

# CUSC Modifications Panel 2011 Panel Elections User Guide

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## **CUSC Modifications Panel - 2011 Election of Panel Members**

### **Guidance to Users**

#### **Description of Election Process**

##### **Background and purpose of this guidance**

1. Elections for Members of the Connection and Use of System (CUSC) Modifications Panel and Alternate Members for the period October 2011 - September 2013 will be held in the summer of 2011. Further information about the CUSC Modifications Panel and its current composition is contained on the National Grid CUSC website via the following link.  
<http://www.nationalgrid.com/uk/Electricity/Codes/systemcode/Panel/>
2. The general arrangements to be followed for an election are set out in Annex 8A of the CUSC. National Grid administers each election. The purpose of this guidance is to:
  - inform CUSC Users of the experience with earlier elections;
  - provide a summary of the election arrangements for 2011 in order to help CUSC Users to participate actively and effectively in the forthcoming election arrangements; and
  - clarify the approach that will be adopted for the election in a number of detailed areas of the voting arrangements.

For the purposes of the election arrangements, CUSC Users are defined as those persons who are a Party to the CUSC Framework Agreement (apart from National Grid) as at 20 June 2011.

3. These guidance notes have been prepared by National Grid.
4. There are seven (7) places available on the Panel for Members nominated and elected by Users via the election process. Additionally, National Grid is entitled to appoint up to two (2) Members, the National Consumer Council can appoint one Member and the Authority is entitled to send a Representative to Panel Meetings. There are five (5) Alternate Members who are elected via the same voting process as Panel Members. The Authority can appoint a particular person as a Panel Member if they decide that an interest is not reflected in the composition of Panel Members. Panel meetings are open meetings i.e. any interested party may attend if they wish as an observer. The current Chairman of the Panel is appointed by National Grid and is a senior employee of National Grid. However, from 1<sup>st</sup> October 2011, the Chairman shall be independent of National Grid.

##### **Timing and Steps in the Election Process**

5. Key steps in the election process and the associated timings in 2011 are as follows:
  - National Grid will send out invitations to CUSC Users to nominate candidates by Friday **24 June 2011**;
  - Each CUSC User may nominate one candidate for election by giving notice to National Grid;
  - National Grid will request return of the nominations forms by **5.00pm Friday 15 July 2011**;
  - National Grid will then circulate the list of candidates and voting papers to CUSC Users no later than **22 July 2011**.
  - Each CUSC User may submit one voting paper which must be submitted to National Grid no later than **Friday 12 August 2011**;

- National Grid will make known the results of the election **no later than Thursday 15 September 2011**;
- The newly elected Panel will operate from **Saturday 1 October 2011**.

### **Description of Electorate**

6. Attached at Appendix 1 is a list of current CUSC Users entitled to vote in the 2011 CUSC Modifications Panel election. The list employed in the election will be as at 20 June 2011.

### **Voting Process**

7. Voting Papers will be provided to CUSC Users by e-mail and voting forms can also be submitted electronically. Voting Papers will have a unique reference number which can be found in Appendix A. Those CUSC Users who wish to vote utilising hard copies of the voting forms should contact the Election Officer. If a CUSC User chooses to submit a hard copy, only original voting forms will be accepted - photocopies of hard copies of voting forms or faxes will be invalid.
8. All "CUSC Signatories" (CUSC Users) will be sent voting papers via email.
9. CUSC Signatories have one voting paper each but can select up to three preferred candidates from the list on the voting paper, and rank them in order of preference (1, 2, 3). Voting papers all carry equal weight.
10. Voting Papers MUST be returned to National Grid by the date AND TIME specified. LATE Voting Papers received after this date and time will be invalid.

### **Description of Counting/Election Process**

11. National Grid will count up the first preference votes allocated to each candidate.
12. To qualify for the Panel in the first qualifying round the total needed for election is  $(T/N) + 1$  (where T is the total number of first preference votes in all voting papers and N is the number of Panel Members and Alternates to be elected - 12 in the first qualifying round).
13. If the number of votes allocated to any candidate is equal to or greater than the first round qualifying total, they are elected.
14. A second qualifying round then begins. If a candidate has been elected in the first round the voting papers marked with the first preference of that elected candidate are set aside. The second round is open to all candidates not elected in the first round. In the second round the qualifying total is again  $(T/N) + 1$  but here T is the total number of first and second preference votes allocated from the remaining voting papers, and N is the remaining number of Panel Members and Alternates that remain to be elected.
15. Candidates whose first and second preference votes allocated are equal to or greater than the second round qualifying total are then elected.
16. There is then a third voting round along the same lines – but the T factor includes 3<sup>rd</sup> preferences and obviously the N factor will also be adjusted depending on how many candidates were elected in the second round. After the second round the voting papers containing first and second preferences leading to the election of candidates in that round are discarded prior to the third round.

