose not reasonably germane to the interest of the member;
4. If the member refuses to execute an agreement restricting his use of such information in such lawful manner as is necessary to protect the legitimate interest of the Cooperative, its members or employees;
5. If the information sought to be examined is of such a nature that if disclosed such disclosure would:
  - a. violate a person's right to privacy, violate any agreement with third parties with respect to trade secrets, or adversely affect the Cooperative in its negotiations with third parties.
  - b. adversely affect the Cooperative unduly out of proportion to the possible competing interest of the member seeking to examine such information.
  - c. violate the privilege of confidential communication between the Cooperative and its attorney.
6. The examination and inspection is sought for a dishonest purpose, or to gratify mere curiosity, or is otherwise detrimental to the lawful interest of the

Cooperative, or is not reasonably germane to the interest of the member as such; or

7. If the Cooperative information sought to be inspected deals with trade secrets or other information which is privileged, confidential or proprietary.
- D. The Cooperative shall absorb the cost of providing copies of items listed under Paragraph A above and in responding to any other request for copies or inspection of other Cooperative information, which the Cooperative determines will entail only minimal employee or copying costs. Otherwise, a member shall be required to reimburse the Cooperative for all employee time beyond 15 minutes required to retrieve, compile and copy the information requested by such member. Charges for employee time shall be based on the rate of pay of the lowest paid employee authorized to retrieve, compile and copy the requested information. Copying charges shall be assessed at the rate of \$.25 per page.
- E. Whenever any member requests any item described in Paragraph B above, such request shall be communicated to the President & CEO, or in his absence, the Cooperative's attorney, for examination, inspection and response.

### **III. RESPONSIBILITY**

- A. Chairman of Board of Directors
- B. President & CEO

REVISED DATE: April 30, 1997  
May 26, 1999