

## **Lyon-Lincoln Electric Cooperative**

### **404 – MEMBER INFORMATION**

#### **I. OBJECTIVE**

To define the information that the cooperative will provide to member-owners, and the procedures for handling requests for information

#### **II. POLICY**

A. The following routine information is available to member-owners:

1. Articles of incorporation, by-laws, rates, charges, and service rules and regulations.
2. Operating and financial reports that are regularly submitted to the Rural Utilities Service (RUS) and other financial partners of the cooperative.
3. Approved work plans for the cooperative's future construction, operations, and maintenance.
4. Official audit reports.
5. Approved budgets for operations and capital improvements.
6. Official minutes of Board of Directors meetings and member-owner meetings.
7. The names, addresses and telephone numbers of members of the Board of Directors.
8. Publications received by the cooperative that include aspects of the cooperative and its operations.
9. The member-owner newsletter and other printed materials prepared by the cooperative for general distribution.

B. Requests for routine information as defined in paragraph A. above require the approval of the General Manager or, in the absence of the General Manager, the cooperative's Legal Counsel. However, requests for items defined in paragraphs A.1. and A.9. above do not require such approval.

- C. Requests for information not defined in paragraph A. above must be made in writing using a Request for Information form available from the General Manager or his or her designee.
- D. The General Manager will consult with Legal Counsel regarding any request for information not defined in paragraph A. above. Any request for information denied by the General Manager and/or Legal Counsel will be presented to the Board for a final decision.
- E. The Board will be informed of all requests for information except those defined in paragraphs A.1. and A.9. above.
- F. No list of cooperative member-owners will be supplied to any person or organization unless specific Board approval is obtained.
- G. Prior to releasing any information about a member-owner's accounts, written approval from that member-owner will be obtained.
- H. The following information is not available to member-owners or others except upon court order or Board approval following consultation with Legal Counsel:
  - 1. Information related to a pending lawsuit involving the cooperative, its directors or employees.
  - 2. Information that would invade an individual's privacy.
  - 3. Confidential information including employee personnel records and potential contract work that has not been negotiated.
  - 4. Trade secrets.
  - 5. Any information that, if made public, would adversely affect the cooperative.
  - 6. Any information that would violate the privilege of confidential communication between the cooperative and its attorneys.

- I. Member-owners may inspect approved cooperative records at the cooperative's office during normal business hours in the presence of the General Manager or his or her designee. If requested, copies of these records will provided at cost.

Approved by the Board of Directors \_\_\_\_\_

Board President

Adopted: 2/4/2011

Effective: 1/1/2011

Reviewed: 5/26/2015