

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **BD-31**

Subject: **Succession Management**

Policy: In the first quarter of every year, the general manager/CEO will inform the Polk-Burnett Electric Cooperative board of directors which members of the senior staff, in rank order, would be named as acting general manager/CEO if the need arose.

Additionally, the general manager/CEO shall discuss with the board the organizational structure as it relates to leadership development and succession management in order for directors to be aware of the impact of potential retirements or terminations. Reports will be made to the board as necessary.

Cooperative management will review department training and succession plans on an annual basis and make changes as necessary.

**Acting General Manager/CEO**

The following will occur when it is necessary for an acting general manager/CEO to be named:

- (a) The general manager/CEO shall name an acting general manager/CEO when he/she is going to be away from the office for more than two continuous weeks.
- (b) In the event that the general manager/CEO is incapacitated or unavailable to name an acting general manager/CEO, a senior staff member would immediately contact the board president, who will confer with the executive committee to name the acting general manager/CEO. The board must approve the action at the next regularly scheduled board meeting.
- (c) In the event the board determines that action should be taken to remove the general manager/CEO, the board shall suspend the general manager/CEO pending review and action at the next special or regular meeting of the board. If the matter cannot be resolved by the board in a single meeting, the board may act to continue the suspension pending the final resolution of the matter. The board shall determine whether the suspension should be with or without pay.

**Planned Retirement or Termination of General Manager/CEO**

- (a) Whether due to the general manager/CEO's announced retirement or termination, the executive committee shall seek a replacement. The executive committee may seek the services of a facilitator or placement service to assist it in its work.
- (b) The executive committee is charged with the responsibility of narrowing the applicant field to not less than two or more than five candidates, who will then be invited to address the board at a time and place designated by the board president. Following the opportunity to meet the candidates, the board shall adjourn to executive session with the facilitator, if used, to address questions. The board shall authorize the board president to extend an offer to the candidate of its choice.

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Edward O. Gullickson, President  
August 27, 2018