



## **POLICY NO. 300-040**

### **TITLE: MEMBER REQUEST FOR INFORMATION**

#### **I. OBJECTIVE**

To allow Coos-Curry Electric Cooperative, Inc. (CCEC) members reasonable access to information concerning the books and records of CCEC, while maintaining compliance with privacy laws.

#### **II. POLICY**

##### **A. Examination of Cooperative books and records**

In accordance with state law, CCEC keeps complete books and records of its operations as well as minutes of its board of directors and executive committee meetings. Any member of CCEC, or the member's agent, may, at reasonable times and upon reasonable notice, examine and make extracts from CCEC's books and records, subject to the conditions of this policy.

##### **B. Terms and conditions governing access to CCEC's books and records**

1. A request for information by members must be submitted on the Board of Directors approved Member Information Request Form attached hereto as Exhibit A.
2. The purpose of the request must be directly related to the business or affairs of CCEC and must, in CCEC's sole opinion, not be contrary to the best interests of CCEC.

3. The information may not be disclosed by the requesting member to anyone not named on the Member Information Request.
4. The information may not be used to solicit money or property.
5. The information may not be used for any commercial purpose or sold to, or purchased by, any person.
6. In addition to the requirements in Paragraphs 2 and 3 above, CCEC will not disclose any information that it determines, in its sole discretion, to be confidential unless the member executes a separate confidentiality agreement governing disclosure of the confidential information. In addition, CCEC will not disclose any information that it is prohibited by law or contract from disclosing.
7. CCEC will not disclose any information that it determines, in its sole discretion to be privileged, proprietary to its members, employees, consultants, or other third parties (including social security numbers, bank accounts, member information and other similar information) unless compelled to do so by law or court order.
8. Any actual expenses/costs associated with the request for information are to be paid by the member/requester.
9. The General Manager/Chief Executive Officer (GM/CEO) will make an initial determination concerning the validity of a member's request. If a member's request is denied and the member requests that the denial be reviewed by the Board of Directors, the Board of Directors shall make a final determination concerning the member's information request.
10. The GM/CEO will report to the Board, monthly, concerning member requests for information made in accordance with this policy and whether the member's request was approved or denied.

**III. RESPONSIBILITY**

The GM/CEO shall be responsible for administering this policy.

**ATTEST:**



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**John Herzog, Secretary**

**Date: 04/28/2022**

**Date of Previous Revision(s):** 03/28/2019  
02/25/2016  
02/28/2013  
(replaced PB#64) 03/26/2010  
11/28/2006  
05/28/2004



PO Box 1268 - Port Orford OR 97465  
Area Offices: Coquille, Gold Beach, Brookings  
541-332-3931  
fax 541-332-3501  
[www.ccec.coop](http://www.ccec.coop)

**MEMBER INFORMATION REQUEST**  
**Policy 300-040: Member Request for Information**

**NOTE:** No information concerning CCEC, its members, personnel, trustees, agents, employees or operations shall be made available (except routine information) unless the requesting member completely fills out and executes this information form.

**MEMBER(S) REQUESTING THE INFORMATION:**

NAME ADDRESS TELEPHONE NO.

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(attach additional pages, if necessary)

**LIST MEMBER(S) THIS INFORMATION WILL BE SHARED WITH:**

NAME ADDRESS TELEPHONE NO.

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(attach additional pages, if necessary)

**STATE SPECIFICALLY WHAT INFORMATION IS BEING REQUESTED:**

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STATE SPECIFICALLY WHY YOU WANT SUCH INFORMATION AND TO WHAT PURPOSE YOU WILL USE IT:

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IF YOU ARE REPRESENTED BY AN ATTORNEY IN THIS REQUEST, PLEASE STATE SUCH ATTORNEY'S NAME, BUSINESS ADDRESS AND TELEPHONE NUMBER:

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I UNDERSTAND THAT BY EXECUTING THIS REQUEST FOR INFORMATION, I AGREE:

(1) TO ABIDE BY CCEC'S POLICY AS TO DISCLOSURE OF CCEC'S BOOKS AND RECORDS AS CONTAINED IN ATTACHED POLICY.

(2) NOT TO USE SUCH INFORMATION FOR ANY PURPOSES OTHER THAN THOSE SPECIFIED HEREIN,

Member's Signature \_\_\_\_\_

Date \_\_\_\_\_

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ACTION TAKEN

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Signed: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_