

**CHUGACH ELECTRIC ASSOCIATION, INC.**

**BOARD POLICY: 605**

**REQUESTS FOR ASSOCIATION INFORMATION**

**I. OBJECTIVE**

The objective of this Policy is:

- A. To establish the procedures to be followed in responding to requests for Association information from members of the Association;
- B. To establish the cost of reproduction to be charged;
- C. To provide a procedure for accepting or rejecting requests; and,
- D. To provide a procedure for appealing rejected requests.

**II. CONTENT**

- A. Requests for current Articles of Incorporation, Bylaws, Board policies, annual reports, and newsletters of the Association shall be provided to the requesting member at no charge and such requests shall not be required to be accompanied by a completed Request for Information Form.
- B. The following information shall be provided to a member pursuant to Article XVII of the Association Bylaws upon completion of a Request for Information Form and payment of the cost of producing the information as provided in Paragraph J. below:
  - 1. Names and mailing addresses of Association members when requested by a candidate running for election to the Association Board;
  - 2. Requests for salary, title, job classification and position description, benefits, leave accrued and cashed-in, and hours worked, but not employee name, for each employee in the Association;
  - 3. Collective bargaining agreements to which the Association is a party;
  - 4. Documents provided in open session of board or committee meetings, including but not limited to, minutes, budget documents, feasibility studies, audits, cost effectiveness studies, and correspondence between the Association and third parties;

5. Published information which shall include documents provided to any regulatory authority including, but not limited to, the Regulatory Commission of Alaska (RCA), Federal Energy Regulatory Commission (FERC) and Securities and Exchange Commission (SEC) filings.
- C. The Chief Executive Officer or his/her designee will determine whether or not the requested document or publication falls within paragraph II.A. or II.B. above.
  - D. All requests for documents or information which do not fall under paragraphs II.A. or II. B. above shall be accompanied by a Request for Information Form which has been completed and signed by the requestor. The completed form shall be submitted to the Chief Executive Officer or his/her designee who shall determine if the request is being made for a proper purpose. For the purposes of this Policy, Article XVII of the Bylaws, and consistent with Alaska Statute 10.25.235, a proper purpose is one that is necessary for the member to protect or carry out his or her membership interest in the Association.
  - E. Requests that are determined not to be by a member and for a proper purpose shall be denied. Any denial of a request for information shall be accompanied by an appropriate explanation. Any request that has been denied may be appealed to the Board of Directors and the Board shall make the final decision whether the request is for a proper purpose.
  - F. Confidential information shall not be released. Confidential information will generally fall into one of the following categories:
    1. All information provided to the Board of Directors during executive sessions in accordance with AS 10.25.175, Article V, Section 5 of the Association's Bylaws and Board Policy 201;
    2. Privileged and confidential attorney-client information;
    3. Attorney work product;
    4. Information protected by privacy laws;
    5. Trade secrets, information protected by patent or copyright, or similar information;
    6. Proprietary information that if revealed to competitors or other entities, would disadvantage the Association;
    7. Confidential personnel information;

8. Information which the Association is contractually required to keep confidential;
9. Information protected by the self-evaluative privilege;
10. Information subject to Securities and Exchange Commission nondisclosure rules, if applicable; or
11. Any other information that is required to be kept confidential under applicable state or federal law.

Any denial of a request for confidential information shall be made by the Chief Executive Officer and shall be accompanied by an explanation of the reasons for the denial. A denial may be appealed to the Board of Directors. The Association shall also seek judicial protection of court-imposed conditions on confidential information if necessary.

- G. Except as provided in Article XVII of the Association Bylaws, or in Paragraphs H. and I. below, information contained within a member's file is confidential and will not be provided to anyone except that individual member or his or her authorized representative upon receipt of proper identification. Information will not be released to law enforcement personnel or other individuals or agencies without a subpoena or search warrant. However, the Association may disclose to law enforcement personnel without a subpoena or search warrant information from member's files relating to crimes committed against the Association by that member.
- H. In order to minimize the risk of abandoned properties freezing up, and notwithstanding the provisions of Paragraph G above, the Association will transfer billing responsibility to lenders and property management companies having a bona fide interest in property served by the Association in lieu of physical disconnection of service for nonpayment. This transfer will be done under procedures as may be set forth by the Association.
- I. The Association has the right and the duty to safeguard the disclosure of the Association's membership list. Therefore, the Association's membership list will not be revealed, distributed, or released except to candidates running for election to the Association Board provided the member requesting the membership list certifies that he or she shall use the list only for the Board election. The Association shall also seek judicial protection of court-imposed conditions on the use of the membership list, if necessary.
- J. There shall be no charge for copies of Association documents provided in hard copy or electronic form except as provided in this subsection. There shall be a charge

for researching and making copies of documents if the time required to find and copy the documents exceeds two hours. The charge shall be the average hourly compensation rate (salary and benefits) of the employee(s) required to perform the research and copying times the number of hours required to complete the project. An estimate of costs may be requested prior to research and copying. Members may review the documents requested prior to copying to determine what pages they want copied but must still pay the cost of research required to find those documents.

