
POLICY BULLETIN NO. 108

SUBJECT:

Member Requests for Cooperative Information

OBJECTIVE:

To foster transparency and to enable members' access and understanding of the information provided to them about the cooperative.


POLICY:

- A. Members will be provided information which directly affects their involvement in and patronage of the cooperative such as: rate schedules, service rules, policies and regulations, articles of incorporation, by-laws, published policies, operating statistics, member publications, their billing history, board minutes, financials reported on RUS Form 7, co-op financial audit, co-op annual report, tentative agenda for monthly board meeting or any other records authorized by Montana law. If members have questions staff will endeavor to timely answer them.
- B. Information which is considered or treated as highly sensitive or confidential will not be shared. This may include but not be limited to:
 - 1. Hourly wages or salaries and fringe benefits of employees.
 - 2. Any employee's personnel file or records
- C. Information which is of confidential or proprietary corporate nature will not be provided to the membership. This may include but not be limited to:
 - 1. The names, addresses or telephone numbers of the members, past and/or current; or
 - 2. Any information which is considered or constitutes a trade secret, process, program, trademark, or other legally protective confidential information or thing owned, or protected in confidentiality by contract, by the cooperative.
 - 3. Information involving strategy to be followed with respect to collective bargaining, purchase negotiations, employee issues or pending or threatened litigation.
- D. The cooperative will make every effort to keep the members fully informed and to be transparent with its members.

RESPONSIBILITY:



**LOWER YELLOWSTONE
RURAL ELECTRIC COOPERATIVE**

Your Touchstone Energy® Cooperative 

Date Adopted: 03/17/86

Date Revised: 10/18/16

Date Reviewed: 10/18/16

The general manager will be responsible for the administration of this policy and shall seek the advice and counsel of the board of trustees as necessary.

PROCEDURES:

As outlined in the above policy.