

 <b>Oakdale Electric Cooperative</b>		<b>Board Policy</b>
<b>Policy Name: General Manager Succession Planning</b>		<b>Policy No: 3.04</b>
<b>Last Reviewed/Revised: 06-06-2023</b>		<b>Page 1 of 2</b>

## **I. PURPOSE**

- A. To provide general guidance for the continuity of technical expertise and leadership at Oakdale Electric Cooperative under conditions of both normal planned separation and unplanned events.
- B. To outline the process for a smooth and orderly replacement of the General Manager under conditions of:
  - 1. Normal planned departure with reasonable advance notice.
  - 2. Sudden, unplanned departure or disability.

## **II. POLICY**

- A. General Guidance
  - 1. It is the position of the Board that Succession Planning is a critical element for the long-term success of Oakdale Electric Cooperative.
  - 2. The General Manager shall develop and discuss with the board the organizational structure as it relates to leadership development and succession management in order for the officers to be aware of the impact of potential retirements or terminations. Reports will be made to the board as necessary.
- B. Planned/Normal Replacement of the General Manager
  - 1. The General Manager shall attempt to provide as much advance notice as possible of his/her plans to retire or otherwise terminate employment. Such notice should be given to the OEC Board Chair.
  - 2. The Board Chair shall notify the full Board.
  - 3. The Board will serve as a Search Committee.
  - 4. The duties of the Search Committee shall include:
    - a. Hiring a professional search firm to guide the Board through the process.
    - b. Reviewing and updating the General Manager position description, as well as seeking input from the Board on what characteristics they deem important for the General Manager to have.
    - c. Seeking both internal and external candidates.
    - d. Reviewing applicants and narrowing the field for potential interviews.

5. The full Board shall interview the candidates selected in II B. 4 d.
6. Depending on the length of the recruitment and amount of advance notice, the General Manager may recommend to the Board Chair that a staff member or outside person with expertise to serve as Interim General Manager & CEO after his/her departure.

C. Unplanned Replacement or Diminished Capacity of the General Manager

1. The General Manager, Human Resources or other OEC staff shall immediately inform the Board Chair of the departure or the diminished capacity of the General Manager to adequately perform the duties of the office. The Board Chair shall in turn immediately inform the full Board and appoint an immediate temporary General Manager if required. There should be coordination of notification with announcements to OEC staff, members and the general public.
2. The Board Chair shall call a meeting of the Board to occur within 7 days to accomplish the following:
  - a. Appoint/approve a staff member or outside person with expertise to serve as Interim General Manager.
  - b. Unless the diminished capacity is anticipated to be minor or short term in nature, appoint a Search Committee with II.B.
3. The full Board shall interview the candidates selected in II B. 4. d.
  - a. The Board shall rank the candidates deemed acceptable and authorize an offer of employment to the highest-ranking candidate, with possible provision for offers to other acceptable interviewed candidates, if necessary.
4. Depending on the length of the recruitment and amount of advance notice, the General Manager may recommend to the Board Chair that a staff member or outside person with expertise to serve as Interim General Manager after his/her departure.

<b>Original Effective Date:</b> <i>(Replaced BP#79 – General Manager Succession Plan)</i> 9-26-2018	<b>Reviewed Date (no revisions):</b> 06-24-2020, 06-06-2023	<b>Revised Date(s):</b>
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