

WESTERN ENERGY IMBALANCE MARKET



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Process Guidance for the Nominating Committee (NC) Initial meeting to take place 100 days prior to scheduled expiration of any member's term

- a. First meeting approximately early February
 - b. All members provided a copy of the most current version of The Selection Policy for the EIM Governing Body (as adopted)
 - c. Note: if a sector is selecting a new representative to the EIM Nominating Committee, this process should be completed in December or January.
2. Conduct interview/exit interview with the member whose term is expiring.
 3. Determine whether Committee wants to re-nominate a member whose term is expiring who has expressed an interest in serving another term and is eligible for reappointment, without interviewing other candidates. For positions that are otherwise vacant, the NC will utilize an Executive Search Firm (ESF) to identify at least two qualified candidates to interview. Qualified candidates may or may not be a candidate the ESF has put forward.
 - a. The NC may put forward a reappointment without interviewing further candidates. The NC should determine the course of action based upon consensus regarding any reappointment.

Chair

The NC will select a chair from the voting members of the committee during the initial NC meeting. The chair will work with the CAISO individual assigned to support the NC and the ESF to ensure a timely and effective process, committee meeting dates, interviews and generally guide the NC process.

Process

The processes and deliberations of the NC are confidential such that information about the candidates is confidential so as not to compromise a nominee, NC member, the ESF or the CAISO. Each NC member is expected to honor the confidentiality of the Process. This confidentiality includes related discussions at the member sectors.

1. Recruiting
 - a. The NC will determine whether to conduct a needs interview with the retiring EIM GB member and/or any other GB member(s) to better understand the perspective on the current needs of the EIM GB in a new EIM GB member.
 - b. The NC will evaluate the current composition of the EIM GB and determine what, if any, gaps might be covered through the recruiting process to be included in the recruiting specifications. The NC will clearly articulate priority skills or gaps or other considerations to the ESF early in the recruitment cycle.

- c. Each sector representative may provide names of individuals who meet the Selection Policy criteria and recruiting specifications. Nominations may also be provided to the ESF through other sources outside the ESF or the NC.
 - d. Generally, a sector may have one candidate who is nominated as the 'sector nominee'. This may include a formal letter of endorsement from the sector. Additionally, any sector representative may provide resumes and candidate letters of interest. More than one sector representative may endorse another sector's nomination.
 - e. The ESF will work with CAISO to determine whether there are prohibited relationships or financial interests that would otherwise eliminate any nominee from proceeding and provide this information to the NC.
2. Vetting Nominees
- a. The ESF will provide a confidential list of candidates to the NC for consideration comprised of the sector nominees along with at least two candidates proposed by the ESF.
 - b. This list will be reviewed and discussed by the NC ahead of determining a final long-list of candidates.
 - c. After the long list has been finalized by the NC, the NC may share the names of candidates with their sector as part of the process of evaluation of candidates. **The NC should agree on a common understanding about the extent to which they will share names or other information for candidates. This is sensitive information and Confidentiality must be preserved at all times.**
 - d. The sector representatives shall provide a ranking of the nominees to the Chair. The Chair will provide the consolidated sector list for consideration of the NC. The Chair will take steps to preserve the confidentiality of each sectors' specific rankings. The Chair may mask sectors when listing rankings or use a ranked ballot methodology to compile the results.
 - e. The Governing Body (GB) representative on the NC will confidentially share the long list with the GB in an executive session to seek any relevant comments from the GB. The GB will NOT provide a ranking of the long list but will share any pertinent candidate information with the NC
 - f. The NC will meet to discuss candidates and narrow the long list down to identify the top 2 – 5 candidates for interviews.
 - g. Once the interview list is agreed to, the ESF will work with the Chair and CAISO representative to schedule the interviews and provide logistics for the candidates.
 - h. The NC will interview the slate of candidates.
 - i. The NC will debrief after the interviews to have a straw proposal for the proposed order of the candidates.
 - j. The NC members will report back to their sectors regarding the interview process and provide feedback on candidates and the straw proposal.

- k. The NC will meet to discuss the candidate(s) that will be put forward to the EIM GB. The NC will strive to reach a consensus decision; however, if consensus is not possible, then each voting NC committee member will provide their vote to the NC Chair.
- l. The Chair will communicate with the EIM GB Chair prior to the next scheduled EIM GB meeting for time on the agenda and will present the candidate(s) to the EIM GB for action.
- m. Determine who and how the Chair or ESF will notify selected candidate and who and how other interviewed candidates who were not selected will be notified.
- n. The Chair will convene a closing meeting of the NC to identify areas for improvement in the process and to evaluate the ESF.

Executive Search Firm

The ESF is expected to provide the recruiting and calibrating expertise to the Chair and NC process, however, this is a NC led process. The NC will determine the overall scope of the recruitment and the specific needs of the open position based on the current composition of the Governing Body and what skillsets or expertise is/are most needed.

The Selection Policy for the EIM Governing Body provides some general guidance for the ESF, but the NC may provide more focus or direction within that general guidance.

It is expected that the ESF will provide the professional and administrative support required of the process in consultation with the Chair and the CAISO representative.

- 1. Overall schedule to meet the timeline for approval of the EIM GB before the end of the expiring term including date by which candidate names should be submitted to the ESF, NC meeting dates to review the long list, the short list and to conduct the interviews, and any debriefs needed not conducted in conjunction with the interviews.
- 2. Meeting logistics and coordination: virtual or in-person.
- 3. Distribution of material in a timely manner, generally date certain.
- 4. Working with the Chair, CAISO and candidates to set interviews and interview logistics.
 - a. Setting up the times and places
 - b. Providing information and logistics to the candidates and meeting them before and after the interview
 - c. Responding to candidate questions as required
 - d. Notification of nominees who are not selected for the short list.
 - e. See Vetting #M.