



August 19, 2020
Applicability: Board and Management

BOARD AND MANAGEMENT POLICY NO. 576 REQUESTS FOR COOPERATIVE INFORMATION

I. PURPOSE

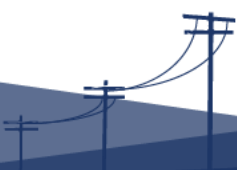
To set forth the procedure for handling requests from members and other persons for information regarding the Cooperative's business and affairs. To ensure the members of their rightful access to needed information for legitimate purposes. To ensure the proper safekeeping of Cooperative records and the efficient use of Cooperative personnel and resources in responding to requests.

II. PROCEDURE

The Cooperative's website shall serve as a user-friendly location for routine, public information.

A. Request Process

1. Any person or organization, other than financing institutions or regulatory agencies, desiring information about the business affairs of the Cooperative, or desiring access to its books and records, must file a written application with the President & CEO, which shall include the following:
 - a. Nature and details of the information desired;
 - b. The name, address and relationship to the Cooperative of the person or organization making the application;
 - c. The name, address and relationship to the Cooperative of all persons for whom the information is desired;
 - d. The name, address and number of members of any organization for whom the information is desired, or to whom the applicant proposes to show or share the information;
 - e. The purpose for which the information is desired or requested, and a statement affirming that the information will not be used for personal gain;
 - f. A description of any efforts made to obtain the information from other sources; and
 - g. The dates and times during which the applicant desires access to books, records and/or personnel, if applicable.
2. Upon request of a written application containing the foregoing, the President & CEO shall submit the application to the Board of Directors at the next regularly scheduled meeting. The President & CEO shall present the written request to the Board together with a statement as to whether or not the requested information is available and the amount of time, money, personnel and other resources of the Cooperative which will be involved in complying with the request.



3. The Board of Directors shall consider the request, together with the information provided by the President & CEO and take such action as they deem appropriate. They may invite the applicant to personally present the request to them, but the applicant shall have no absolute right to personally present the request to the Board.

B. Considerations

1. Requests from non-members will not be considered, except when the Board determines that the request is in the clear best interest of the Cooperative members.
2. The Cooperative shall not disclose confidential or private information concerning Cooperative employees or members, as outlined in Board Policy 555 (Member Privacy).
3. General access to minutes of meetings of the Board of Directors or its Committees shall not be provided. Excerpts from a particular meeting concerning a specific action may be made available upon request, unless the excerpt contains confidential or private information as described above.
4. The Cooperative reserves the right to require the applicant to pay administrative costs associated with providing the requested information. The Cooperative may request a deposit from the applicant in advance of incurring the expenses.
5. The Cooperative shall have reasonable time to process requests for information.
6. The Cooperative reserves the right to require the applicant to sign an acknowledgement or other agreement that the Cooperative and its Board will be held harmless for any misuse of the data released to the applicant that causes harm to the Cooperative, its management, its Board, or its members,

III. RESPONSIBILITY

It will be the responsibility of the President & CEO to carry out the provisions of this policy.

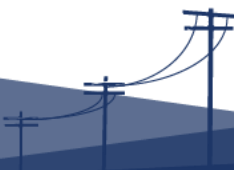
This policy supersedes all previous versions of the policy and all other instructions dated prior to this policy and in conflict with its provisions. This policy will not be enforced retroactively.



Jeffrey D. Rathell, Sr.
Chairman

REVISION HISTORY

Revision Number	Effective Date	Description of Changes
1	1/13/75	New document (then known as Board Policy No. 508).
2	Various	Reviewed and updated on 8/18/86, 3/18/04, 2/23/10



3	8/19/20	Updated formatting. Changed title from “Members and Other – Requests for Information.”
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