

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	8/21/2017
2	Establish Annual Meeting Date and Location	3.1	BOD	At or before the August Regular Board Meeting	8/21/2017
3	Present Draft Election Timeline	3.2	GC	At least 6 months prior to Annual Meeting	11/15/2017
4	Communications Draft Plan overview presented to the Board of Directors	7.3	Communications Department	At or before the January Regular Board Meeting	11/15/2017
5	Approve Election Timeline	3.2	BOD	At least 6 months prior to Annual Meeting	12/18/2017
6	Final Communications Plan to be approved by the Board of Directors	7.3	Communications Department	At or before the January Regular Board Meeting	12/18/2017
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)	1/1/2018
8	Retain Background Verifier	6.2.1.7	GC	None specified	1/15/2018
9	Post and make available Nomination Application and Ballot Materials	6.2.1.1.1	BRS/GPM/Communications/Member Services	At least 5 months prior to Annual Meeting	1/15/2018
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	1/15/2018
11	Send Quality Control steps to the General Counsel	7.13	SBS/GC	Before the February Regular Board Meeting	1/30/2018
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	2/12/2018
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	2/19/2018
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	3/30/2018
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	3/30/2018
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	4/10/2018
18	Election withdrawal deadline for removal from Ballot	7.2	Candidate Applicants	Before Board approval of Ballot	4/16/2018
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	4/16/2018
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	4/19/2018
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	5/24/2018
23	Mailing of Ballots*	7.4.1	SBS	Delivered between 25 and 30 days before the Annual Meeting	5/24/2018
24	Online voting site goes live	7.4.2	SBS	30 days before the Annual Meeting	5/24/2018
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	5/24/2018
26	Initial voting email notifications	7.4.3	SBS	Between 25 and 30 days before the Annual Meeting	5/24/2018
27	PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	5/24/2018
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	5/31/2018
30	Update on voter turnout (totals by each director election district)	7.12	GC	Once weekly after ballots are initially mailed	5/31/2018
31	Reminder voting emails	7.4.3	SBS	Dates to be determined each year when timeline presented to the Board of Directors	5/31/2018
32	Update on voter turnout (totals by each director election district)	7.12	GC	Once weekly after Ballots are initially mailed	6/7/2018
33	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	6/7/2018
34	Reminder voting emails	7.4.3	SBS	Dates to be determined each year when timeline presented to the Board of Directors	6/7/2018
35	PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	6/7/2018
36	Update on voter turnout (totals by each director election district)	7.12	GC	Once weekly after ballots are initially mailed	6/14/2018
37	Deadline for mailing or casting online ballots	8.4 & Bylaws	SBS	Eight days before Annual Meeting	6/15/2018
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	6/19/2018
39	Pre-Annual Meeting Quality Control	7.14	SBS	At the close of the final business day before the Annual Meeting	6/22/2018
40	Post-Tabulation, Pre-Announcement Quality Control	8.8	SBS	On the date of Annual Meeting after the results are tabulated	6/23/2018
41	Announcement and Certification of Election Results	8.9	SBS	On the date of Annual Meeting after the results are tabulated	6/23/2018
42	Post-Election Director Acknowledgments	8.10	BOD	On the date of Annual Meeting after the meeting has concluded	6/23/2018

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43	Final Election Results - District-by-District Results	9.1	SBS	Within five business days of the Annual Meeting	7/2/2018
44	Post-Election Analysis	9.2	GC	Within two months after the Annual Meeting	8/20/2018
<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