

Information for Voting Member Administrators in MISO Ballot Box

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Information for Voting Member Administrators in MISO Ballot Box

Introduction

Members in MISO Ballot Box (Ballot Box or MBB) are self-governed and not controlled by MISO. **Voting Member Administrators** can add and remove users to the Member they represent. You know your business better than anyone; we want to make sure we give you the ability to update your Member as you see fit.

Roles of a Voting Member Administrator

Ability to Add/Remove Users

You can add Employees, Proxies, and other Voting Member Admins to your assigned Member(s). **Note:** Any one added to a Member in Ballot Box must have an account on MISO's Public Website at misoenergy.org before they can login.

To add users:

- a. Go to Manage Your Voting Member Page

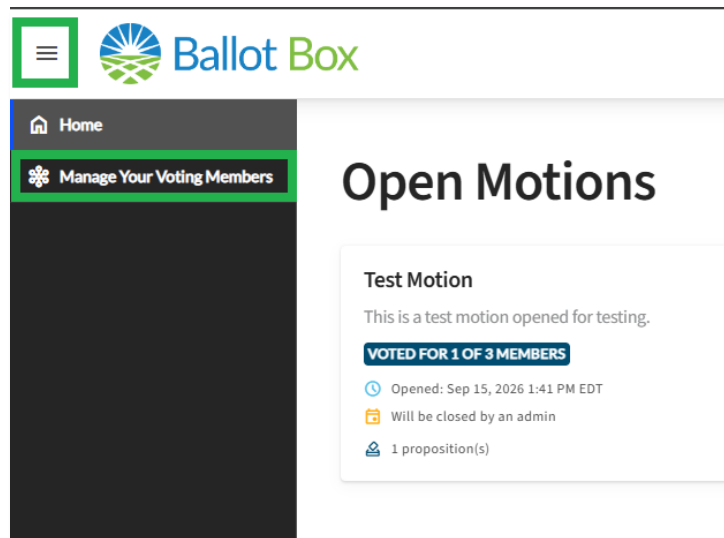


Figure 1: Opening the voting member page

- b. Select “Manage” on a Member of which you are the Voting Member Admin

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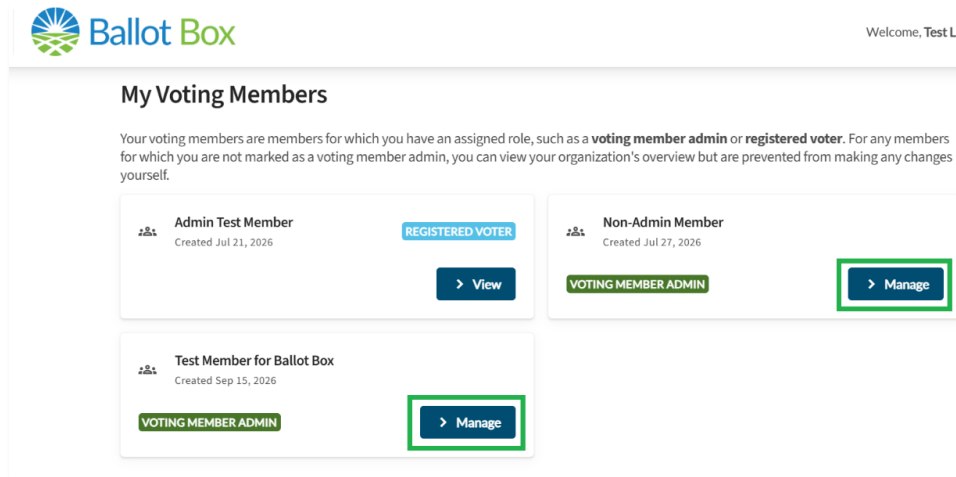


Figure 2: This user has two different members they can administrate

- c. To add a Voting Member Admin, click “Add Voting Member Admin”
 - i. Add their email address and click “Add”

