

OBJECTIVE:

To provide authorization, guidelines and restrictions for officers, Trustees and Employees on the release or disclosure of information pertaining to the operation of the Cooperative. Also to enable a member to obtain information about his Cooperative, including an explanation thereof to further his understanding and support of the Cooperative.

POLICY:

The Board of Trustees of Mid-Yellowstone Electric Cooperative, Inc. (hereinafter call the "Cooperative") resolves the following to be its policy governing the release or disclosure of information pertaining to the operation of the Cooperative:

- A. Members will be readily provided information which directly affects their involvement in, and patronage of, the Cooperative such as rate schedules, service rules and regulations, By-laws, member publications, their billing history and any operating characteristics which may affect their particular service.
- B. Any published information will be made available, or a source located for such information, upon written request by a member and payment of cost of reproduction thereof.
 1. The items to be made available include Articles of Incorporation, Audit Reports, Operating Statistical Reports, and Operating Policies.
 2. General access to minutes of the Board or its committees shall not be provided. However, excerpts from a particular meeting concerning a specific action shall be made available to a member upon written request unless they contain information mentioned in "C" below.
- C. The following information is considered confidential or private information pertaining to individuals, employees or trustees. General information will be made available only upon direction of the Board of Trustees and individual information will be released only on the written consent of the individual involved.
 1. General information:
 - a. Membership lists, addresses or telephone numbers, member locations.
 2. Member information:
 - a. Member payment record or credit information.
 3. Employee information:
 - a. Salary or fringe benefits
 - b. Personnel file or records
 - c. Any other information which would violate the employee's privacy
 4. Trustee information:
 - a. Information considered as personal, such as family or credit information
- D. A request for personal information by a member will be submitted in writing addressed to the President of the Cooperative. The President will submit the letter to the full Board which, after consideration, may direct the General Manager to provide the member with the information.

RESPONSIBILITY:

The General Manager will be responsible for the administration of this policy and shall seek the advice and counsel of the Board of Trustees as necessary. He may reserve the right to go before the Board prior to making a disclosure he deems inappropriate.