

2018 ELECTION TIMELINE					
#	Item	Section	Delegation	Due Date	2017-2018 Deadline**
1	Annual Decision (Election Services Contract)	4.1	GC/BOD	At or before the August Regular Board Meeting	8/21/17
2	Establish Annual Meeting Date and Location	3.1	BOD	At or before the August Regular Board Meeting	8/21/17
3	Present Draft Election Timeline	3.2	GC	At least 6 months prior to Annual Meeting	11/15/17
4	Communications Draft Plan overview presented to the Board of Directors	7.3	Communications Department	At or before the January Regular Board Meeting	11/15/17
5	Approve Election Timeline	3.2	BOD	At least 6 months prior to Annual Meeting	12/18/17
6	Final Communications Plan to be approved by the Board of Directors	7.3	Communications Department	At or before the January Regular Board Meeting	12/18/17
7	Conduct Internal Coordination Meeting and Establish PEC Election Team	3.3	GC/GPM/BRS/Communications/IT/Legal/Member Services/SBS	Upon approval of the Election Timeline (meeting set after approval of election timeline)	1/1/18
8	Retain Background Verifier	6.2.1.7	GC	None specified	1/15/18
9	Post and make available Nomination Application and Ballot Materials	6.2.1.1	BRS/GPM/Communications/Member Services	At least 5 months prior to Annual Meeting	1/15/18
10	Direct the General Counsel to prepare proposed Non-Director Election items	6.1	BOD	No later than the Regular Board Meeting 5 months prior to an election	1/15/18
11	Send Quality Control steps to the General Counsel	7.13	SBS/GC	Before the February Regular Board Meeting	1/30/18
12	Director will submit to the Board Recording Secretary the name(s) of a person or persons residing in the Director's District eligible and willing to serve on the Qualifications and Elections Committee	6.2.1.6	BOD/BRS/GPM	At least a week before the Regular Board meeting 4 months prior to an election	2/12/18
13	Board will appoint the Qualifications and Elections Committee	6.2.1.6	BOD/QC	At the Regular Board meeting 4 months before an election	2/19/18
14	Candidate Application to be delivered to the Board Recording Secretary at PEC Headquarters in Johnson City	6.2.1.4	Candidate Applicants/BRS/GPM	At or before 5 p.m. on the last business day falling 82 days or more before the date of the Annual Meeting	3/30/18
15	Member Record Date for Petition Signatures	5.1	BRS/Member Services	At or before 5 p.m. 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	3/30/18
16	Qualifications and Elections Committee Meeting Date	6.2.1.6	QEC/OGC/BRS/GPM	The QEC reviews all candidate material and then makes recommendation to the board of the candidates' slate	4/4/18 (and 4/5/18 if needed)
17	Candidate Orientation and Candidate photographs	7.1, 7.6	Candidate Applicants/PEC Team	The week preceding the April Regular Meeting of the Board	4/10/18
18	Election withdrawal deadline for removal from Ballot	7.2	Candidate Applicants	Before Board approval of Ballot	4/16/18
19	Presentation and approval of Candidate slate, Ballot, and any Non-Director Election items	6.2.1.9, 6.2.1.10	Qualifications and Elections Committee /GC	At least 2 months prior to an election	4/16/18
20	Candidate Video Recording Make-up Opportunity	7.5	Candidate Applicants/PEC Team	Within 7 business days prior to the public candidate forum	4/10/18 - 4/18/18

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21	Candidate Forum (Candidates video recording)	7.5	Candidate Applicants/PEC Team	On the Thursday after the Ballot is approved by the Board	4/19/18
22	Written Notice of Annual Member Meeting	TX Utilities Code 161.068	GC/BRS/GPM	Between 30 and 10 days before the date of the Annual Meeting	5/24/18
23	Mailing of Ballots*	7.4.1	SBS	Delivered between 25 and 30 days before the Annual Meeting	5/24/18
24	Online voting site goes live	7.4.2	SBS	30 days before the Annual Meeting	5/24/18
25	Electronic voting devices available to membership at PEC offices		Elections Committee/GC	Devices are set up in each district office up for election, by 5:00pm, on the business day prior to online voting going live	5/24/18
26	Initial voting email notifications	7.4.3	SBS	Between 25 and 30 days before the Annual Meeting	5/24/18
27	PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	5/24/18
28	Meet-the-Candidate Events	7.7	GC/GPM/BRS	Within the first 10 days following the initial mailing of ballot materials, PEC may conduct Meet-the-Candidate events in each director district up for election	5/29/18 5/30/18 5/31/18
29	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	5/31/18
30	Update on voter turnout (totals by each director election district)	7.12	GC	Once weekly after ballots are initially mailed	5/31/18
31	Reminder voting emails	7.4.3	SBS	Dates to be determined each year when timeline presented to the Board of Directors	5/31/18
32	Update on voter turnout (totals by each director election district)	7.12	GC	Once weekly after Ballots are initially mailed	6/7/18
33	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	6/7/18
34	Reminder voting emails	7.4.3	SBS	Dates to be determined each year when timeline presented to the Board of Directors	6/7/18
35	PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	6/7/18
36	Update on voter turnout (totals by each director election district)	7.12	GC	Once weekly after ballots are initially mailed	6/14/18
37	Deadline for mailing or casting online ballots	8.4 & Bylaws	SBS	Eight days before Annual Meeting	6/15/18
38	Record Date for Casting Ballot at Annual Meeting, transmittal by PEC of Members eligible to vote to SBS	5.2	IT	Close of business four business days before Annual Meeting	6/19/18
39	Pre-Annual Meeting Quality Control	7.14	SBS	At the close of the final business day before the Annual Meeting	6/22/18
40	Post-Tabulation, Pre-Announcement Quality Control	8.8	SBS	On the date of Annual Meeting after the results are tabulated	6/23/18

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41	Announcement and Certification of Election Results	8.9	SBS	On the date of Annual Meeting after the results are tabulated	6/23/18
42	Post-Election Director Acknowledgments	8.10	BOD	On the date of Annual Meeting after the meeting has concluded	6/23/18
43	Final Election Results - District-by-District Results	9.1	SBS	Within five business days of the Annual Meeting	7/2/18
44	Post-Election Analysis	9.2	GC	Within two months after the Annual Meeting	8/20/18
<p><i>*Ballots are 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 and international addresses 10-15 days in advance of the first day of voting.</i></p> <p><i>**Dates listed here are subject to change due to aligning dates of the Board of Directors Meetings</i></p>					

LEGEND:				
Board of Directors	BOD	Outside Special Counsel (Elections Counsel)	OCG	
Board Recording Secretary	BRS	Qualifications & Election Committee	QEC	
Governance & Policy Manager	GPM	Survey & Ballot Systems (Election Services Provider)	SBS	
General Counsel	GC	Information Technology Department	IT	