

 Oakdale Electric Cooperative		Board Policy
Policy Name: Member Requests for Information		Policy No: 5.01
Last Reviewed/Revised: 6/29/2023		Page 1 of 2

Oakdale Electric Cooperative (OEC) will make every effort at all times to keep the members fully informed and to be as transparent as possible with its membership.

Members will be readily provided information which directly affects their involvement in and patronage of the cooperative such as rate schedules, service rules and guidelines, Articles of Incorporation, By-laws, operating reports and statistics, financial statements, member publications and the members own billing and capital credit accounts. Questions about any of the foregoing shall be promptly answered.

The Cooperative shall, however, comply with HIPPA with respect to any request for information disclosures.

Any requests for information other than that identified above shall be made in writing by the member requesting such information. All written requests for information shall be made by completing and signing a form similar to that which is attached and a part of this guideline. Written requests shall state the member's name, the specific information requested, and the purpose for which the information is requested. Properly executed written requests for information must be delivered to the cooperative's headquarters office at least seven (7) days prior to the date the information is requested.

All requests will be promptly reviewed by the General Manager/CEO (GM/CEO), who may consult with the cooperative's attorney, officers or board of directors. If the GM/CEO concludes that (1) the request is in good faith, (2) the information requested and the intended purpose are materially germane to the individual's status and interests as a member, and (3) the intended purpose will not be detrimental to the cooperative's best interests, the information may be made available. Should questions arise as to the appropriateness of the request, the matter shall be referred to the Board of Directors for decision.

Information concerning another member's energy account and billing history or a specific employee's salary, benefits and personnel records will not be provided to others without a signed release by the privileged member/employee or written order of a court of proper jurisdiction.

Information will not be provided which constitutes a trade secret, process, program, trademark, or other legally protectable confidential information on any other matter, unless so ordered by a court of proper jurisdiction.

In general, minutes of the meetings of the Board of Directors shall be available to a requesting member, except for information considered by the Board or GM/CEO to be of a confidential nature. In order to prevent improper disclosure of confidential information, the cooperative will

review the minutes and delete any subject matter or information, the release of which could, in its opinion, subject the cooperative to unwarranted claims or litigation or invade the privacy of any person.

The cooperative may elect to reasonably charge for reproducing costs, including labor, for information requests.

The GM/CEO shall report all written requests for information at the next subsequent meeting of the Board of Directors.

Responsibility: The General Manager/CEO is responsible for this policy.

*renamed from Inspection of Records

Adopted: 08-31-1982	Reviewed Date (no revisions): 4-26-1989 5-27-2020 1-27-1993 6-29-2023	Revised Date(s):
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MEMBER REQUEST FOR BOARD MEETING INFORMATION

(Please Print)

Member No. & Account No.: _____

Member Name: _____

Address: _____

Phone No. _____

STATE SPECIFICALLY WHAT INFORMATION IS REQUESTED.

STATE SPECIFICALLY WHY YOU WANT INFORMATION AND ITS INTENDED USE.

It is understood and agreed, as evidenced by executing this Request For Information, that information obtained will not be used by the undersigned or others for purposes other than identified above.

Date: _____

Member Signature

Action taken: _____

Date: _____ By: _____