

MECKLENBURG ELECTRIC COOPERATIVE

BOARD POLICY NO. 413

Revised: 12/19/12

SUBJECT: MEMBER REQUESTS FOR COOPERATIVE INFORMATION

I. OBJECTIVE:

To enable the members to obtain information about the Cooperative, including an explanation of the information requested to gain their understanding and support.

To set guidelines for Mecklenburg Electric's responses to members requests for information.

II. POLICY:

- A. Any request for routine information such as rate schedules, rules and regulations, articles of incorporation, bylaws, published policies, newsletter, etc. shall be granted promptly upon request. MEC will provide copies of routine information at no charge. However, if more than one copy is requested, MEC reserves the right to make a reasonable charge for additional copies.

Any other information must be requested by submitting a "Member Information Request" form completed and signed by the member requesting the information.

- B. The President & CEO and MEC legal counsel will review the executed "Member Request Form" and present it to the Board of Directors for consideration. Upon approval by the Board of Directors, the requesting member will be advised as to the time and manner for making such information available during MEC's normal business hours.

- C. The President & CEO or his designee will maintain the record of all such requests for information for the benefit of the Board of Directors.

III. RESPONSIBILITY:

The President and CEO will be responsible for the administration of this policy and shall seek the advice and counsel of the Board of Directors as necessary.

MECKLENBURG ELECTRIC COOPERATIVE

Member Information Request

No information concerning Mecklenburg Electric Cooperative, its members, personnel, directors, agents, employees or operations shall be made available (except for routine information covered in MEC's Policy #413 unless the requesting member completes this form.

Requesting member's name, address and telephone number.

What information is being requested?

For what purpose do you desire such information?

If the request is being made on behalf of others, please state their names, addresses and telephone numbers. (State only names of persons who have authorized you to request this information on their behalf.)

If you are represented by an attorney in this request, please state such attorney's name, business address and telephone number.

It is understood and agreed that, by executing this request for information, you agree that you will not allow such information to be used for any purpose other than that above stated.

Date: _____

Member

Account Number

* * * * *

Action Taken

Date: _____

Signed _____

Title _____