

SURRY-YADKIN ELECTRIC MEMBERSHIP CORPORATION

BOARD POLICY NO.422

MEMBER REQUESTS FOR COOPERATIVE INFORMATION

I. OBJECTIVE

To ensure that the minutes, financial records, and member information of the Cooperative are available to its members, for proper purposes.

II. POLICY

Cooperative information is available to members as provided by this policy.

III. PROVISIONS

- A. Any request for information (other than requests for such routine things as minutes of Board meetings, minutes of Committee meetings, if available, rate schedules, service rules and regulations (SR&Rs), Articles of Incorporation, Bylaws, published policies, operating statistics, newsletter, etc.) shall be made in writing on a Member Information Request Form which is attached hereto and made a part of this policy.
- B. The Request Form as executed will be reviewed by the Executive Vice-President/General Manager, who, before acting thereon, will consult with the Cooperative's General Counsel. If they conclude (1) that the request is sincere, and (2) that the information requested and the purpose for which it is requested are materially germane to the requesting person's status and interests as a member of the Cooperative, they may provide for the time and manner for making such information available during normal business hours. If there is any disagreement as to whether to provide the requested information, the matter will be referred to the Board of Directors for decision. In no case may non-routine information be released, except as provided by this policy.
- C. The following principles will be followed when considering a request for information:
 - 1. Minutes of Board Meetings or Committee Meetings may be redacted to eliminate actions or discussions that may reflect member or employee privacy concerns, real estate purchases, sales or negotiations or any other matter requiring confidentiality. Review of meeting minutes for confidential matters may take a few days to complete.
 - 2. Information concerning a Director's compensation and expenses will be made available, as well as the record of their attendance at

meetings, if the request cites a purpose for such information that is materially germane to the requesting member's status and interests as a member.

3. A current membership list (including addresses but not telephone numbers or email addresses) may be made available so long as the request cites a purpose for such information that is materially germane to the requesting member's status and interest as a member. Provided, however, the membership list may not be used to solicit money or property; used for any commercial purpose; nor sold or offered for purchase to any person.
4. Information that will not be furnished includes the following:
 - a. hourly wages or salaries and fringe benefits of employees other than the wage and salary plan which is in effect, including summary plan descriptions of any benefit programs;
 - b. any employee's (or former employee) personnel file or records, or any other person's file or records;
 - c. any information which constitutes a trade secret, process, program, trademark or other legally protectable confidential information or thing owned, or protected in confidentiality by contract, by the Cooperative.

D. Without regard to the action that is or may be taken in response thereto, the Executive Vice-President/General Manager will report to each meeting of the Board of Directors with respect to any member information requests received since the last such report.

E. Copies will be made upon written request.

F. A reasonable fee may be charged for labor and materials involved with the inspection and copying of records.

G. Retrieving and copying requested records will require a reasonable amount of time for office staff to accomplish.

IV. RESPONSIBILITY

A. It will be the responsibility of the Executive Vice-President/General Manager and his/her staff to implement this policy, in coordination with the Cooperative's General Counsel.

B. It shall be the responsibility of the Board of Directors to implement this policy when member information requests are submitted to it for consideration and decision as herein provided for.

EFFECTIVE DATE: April 24, 2019

SURRY-YADKIN ELECTRIC MEMBERSHIP CORPORATION

MEMBER INFORMATION REQUEST FORM

NOTE: No information concerning the Cooperative, its members, personnel, directors, agents, employees or operations shall be made available (except for routine information as defined in the policy) unless the requesting member completely fills out and executes this Member Information Request Form. Certain information reflecting privacy of employees and members, or commercial competition, will not be disclosed.

Requesting member's name, address, and telephone number(s): _____

State specifically what information is requested: _____

State specifically why you want such information and to what use you will or may put it:

If this request is being made on your own behalf plus that of others, please state the names, addresses, and telephone numbers of the others: _____

It is understood and agreed that, by executing this Member Information Request Form, you agree that you will not use the information in violation of the policy, or permit anyone else to do so.

Date

Member

ACTION TAKEN

Date

Cooperative Representative

Title