

Status **Active** PolicyStat ID **12760862**



Contact Information Policy

1. Introduction

The increased profile of WECC has led to increased interest in member contact information and compliance contact information for solicitation purposes. Some members and registered entities have also expressed an interest in obtaining this contact information.

The Utah Revised Nonprofit Corporations Act restricts the use of membership lists. A membership list may not be used for any purpose unrelated to a member's interest as a member. In addition, a membership list may not be used to solicit money or property, used for any commercial purpose, or sold.¹

1.1. Document Owner

The owner of this document is the General Counsel.

1.2. Scope

This policy applies to employees, board directors, and members.

1.3. Review Cycle

This policy will be reviewed every two years or as needed.

1.4. Definitions

Term or Acronym	Definition
Contact Information	Includes mailing address, physical address, telephone number, email address, and fax number.

Member Contact Information	Includes any and all Contact Information provided by members, including, but not limited to, Contact Information for: (1) member representatives, (2) committee, subcommittee, work group and task force members, (3) voting representatives, and (4) other member-designated participants.
Member Representative	A member's designated primary representative.
Compliance Contact Information	Includes any and all Contact Information provided by registered entities, including, but not limited to, Contact Information for primary compliance contacts.

2. Policy

Any requests for Contact Information not specifically permitted under Utah law, the WECC Bylaws, and this policy, will be denied.

2.1. WECC Website

Member Contact Information and Compliance Contact Information must not be made publicly available on WECC's website.

The names, but not Contact Information, for committee, subcommittee, work group, and task force members will be listed publicly on the website. Contact information for WECC employees supporting committees, subcommittees, work groups, and task forces will be made publicly available on the website.

Non-confidential meeting materials containing Contact Information (e.g., PowerPoint presentations) may be posted publicly on the website.

The email address, but not other Contact Information, of (1) Member Representatives, (2) members of committees, subcommittees, task forces and work groups, and (3) members of drafting teams, will be available to all member personnel on restricted portions of the website.

2.2. Board Contact Information

Contact Information for board directors is generally publicly available as a corporate document at the Utah Division of Corporations website. Member Representatives will also have access to Contact Information for board directors.

2.3. Member Contact Information

Member Contact Information must not be made available except as provided in this policy.

Committee, subcommittee, work group and task force chairs may distribute a group member contact list to the group members.

Member Representatives and alternate Member Representatives may receive Contact Information for

other Member Representatives.

Member Advisory Committee (MAC) class representatives may receive Member Representative Contact Information for their class.

Member Contact Information may be made available to member personnel upon request and a determination by the corporate secretary that the request is appropriate and permitted under Utah law, the WECC Bylaws, and this policy.

Any person on the slate of candidates for election as a board director may be provided Member Representative Contact Information upon request.

WECC will not provide any Member Contact Information in response to third-party requests for information, except as required by law.

Board directors will have access to all Member Contact Information.

2.4. Compliance Contact Information

Compliance Contact Information is confidential and will not be publicly available. Compliance Contact Information will be restricted to staff and board directors. WECC may make Compliance Contact Information available to other registered entity compliance contacts to enhance coordination in compliance with reliability requirements and in response to FERC or NERC directives or requests. However, WECC may require the execution of an agreement to maintain the confidentiality of Compliance Contact Information made available to registered entity compliance contacts. WECC will not provide any Compliance Contact Information in response to third-party requests for such information, except as required by law.

2.5. Limitations on Use

Member Contact Information and Compliance Contact Information may not be used by any person, including staff, board directors, and members, for purposes other than those related to membership, and may not be:

- Used to solicit money or property unless the money or property will be used solely to solicit the votes of the members in an election to be held by the nonprofit corporation;
- Used for any commercial purpose; or
- Sold to or purchased by any person for commercial purposes.

Any WECC employee who is found to have violated this policy or knowingly failed to report a violation of this policy may be subject to disciplinary measures up to and including termination.

This policy supersedes and revokes all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. WECC reserves the right to add to, delete, change, or revoke this policy at any time, with or without notice. This policy does not create a contract between WECC and any employee or contractor, nor does it create any entitlement to employment or any benefit provided by WECC to its employees or contractors.

Caution! – This document may be out of date if printed.

¹ Utah Revised Nonprofit Corporations Act - Section 16-6a-1605 - Limitations on use of membership list:

1. Without consent of the board of directors, a membership list or any part of a membership list may not be obtained or used by any person for any purpose unrelated to a member's interest as a member.
2. Without limiting the generality of Subsection (1), without the consent of the board of directors, a membership list or any part of a membership list may not be:
 - a. Used to solicit money or property unless the money or property will be used solely to solicit the votes of members in an election to be held by the nonprofit corporation;
 - b. Used for any commercial purpose; or
 - c. Sold to or purchased by any person.