17. If after the third round there are still seats to be filled, the first preferences of the remaining candidates will be totalled and ranked, and those with the highest totals elected to the seats that remain to be filled. If there are still seats to be filled a similar process will be applied to second preferences.

## **Issues Arising from Previous Elections**

### **Lost Voting Papers**

18. It is expected that offering CUSC Users the opportunity to vote electronically coupled with voting papers being given unique reference numbers will ensure that problems do not arise in this area in 2011.

### **Late Receipt of Voting Papers**

19. A precise timed and dated deadline for receipt of voting papers will be specified for the 2011 elections. For "hard copy" votes, the postmark date on the envelope will be the guide for accepting voting papers. For electronic voting e-mails need to have a date and time on them which is before the deadline to be valid. Delays to submission of voting forms electronically could occur (e.g. server failures). However, National Grid will consider any voting forms that encounter such problems in consultation with CUSC Users in a fair and consistent manner and will seek to ensure that eligible CUSC Users are not disenfranchised by circumstances beyond their control.

### **Rounding Up/Rounding Down Issues**

20. During the previous elections the counting process inevitably produced qualifying totals at the three main stages of the election which were not whole numbers. The election arrangements described in Annex 8A of the CUSC do not indicate whether these totals should be rounded up or down. National Grid took the view in previous elections that the correct interpretation of a formula that required candidates to achieve a certain total as a minimum was to round the qualifying totals up and intends to round-up the qualifying totals in the 2011 Election.

### **Tie-Break Mechanisms**

21. There are provisions within Annex 8A for tie-break mechanisms to deal with situations where more than the required number of Panel Members/Alternates are elected after any voting round. The provisions require National Grid to check which candidates were allocated more first (or if necessary second) preferences and select those candidates accordingly. If these tie-break mechanisms still cannot separate candidates, then National Grid will draw lots. National Grid believes that these tie-break mechanisms are adequate to deal with any voting combinations that could occur.

### **Setting Aside of Voting Papers**

22. National Grid believe that the current arrangements for setting aside voting papers after the first and second rounds of voting should remain. National Grid considers that the form of the proportional voting system adopted was designed to ensure that minority, as well as majority, views are reflected in the election outcome. This is important as far as the CUSC Panel is concerned since, although elected Members are expected to consider issues independently, the Panel should reflect a variety of different standpoints. Moreover, if a CUSC User has had his first (or second) choice candidate successfully elected to the Panel, his views have already been represented and it is appropriate to ensure that other views are also represented.

### **Anonymity of Voting Papers**

23. National Grid will mark voting papers with a CUSC User specific reference number on receipt so that they are readily identifiable in the event of queries. However, the details of how CUSC Users voted will not be revealed to any other third party (except to the Authority as part of the 2011 Election Report).

### **Votes Cast in Error**

24. If any CUSC User believes that their vote has been miscast and can quote the unique reference number which can be found in Appendix 1 of the incorrect voting paper, National Grid will re-cast the vote as advised if notification is received in the specified timescale.

### **What to Do On Receipt of Your Voting Papers**

25. The CUSC User contacts should check that they have the correct number of votes in the correct capacities for their company(s) indicated in Appendix 1 when the voting forms are received. If you think you should have more or fewer voting papers then you should discuss this further with the Election Officer.
26. All three votes could count, so filling in a full set of choices will ensure the optimum value for your voting preferences.
27. If you lose (or, if responding electronically, by mistake delete) your voting paper(s), inform the Election Officer as soon as possible and he will endeavour to forward replacement(s).
28. If you are confident that you have completed the forms correctly, submit them electronically to National Grid. If submitting hard copies of the voting forms, please sign and date the form. If you need to make any corrections please sign and date these separately and attach an explanatory cover note

### **Election Officer**

29. The Election Officer for the 2011 Panel Elections is Steven Lam, Commercial Analyst, National Grid Electricity Transmission plc. All queries relating to the 2011 elections should be directed to him as detailed below:

Tel: 01926 653534

e-mail: [cusc.team@uk.ngrid.com](mailto:cusc.team@uk.ngrid.com)

### **Election Results**

30. National Grid will announce the results of the election to CUSC Users as soon as is practicable after completion of the election timetable and in any case no later than 15<sup>th</sup> September 2011. Voting totals for individual candidates will not be revealed to CUSC Users.

## **2011 Election Report**

31. A Report prepared by National Grid describing the processes followed during the election and the results will be provided to Authority as soon as practicable after the election. The 2011 Report will enable the Authority to assess whether National Grid administered the election in a fair and consistent manner. The Report will also help the Authority to respond should any claims or questions be raised with them by CUSC Users concerning National Grid's conduct in relation to the management of the election process.