

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **M-24**

Subject: **Member Requests for Information**

Objective: The purpose of this policy is to establish the rules and procedures to be followed in response to member information requests.

Reference: Wis. Stat. §185.47 (2005-06)

Policy: Requests from members for cooperative information shall be governed by the following rules and regulations:

1. Any request (other than requests for routine items, such as rate schedules, rules and regulations, articles of incorporation, bylaws, published policies, operating procedures, newsletters, etc.) shall be made in writing using the Member Information Request Form attached and made a part of this policy.
2. The request form as executed will be reviewed as soon as possible by the general manager. If the general manager concludes (a) that the request is in good faith, (b) that the information requested is deemed reasonable and necessary per their request, and (c) that furnishing the requested information will be in the best interest of the cooperative, he may provide for making such information available during normal business hours. If the general manager has any question about granting the request based upon any of the above three factors, the matter shall be referred to the board of directors.
3. Member requests for board meeting minutes shall be honored subject to the reasonable time, notice and purpose requirements of the law and this policy. The cooperative will furnish copies of board meeting minutes to members after management reviews and redacts, as reasonably necessary, any confidential information or after the board directs that matters it determines are not directly related to the business or affairs of the cooperative or contrary to the best interests of the cooperative are redacted from the minutes requested.
4. The general manager will report to each meeting of the board of directors any Member Information Requests received during the month.

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Edward O. Gullickson, President  
June 22, 2015