

OREGON TRAIL ELECTRIC COOPERATIVE
BAKER CITY, OREGON

BOARD POLICY NO. 504

SUBJECT: Member Requests for Cooperative Information

I. Objective:

- A. To establish the policy of Oregon Trail Electric Cooperative (OTEC) regarding member requests for OTEC information.

II. Content:

- A. OTEC will make the following information and data available to its members and the public through OTEC's website:

- 1. Articles of Incorporation
- 2. Bylaws
- 3. Annual reports
- 4. Rates, charges, tariff and service rules and regulations.
- 5. Any publications OTEC may have for general distribution relating to the efficient or safe use of electric energy, cooperative principles, and conservation programs, and the like; and
- 6. Notices of annual meetings, board and special meetings
- 7. Election information including notice of election and expiring director terms, eligibility requirements for becoming a candidate for cooperative director, how to become a candidate for director, director district boundaries, and the date of the next director election.

- B. Additional information may be provided to a member upon written request during normal business hours and after completing and submitting the Member Information Request form which is available on OTEC's website or can be picked up at any OTEC office.

- i. Members requesting information must have an active meter and may be asked to provide proof of identity.
- ii. OTEC, in its sole discretion, may place any other reasonable restrictions upon access or the use of the information requested.
- iii. The person or entity receiving information may be required to execute a confidentiality agreement prepared and provided by OTEC for such purpose.
- iv. OTEC will, at no charge, provide up to 50 pages of copies. If a greater number of copies are requested, OTEC will assess a reasonable charge

for the same. OTEC employees will not assemble data in any form other than that which exists.

- v. The Cooperative reserves the right, in its sole determination, to have its attorney or OTEC personnel present during all times that a member is reviewing or copying information.

- C. Whenever any member requests additional information, OTEC's CEO or his/her designee will review the request and make a determination of whether the information should be provided. Requests that are denied will be forwarded to the CEO who may approve the request, or the denial may be referred to the OTEC Board.

- III. Responsibility: It shall be the responsibility of the CEO for implementation and enforcement of this policy.

Approved: 11-19-93, 8-28-01, 9-23-03, 11-19-13, 7-25-17, 06-25-2024, 4-22-2025

Revised: 4-11-2025

Last Reviewed: 5 - 28 - 2019 , 9-22-2022, 05-29-2024, 4-11-2025