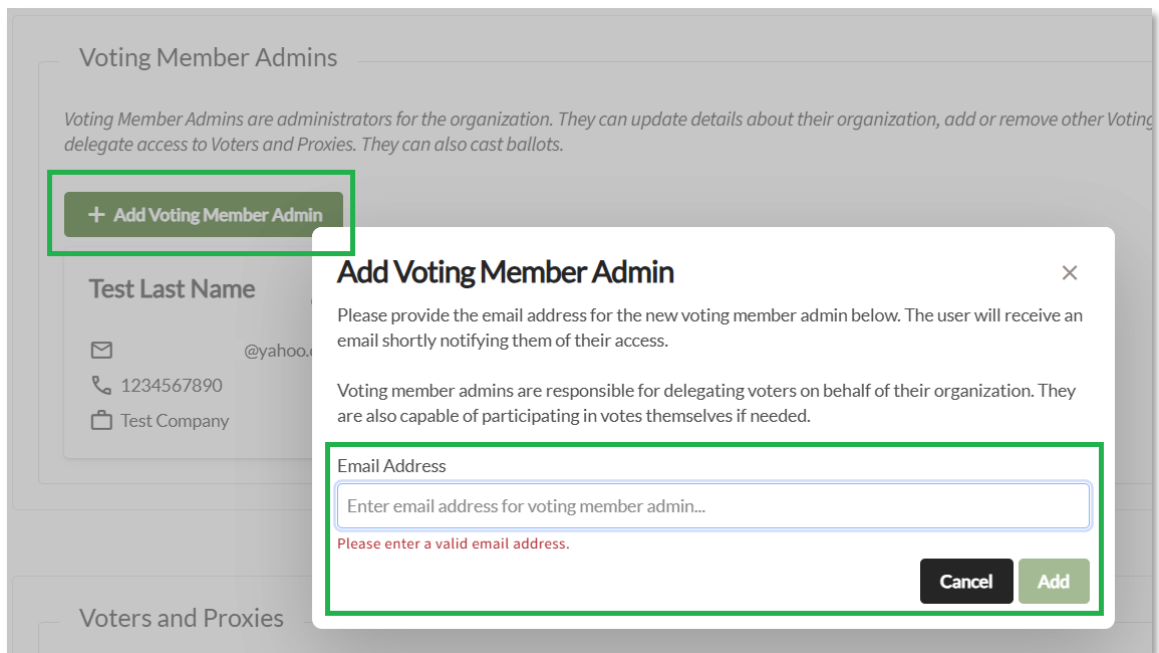


Figure 3: Adding a new Voting Member Admin

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- d. To add an employee, click “Add Voter or Proxy”
 - i. Add the email of the user, select “Employee”, and click “Add”.

The screenshot shows the 'Voters and Proxies' section of the MISO Ballot Box interface. A green box highlights the '+ Add Voter or Proxy' button. A modal dialog box titled 'Add Voter or Proxy' is open, containing the following elements:

- Email Address:** A text input field with the value 'employee.email@mail.com' entered. A green box highlights this field.
- Voter Type:** Two radio buttons are present: 'Employee' (selected) and 'Proxy'. A green box highlights the 'Employee' button.
- Buttons:** At the bottom right of the dialog are 'Cancel' and 'Add' buttons. A green box highlights the 'Add' button.

Background text in the 'Voters and Proxies' section includes: 'Voters and Proxies are authorized to cast ballots on behalf of your organization, without possessing any additional access rights. These users can be employees of your organization, or authorized proxies of other companies or organizations.'

Figure 4: Adding an employee to your Member

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- e. To add a Proxy, click “Add Voter or Proxy” and fill out the form

Add Voter or Proxy

Please provide the email address for the new **registered voter or proxy** below. Registered voters receive access immediately; proxy requests must be reviewed before access is granted.

Registered voters only have the capability to cast ballots on behalf of the organization(s) they are registered with. This user will not be able to administer access - if those permissions are needed please add them as a **Voting Member Admin** instead.

Email Address
proxy.email@company.com
Please enter a valid email address.

