

Draft 2025 Election Timeline Director Election Ballots, Districts 4 and 5

Draft 10/28/24

All due dates apply to all election ballots.

#	Item	EPP or Other Policy	Responsible Party	Due Date	**2024-2025 Deadline
1	Draft Resolution - Approval of Annual Election Services Provider Contract	4.1	BOD/GC/GT	At or before the August regular board meeting	6/17/24
2	Final Resolution - Approval of Annual Election Services Provider Contract	4.1	BOD/GC/GT	At or before the August regular board meeting	7/19/24
3	Draft Resolution - Establish Annual Meeting date and location	3.1	BOD/GC/GT	At or before the August regular board meeting but no later than December each year	9/20/24
4	Final Resolution - Establish Annual Meeting date and location	3.1	BOD/GC/GT	At or before the August regular board meeting but no later than December each year	10/25/24
5	Present draft Election Timeline	3.2	GT	At least six (6) months prior to Annual Meeting	11/15/24
6	Communications draft plan overview presented to the BOD	7.3	ER	At or before regular board meeting five (5) months before an election	11/15/24
7	Approve Election Timeline	3.2	BOD	At least six (6) months prior to Annual Meeting	12/20/24
8	Final communications plan to be approved by the BOD	7.3	BOD	At or before regular board meeting five (5) months before an election	12/20/24
9	Conduct internal coordination meeting and establish PEC Election Team	3.3	GC/GT/ER/IT/Mapping/Member Relations/SBS	Upon approval of the Election Timeline (<i>meeting set after approval of election timeline</i>)	1/3/25
10	Retain background verifier	6.2.1.7	GC/GT	As specified in this timeline	1/3/25
11	Post and make available nomination application and ballot materials	6.2.1.1.1	BRS/GT/ER/Mapping/Member Relations	At least five (5) months prior to Annual Meeting	1/21/25
12	Direct the General Counsel to prepare proposed Non-Director election items	6.1	GC/BOD	No later than the regular board meeting five (5) months prior to an election	1/17/25
13	Membership List available	7.7	GT/IT/Member Relations	Two (2) months before the deadline for candidate application as specified in Section 6.2.1.4.	1/24/25
14	Directors requested to submit the name(s) of a person or persons (including an alternate) residing in the directors' district eligible and willing to serve on the QEC	6.2.1.6	BOD/GT	As specified in this timeline	1/31/25
15	Directors submit name(s) of persons (including an alternate) residing in the directors' district eligible and willing to serve on the QEC	6.2.1.6	BOD/GT	At least a week before the regular board meeting four (4) months prior to an election	2/7/25
16	Election Services Provider to present quality control steps to the General Counsel	7.11	SBS/GC/GT	Four (4) months prior to the member meeting, the Election Services provider shall provide PEC a list of quality control steps to be taken before the member meeting, including process for the release and announcement of election results	2/21/25
17	BOD appoints the QEC	6.2.1.6	BOD/QC	At the regular board meeting (4) months before an election	2/21/25
18	Nomination application and ballot materials deadline to be delivered to the Governance Team at PEC Headquarters in Johnson City, TX	6.2.1.4	Candidate Applicants/GT	At or before 5:00PM on the last business day falling 82 days or more before the date of the member meeting	3/24/25
19	Member Record Date for Petition Signatures	5.1	GT/Member Relations	At or before 5:00PM on the Record Date for a member to be eligible to sign a nomination petition is the date of the verification of the signatures by PEC	3/24/25

