



To: Human Resources and Governance (HR&G) Committee
From: Bill Magness, ERCOT Vice President, General Counsel and Corporate Secretary
Date: November 11, 2013
Re: Item 6.5 – Review of Notice of Change in Designated Representatives of Corporate Members

At the September 16, 2013 HR&G Committee meeting in relation to the Status Report regarding Bylaws Amendments, a Committee member noted that, in some cases, ERCOT did not have current Designated Representatives identified for Corporate Members, which could create delays or issues when ERCOT is requesting vote of the Corporate Members.

ERCOT Legal has reviewed the process for the identification of the Designated Representatives for the Corporate Members. As part of the Annual Membership application process, which generally occurs each November, every applicant is required to provide its Designated Representative with corresponding contact information for the coming Membership year (that is, from January 1st to December 31st). If ERCOT Legal issues a notice by email to the Membership during the course of the Membership year and receives a response that such email is undeliverable, an ERCOT Legal representative will contact the Member to determine if there is a change in the Designated Representative. If there is indeed a change in the Designated Representative, ERCOT Legal will request that the Member provide updated contact information for the new Designated Representative. Currently, each Member is required to identify the most appropriate Designated Representative for its organization and to maintain the most recent contact information for its Designated Representative.

ERCOT Legal would appreciate any suggestions for outreach efforts to the Membership or other potential methods to assist with keeping Membership information as current as possible.

I look forward to answering any questions and receiving any suggested recommendations regarding this matter at the November 18, 2013 HR&G Committee meeting.