

Beartooth Electric Cooperative, Inc.

MEMBER RELATIONS POLICY NO. 410

1. SUBJECT: MEMBERSHIP ENTITLEMENT TO BEARTOOTH ELECTRIC COOPERATIVE (BEC) INFORMATION

2. OBJECTIVE:

To define categories of documentary documented information available to members.

3. POLICY: The following provisions shall govern disclosure of Cooperative documentary information to members.

3.1 Documents - General

3.1.1. A member requesting receipt of documents may be required to submit proof of identity.

3.1.2. Documents made available to the member may not be used for commercial purposes.

3.1.3. Any member may inspect or study all documents available for disclosure at BEC's office. Copies will be made available within a reasonable amount of time.

3.1.4. Any duplication requested will be done by BEC staff. If the document request results in a large number of copies, BEC may charge a reasonable fee for said copies.

3.1.5. No member shall be allowed to remove documents furnished for inspection from BEC's office.

3.1.6. Management shall have no responsibility to assemble data in any form other than that in which it exists.

3.2. Documents - Available

3.2.1. All documents, except those that are excluded and listed below, shall be made available to any member no later than one week after request is made.

3.2.2 Such BEC documents include, but are not limited to: Minutes of board meetings, board agendas, non-confidential board preparatory material and financial records.

3.3 List of members consistent with the following considerations: (BL Article II, Section 4)

3.3.1. A good faith BEC-related business purpose.

3.3.2. The unsorted list includes only name and mailing address.

3.3.3. The requesting person executes a limited use, hold harmless and indemnification agreement. (We do not have one that the employees are aware of. Jim and I discussed and think we should have Larry draft one.)

3.4. Documents Excluded

3.4.1. Litigation to which the board is a party, or to proposed litigation to which the board may be a party.

3.4.2. Any confidential personnel documents.

3.4.3. Real estate negotiations.

3.4.4. Information classified as prohibited by law.

3.4.5. Documents relating to closed sessions.

3.4.6. Contract negotiations.

3.4.7. Accounts receivable data other than that of the member making the request.

4. RESPONSIBILITY:

The General Manager shall ensure that the provisions of this policy are followed.

Adopted: 11/25/2014

Revised: 03/28/2017

Reference: LV411, BEC Bylaws A.II, S 4, BEC TP209,7.

Review Date: March 2019

Attest: /s/ David Peterson
Board President

Attest: /s/ Julie Lindgren
Secretary/Treasurer