

# **Member Request for Cooperative Information**

## **Policy #: BP 3**

### **Rappahannock Electric Cooperative**

#### **1. Purpose**

To describe the procedure that enables the membership to obtain information about Rappahannock Electric Cooperative (“REC” or “Cooperative”) and to ensure that REC satisfies the applicable requirements for the disclosure of Cooperative information without compromising the best interests and legal rights of the Cooperative, its employees, or members.

#### **2. Scope**

This policy pertains to information not already made publicly available to members.

#### **3. Policy Statement and Implementation**

3.1. The Cooperative’s operations are conducted in a forthright manner in a heavily regulated environment, and REC makes numerous voluntary and required disclosures of information. Pertinent information regarding the Cooperative and its operations that is not already disclosed to members shall only be released to members upon written request. The written request must (1) set forth the specific good faith purpose for which the information is being requested; and (2) contain sufficient assurances that the information will not be divulged or released to any unauthorized third party nor used for purposes inconsistent with Virginia law or the business operations of the Cooperative or its affiliates. The Cooperative requires members requesting non-public information to execute a confidentiality agreement. Where the cost of producing the requested information is material, the requesting party will be required to reimburse the Cooperative for all such costs.

3.2. Members will be provided corporate information including rate schedules, terms and conditions, bylaws, articles of incorporation, published policies, member publications, and their billing and credit history.

3.3. The Cooperative publishes substantial information about its operations in its Governance and Document center located on its public website. The Office of the President will make readily available to the requesting member(s) information that is germane to their interests as member-owners in a secured format that maintains the integrity of Cooperative records upon receiving a completed Membership Information Request Form as included with this policy. Such information includes, but is not limited to:

- Contact information for current directors and officers;
- Information about director compensation and reimbursement;
- Membership List providing names and addresses of all members in alphabetical order by class.

3.4. Request for records not described in this policy shall be reviewed by the President & CEO and General Counsel or other legal counsel to determine if the information should be released to the member. To safeguard the privacy, integrity and security of Cooperative records, the Cooperative will not allow a member random access to such records. The information furnished to the member shall be limited to that information specified in the member’s request, which has been approved for release. No information shall be made available if it contains matters of a confidential or proprietary nature. Such confidential information includes that which is not otherwise required to be disclosed by law or regulation, including but not limited to:

- Information that is legally privileged;

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- Any information that constitutes a trade secret, confidential commercial or financial information of the Cooperative, competitive matters, or information that was provided in confidence by a third party to the Cooperative;
- Contracts made with vendors, contractors, advisers or consultants;
- Technical or operating information the release of which could adversely impact the security of the Cooperative’s electric system, business and operating systems, and other facilities;
- Confidential, personal information including any employee’s personnel file, employment records, wage, and salary or benefit information;
- Confidential, personal information of other members and their accounts with the Cooperative;
- Information about groups or subsets of members.

**4. Responsibilities**

The Board is responsible for the review and revision of this policy. The Board delegates responsibilities of the Policy and provisions of disclosure of information to the President & CEO and General Counsel.

**5. Confidentiality**

This Policy may be treated as public and may be made available on REC’s website or other communication channels.

**6. Definitions**

Board: The Board of Directors for Rappahannock Electric Cooperative

Cooperative: Rappahannock Electric Cooperative and its affiliates including CARE Charity, RE Communications Inc.

Membership List –An electronic or printed record that contains limited Member Contact Information.

**References and Related Documents:**

Policy Title:	Member Request for Cooperative Information
Policy Number:	BP 3
Review Frequency:	Triennial
Last Reviewed:	September 27, 2023
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Amendment Dates:	April 20, 2011; August 22, 2019; September 27, 2023
Approver:	Board of Directors
Applies to:	Board of Directors, President & CEO, General Counsel
Administrator:	President & CEO

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Superseding Effect	This Policy supersedes all previous policies and memoranda concerning the subject matter. Only the Approver may authorize exceptions to this Policy.
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