

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 107**

SUBJECT: MEMBER ACCESS TO COOPERATIVE INFORMATION

I. OBJECTIVES

- A. 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.
- B. To establish the rules and procedures to be followed in response to request from members for cooperative information.

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 website, newsletter and reports at its annual meeting, routinely make available such information.

- A. In furtherance of this objective, the Cooperative shall direct members to the Cooperative's website or, without charge, provide copies of the following information upon such member's oral request:
 - 1. The Cooperative's articles of incorporation, bylaws, rates, 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. Year end operating and other financial reports, for the Cooperative's previous three fiscal years that are regularly made to the Rural Utilities Service and/or the National Rural Utilities Cooperative Finance Corporation;
 - 4. The minutes of any prior member meeting.
 - 5. The Cooperative's IRS Form 990.
 - 6. The Cooperative's Policy Bulletins.

B. Subject to the conditions and limitations set forth below, for items not posted on the EECA website, copies of the following information will be provided to any member upon such member's written request on the form attached:

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 of the information listed in paragraph II.B. above, if such request 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 request is for a purpose that is not reasonably related to the business of the Cooperative;
3. If the request 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 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 request is 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 requested deals with trade secrets or other information that is privileged, confidential or proprietary.
- D. The Cooperative shall absorb the cost of making available the information set forth in Paragraph II.A. above. 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 for 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 II.B. above, or information not provided for in this policy, such request shall be communicated to the General Manager, or in his absence, the Cooperative's attorney, for examination, inspection and response.

III. RESPONSIBILITY

- A. It shall be the responsibility of the General Manager to administer this policy and to forward any request for privileged information to the President of the Board of Directors.
- B. It shall be the responsibility of the Board President to submit requests for privileged information to the full Board for consideration.
- C. Each member of the Board of Directors shall be responsible for calling to the attention of the President, for discussion before the full Board, any non-adherence to this policy.

Adopted: 09/28/82
Reviewed: 05/26/87
Revised: 09/28/10
Revised: 03/27/2012
Revised: 8/29/2017

Attested: Kevin Liefer, Secretary
Attested: Kevin Liefer, Secretary
Attested: Paul Kicks, Secretary

REQUEST FOR INFORMATION FORM

TO: President, General Manager, or Secretary of
Egyptian Electric Cooperative Association
1732 Finney Road
Murphysboro, IL 62966

In accordance with the policies of Egyptian Electric Cooperative Association, I hereby submit my request for copies of certain records believed to be maintained by Egyptian Electric Cooperative Association. I hereby warrant, represent and certify that:

1. I am a member of the Cooperative. My full name, address, telephone number and member account number appearing on the Cooperative records is as follows:

_____ (Name)

(City) (State) (Zip Code) (Address)

(Telephone Number) (Cooperative Account Number)

2. I desire copies of the following Cooperative information:

3. The purpose for which I desire copies of this information is:

4. I desire copies of this information for a purpose reasonably related to the business of the Cooperative.

5. I understand that this request for Cooperative information may be denied under the following conditions:
- A. If the Cooperative information sought is of such a nature that it would:
 - 1) 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.
 - 2) Adversely affect the Cooperative unduly out of proportion to the possible competing interest of the member seeking such information.
 - 3) Violate the privilege of confidential communication between the Cooperative and its attorney.
 - B. If the Cooperative information is sought for a dishonest purpose, or to gratify mere curiosity, or is otherwise inimical to the lawful interest of the Cooperative, or is not reasonably germane to the interest of the member as such.
 - C. If the Cooperative information sought deals with trade secrets or other information that is privileged, confidential or proprietary.
6. I do not intend to sell or offer to sell any list of members of the Cooperative and I have not, within a five year period, aided or abetted, and do not now intend to aid or abet any other person in procuring any list of members for such purpose.
7. I shall not use the Cooperative information requested for any other purpose other than the purpose specified above.
8. I agree to reimburse the Cooperative for copying charges, and all employee time beyond 15 minutes required to retrieve, compile and copy the information requested by me for all items, except those items listed in Paragraph II.A. of the Cooperative's Policy 107 regarding member access to Cooperative information. Charges for employee time shall be based on the rate of pay for 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.

Submitted and certified to this _____ day of _____, _____.
