
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.