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20	QEC meeting date	6.2.1.6	QEC/GC/EC/GT	The QEC reviews all candidate material and then makes recommendation to the BOD of the candidates' slate	4/2/25 & 4/3/25
21	Candidate Orientation/Photographs	7.1, 7.5	Candidate Applicants/GT/ER	The week preceding the April regular meeting of the BOD	4/7/25
22	Election withdrawal deadline for removal from ballot	7.2	Candidate Applicants	Before BOD approval of ballot	TBD
23	Presentation and approval of candidate slate, ballot, and any non-director election items	6.2.1.9, 6.2.1.10	QEC/GC	At least two (2) months prior to an election	TBD
24	Written notice of annual member meeting	TX Utilities Code 161.068	GC/GT	Between 30 and 10 days before the date of the Annual Meeting	5/21/25
25	*Mailing of ballots	7.4.1	SBS	Delivered between 25 and 30 days before the Annual Meeting	*5/21/25
26	Online voting site goes live	7.4.2	SBS	30 days before the Annual Meeting	5/21/25
27	Electronic voting devices available to membership at PEC offices		Election Committee/GT	Mobile devices are set-up in various district offices by 5:00PM on the business day prior to live online voting	5/20/25
28	Initial voting email notifications	7.4.3	SBS	Between 25 and 30 days before the Annual Meeting	5/21/25
29	Initial PEC Corporate Fact Sheet emailed to all PEC members	7.3	ER	As approved in the communications plan	5/21/25
30	Update on voter turnout (totals by each director election district)	7.10.2	GC/GT	Once weekly after ballots are initially mailed	5/28/25
31	Supplemental mailing of ballots to members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	5/28/25
32	Second voting email notifications	7.4.3	SBS	As specified in this timeline	5/28/25
33	Second PEC Corporate Fact Sheet emailed to all PEC members	7.3	ER	As approved in the communications plan.	5/28/25
34	Update on voter turnout (totals by each director election district)	7.10.2	GC/GT	Once weekly after ballots are initially mailed	6/4/25
35	Supplemental mailing of ballots to members since previous mailing	7.4.1	SBS/IT	No later than 16 days before the member meeting at which election results are announced	6/4/25
36	Third voting email notifications	7.4.3	SBS	As specified in this timeline	6/4/25
37	Third PEC Corporate Fact Sheet emailed to all PEC members	7.3	ER	As approved in the communications plan	6/4/25
38	Update on voter turnout (totals by each director election district)	7.10.2	GC/GT	Once weekly after ballots are initially mailed	6/11/25
39	Final reminder voting emails	7.4.3	SBS	As specified in this timeline	6/11/25
40	Final PEC Corporate Fact Sheet emailed to all PEC members	7.3	ER	As approved in the communications plan	6/11/25
41	Supplemental mailing of ballots to members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	6/11/25
42	Record Date for casting ballot	5.2 Bylaws, Art. II, § 9	IT/GT	Close of business (5:00PM) at least eight (8) business days before Annual Meeting	6/12/25
43	Deadline for mailing or casting online ballots; ballots must be received by Election Services Provider	8.2, 8.4 Bylaws Art. II, § 8	SBS	No later than 5:00PM, seven (7) days prior to the member meeting at which elections results are announced	6/13/25

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44	Pre-announcement and pre-results delivery quality control; post tabulation quality control	7.11, 7.12, 8.2, 8.4 & 8.7 Bylaws Art. II, § 8	SBS/GC	No later than four (4) days prior to the member meeting at which pre-announcement and pre-results delivery quality control and pre/post-tabulation quality control is performed by SBS	6/16/25
45	Election Services Provider certifies election results and provides results to PEC	7.11, 8.4, 8.8	GC/GT	No later than four (4) days prior to the member meeting at which election results are announced	6/16/25
46	Candidates and board advised of election results immediately before results released to membership	7.11, 8.4	GC/GT	Three (3) days prior to the member meeting at which election results are announced	6/17/25
47	Election results released to PEC membership	7.11, 8.4	GC/GT/ER	No later than three (3) days prior to the member meeting at which election results are released	6/17/25
48	Announcement of certified election results at Annual Meeting	8.4, 8.8	SBS, or as designated by BOD	On the date of member meeting and as specified in this timeline election results are announced	6/20/25
49	Post-election director acknowledgements	8.90	BOD	On the date of member meeting after the meeting has concluded	6/20/25
50	Final election results district-by-district	9.1	SBS	Within five (5) business days of the Annual Meeting, SBS will provide district-by-district results	6/25/25
51	Post-election analysis	9.2	GC/GT	Within two (2) months after the Annual Meeting	8/15/25

*Ballots mailed for intended delivery to members on the first day of voting period. It is anticipated that U.S. addresses will be mailed 3 days in advance; international addresses 10-15 days in advance of the first day of voting.

**Dates listed are subject to change with BOD meeting dates.

LEGEND			
Board of Directors	BOD	Election/Board Counsel	EC
Board Reporting Secretary	BRS	Qualifications & Election Committee	QEC
Governance Team	GT	Survey & Ballot Systems (Election Services Provider)	SBS (ESP)
General Counsel	GC	Articles of Incorporation	Art.
External Relations	ER	Election Policy and Procedures	EPP
Information Technology Department	IT		