Voter Type
☐ Employee ☒ Proxy

A proxy voter is authorized to cast ballots on behalf of a voting member. Proxies can have start and expiration dates, or they can have indefinite access.

☐ Indefinite access

Starts On
Access will start at 12:00am EST on the date specified.

Expires On
Access will expire at 11:59pm EST on the date specified.

Proxy Authorization

This letter is to authorize [proxy name] of [proxy company] to vote on behalf of **Test Member for Ballot Box** (hereafter referred to as the MISO Member) at any MISO Stakeholder forums, including Subcommittees, Working Groups, Task Forces, and Ad-hoc groups at which no other representative of the MISO Member votes.

Proxy Name *
Proxy Company *
MISO Member
Test Member for Ballot Box

Authorization Contact

Your Ballot Box account details have been prefilled where available. Enter your title and update any incomplete information before electronically signing this authorization.

Printed Name *
Test Last Name
Title *
Company Name *
Test Company
Phone *
1234567890
Email Address *
@yahoo.com
Date *
09/16/2026
☐ I confirm this proxy authorization.

Complete all authorization fields and confirm the authorization before adding this proxy.

Figure 5: The full proxy form to fill out

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- i. Once a Proxy form is submitted, a confirmation email will be sent to MISO's Stakeholder Relations team where they will accept or reject with comment every Proxy. Once approved, a final confirmation email will be sent to the Voting Member Admin and the Proxy.

View Vote History

- f. All assigned users in a Member can see the 5 most recent submitted ballots. As a Voting Member Admin, you have access to all submitted ballots. Go to the Manage Voting Member page and click "Download all" to see all voting history.

Note: This does not include the outcome of the motion – please contact Stakeholder Relations for specific information

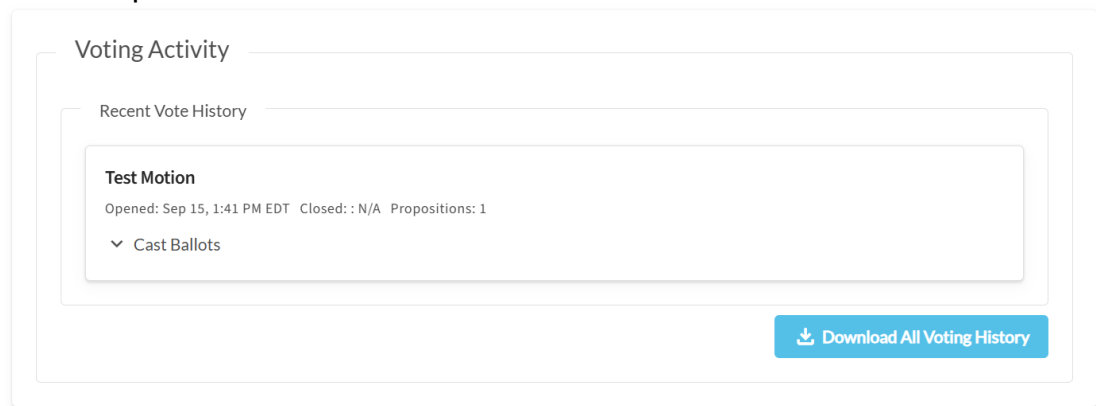


Figure 6: Example of a recorded vote

Ability to Participate in Votes

- g. Along with Employees and Proxies, Voting Member Admins can vote on behalf of their member.

How do I become a Voting Member Administrator?

Before you can be a Voting Member Administrator in MISO Ballot Box, you must have:

1. An account on [MISO's Public Website](#)
 - a. Once you have an account, [login to Ballot Box](#) and use the same username and password as your Public Website account
2. Assigned to a member as a Voting Member Admin
 - a. If you are not assigned as a Voting Member Admin for a member, please send an email to StakeholderRelations@misoenergy.org. They will connect you with the Voting Member Administrator for the Member you wish to join. If your Member does not exist in Ballot Box, they can assist you in its creation.
 - b. Once connected to your Voting Member Administrator, ask if you can be added as a Voting Member Admin.

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