

Lumbee River Electric Membership Corporation

Board Governance Policy No. 422

SUBJECT: 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.

- A. Any request for information (other than requests for such routine things as minutes of Board meetings, agendas, if available, rate schedules, service rules and regulations (SR&Rs), Articles of Incorporation, Bylaws, published policies, operating statistics, newsletters, 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 Member Information Request Form, as executed, will be reviewed by the President and Chief Executive Officer, 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 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.
 - 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. Information that will not be furnished includes the following:
 - a. the names, addresses, or telephone numbers of the members, past and/or current, with the exception set out in Section II.C.4. below;
 - b. 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;
 - c. any employee's (or former employee's) personnel file or records, or any other person's file or records;
 - d. 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.
4. A membership list (including addresses but not telephone numbers) may be furnished to a member, subject to the approval of the Board of Directors, so long as the list shall not be:
 - a. used to solicit money or property;
 - b. used for any commercial purpose; and
 - c. sold to or purchased by any person. (In compliance with N.C.G.S 55A-16-01 *et seq.*)
- D. Without regard to the action that is or may be taken in response thereto, the President and Chief Executive Officer 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.

III. RESPONSIBILITY:

- A. It will be the responsibility of the President and Chief Executive Officer 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 provided for herein.

Date Adopted: Minutes of June 11, 1957, Volume VII, page 26

Revised: Minutes of June 19, 1989
Minutes of December 20, 1993
Minutes of November 7, 1994
Minutes of August 15, 1995
Minutes of May 11, 2004
Minutes of October 21, 2008
Minutes of November 20, 2012
Minutes of October 20, 2015
Minutes of February 19, 2019

Approved: Carl A. Pevia, Secretary

Lumbee River 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 for any reason except as specifically stated above. You expressly agree that you will not, directly or indirectly, use the information to solicit money or property, for any commercial purpose, or for sale to or purchase by any person or firm.

_____ Date _____ Member

ACTION TAKEN

_____ Date _____ Cooperative Representative

_____ Title