- K. The Association recognizes that the cost of reproducing voluminous studies and reports may place a financial burden on the resources of many individuals. Therefore, the Association shall, whenever possible, make available at least one copy of major studies and reports that are not confidential to interested members for inspection at the Association's headquarters. Members can review and designate what portion or pages of those reports, if any, they wish copied.
- L. All completed requests for information will be handled as expeditiously as possible, given the operating needs of the Association.

### III. RESPONSIBILITIES

#### A. Board of Directors

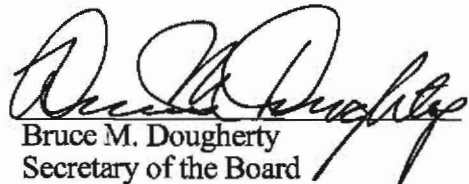
It shall be the ultimate responsibility of the Board of Directors to ensure that non-confidential information requested for a proper purpose is released to members in accordance with this Policy.

#### B. Chief Executive Officer

It shall be the responsibility of the Chief Executive Officer to implement this Policy by promptly providing non-confidential documents requested for a proper purpose, and by promptly denying all other requests with an appropriate explanation.

Date Approved: May 25, 2016

Attested:

  
Bruce M. Dougherty  
Secretary of the Board

**CHUGACH ELECTRIC ASSOCIATION, INC.  
ANCHORAGE, ALASKA**

**MEMBER REQUEST FOR INFORMATION**

To appropriately respond to member requests for information, Chugach Electric Association, Inc. (Chugach or Association) requires that you complete and sign this form when requesting information from the Association. You will be required to pay Chugach's actual incremental cost of responding to your request and an estimate of the cost will be provided to you in advance upon request.

Your request must include a clearly stated proper purpose for the information you are requesting or the request will be denied. If denied, a written explanation will be provided to you. You may appeal any denied request to the Board of Directors. The Board of Directors will review and determine whether the denial of your request was appropriate. Requests for current Articles of Incorporation, Bylaws, Board policies, annual reports, and newsletters of the Association shall be provided to the requesting member at no charge and such requests shall not be required to be accompanied by a completed Request for Information Form, as provided for in Board Policy 605.

MEMBER NAME: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_ DATE: \_\_\_\_\_

MEMBER NO. \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**INFORMATION REQUESTED**

Document	Proper Purpose

Do you want to review the document(s) prior to copying? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you represent an organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you running for election to the Association Board of Directors? Yes \_\_\_\_\_ No \_\_\_\_\_

**TERMS AND CONDITIONS:**

In consideration for the receipt of the information requested herein, I certify and agree as follows:

1. I will use the requested information solely for the Proper Purpose stated above and will not disclose or permit access to the requested information other than to those individuals or entities expressly identified below (Representatives) who (a) need to know such information; (b) know of the existence of the Terms and Conditions of this Member Request for Information form; and (c) are bound by written confidentiality obligations no less protective of the requested information than the terms and conditions contained herein. I will be responsible for any breach of these terms and conditions caused by my Representatives.

2. I will safeguard and cause my Representatives to safeguard the requested information from unauthorized use, access, or disclosure using at least the same degree of care used to protect my most sensitive information and no less than a reasonable degree of care.
3. I will promptly notify Chugach of any unauthorized use or disclosure of the requested information and use my best efforts to prevent further use or disclosure.
4. I will, within 30 days following Chugach's next annual member meeting subsequent to this request, either return to Chugach or destroy all copies of member lists and member list information (i.e., member names and addresses) in my and my Representative's possession and certify in writing to Chugach that I have either returned or destroyed all such requested information in my possession.
5. I understand that Chugach retains its entire right, title, and interest in and to all requested information and no such disclosure of information hereunder will be construed as a license, assignment, or other transfer of any such right, title, and interest to myself, my Representatives, or any other person.
6. I acknowledge and agree that any breach of these terms and conditions will cause injury to Chugach for which money damages would be an inadequate remedy and that, in addition to remedies at law, Chugach is entitled to equitable relief as a remedy for any such breach.
7. I agree to indemnify, defend, and hold Chugach harmless from and against any claims or damages related to my or my Representative's breach of these terms and conditions.
8. These terms and conditions and all matters relating hereto are governed by, and construed in accordance with, the laws of the State of Alaska, without regard to the conflict of law provisions of such State. Any legal suit, action, or proceeding relating to these terms and conditions must be instituted in the federal or state courts located in Anchorage, Alaska.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REPRESENTATIVES (if applicable):**

Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Membership Status \_\_\_\_\_

Brief explanation of need for information:

\_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Membership Status \_\_\_\_\_

Brief explanation of need for information:

\_\_\_\_\_  
 \_\_\_\_\_

Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Membership Status \_\_\_\_\_

Brief explanation of need for information:

\_\_\_\_\_  
 \_\_\_\_\_

**FOR USE BY CHUGACH ELECTRIC ASSOCIATION, INC.**

<u>DATE</u>	<u>BY</u>	<u>ACTION</u>
_____	_____	Request received.
_____	_____	Member status verified. Member since _____.
_____	_____	Denied. No proper purpose stated. (Explain)
_____	_____	Denied. No documents or records in existence.
_____	_____	Production costs estimated and reported to requestor. ESTIMATED COST: \$ _____
_____	_____	Requestor declined to pay costs.
_____	_____	Requestor informed copies ready. ACTUAL COST: \$ _____
_____	_____	Documents delivered. Payment received.