

2020 ELECTION TIMELINE

DIRECTOR ELECTION BALLOTS, DISTRICTS 2, 3 & 4

NOTE: All due dates apply to all election ballots.

#	Item	EPP Section	Responsible Party	Due Date	2019-2020 Deadline**
1	Annual Decision - Election Services Provider Contract	4.1	GC/BOD	At or before the August Regular Board Meeting	8/16/2019
2	Establish Annual Meeting Date and Location	3.1	BOD/Public Affairs	At or before the August Regular Board Meeting	8/16/2019
3	Present Draft Election Timeline	3.2	GC/GT	At least 6 months prior to Annual Meeting	11/22/2019
4	Communications Draft Plan overview presented to the Board of Directors	7.3	Public Affairs	At or before Regular Board Meeting 5 months before an election	11/22/2019
5	Approve Election Timeline	3.2	BOD	At least 6 months prior to Annual Meeting	12/13/2019
6	Final Communications Plan to be approved by the Board of Directors	7.3	Public Affairs	At or before Regular Board Meeting 5 months before an election	12/13/2019
7	Conduct Internal Coordination Meeting and Establish PEC Election Team	3.3	GC/GT/BRS/PA/Mapping/IT Legal Services/Member Relations/SBS	Upon approval of the Election Timeline (meeting set after approval of election timeline)	12/31/2019
8	Retain Background Verifier	6.2.1.7	GC/GT	As specified in this timeline	1/2/2020
9	Post and make available Nomination Application and Ballot Materials	6.2.1.1.1	BRS/GT/PA/Member Relations	At least 5 months prior to Annual Meeting	1/15/2020
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	1/15/2020
11	Send Quality Control steps to the General Counsel	7.13	SBS/GC	Before the February Regular Board Meeting	1/30/2020
12	Directors requested to submit the name(s) of a person or persons (including an alternate) residing in the Director's District eligible and willing to serve on the Qualifications and Elections Committee	6.2.1.6	BOD/BRS/GT	As specified in this timeline	1/30/2020
13	Director submits the name(s) of a person or persons (including an alternate) residing in the Director's District eligible and willing to serve on the Qualifications and Elections Committee	6.2.1.6	BOD/BRS/GT	At least a week before the Regular Board meeting 4 months prior to an election	2/6/2020
14	Board appoints the Qualifications and Elections Committee	6.2.1.6	BOD/QC	At the Regular Board meeting 4 months before an election	2/13/2020
15	Nomination Application and Ballot Materials Deadline - Candidate Application to be delivered to the Governance Team at PEC Headquarters in Johnson City	6.2.1.4	Candidate Applicants/ BRS/GT	At or before 5 p.m. on the last business day falling 82 days or more before the date of the Member Meeting	3/23/2020
16	Member Record Date for Petition Signatures	5.1	Governance Team/Member Relations	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	3/23/2020

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17	Qualifications and Elections Committee Meeting Date	6.2.1.6	QEC/GC/EC/GT	The QEC reviews all candidate material and then makes recommendation to the board of the candidates' slate	3/30/2020 and 3/31/2020
18	Candidate Orientation and Candidate photographs	7.1, 7.6	Candidate Applicants/PEC Team	The week preceding the April Regular Meeting of the Board	4/8/2020
19	Candidate Video Recording Make-up Opportunity	7.5	Candidate Applicants/PEC Team	Within 7 business days prior to the public candidate forum	4/14/2020 - 4/22/2020
20	Election withdrawal deadline for removal from Ballot	7.2	Candidate Applicants	Before Board approval of Ballot	4/17/2020
21	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	4/17/2020
22	Candidate Forum (Candidates video recording)	7.5	Candidate Applicants/PEC Team/EC	On the Thursday after the Ballot is approved by the Board	4/23/2020
23	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	5/20/2020
24	Mailing of Ballots*	7.4.1	SBS	Delivered between 25 and 30 days before the Annual Meeting	5/20/2020
25	Online voting site goes live	7.4.2	SBS	30 days before the Annual Meeting	5/20/2020
26	Electronic voting devices available to membership at PEC offices		Elections Committee/Gov Team	Devices are set up in each district office up for election, by 5:00pm, on the business day prior to online voting going live	5/20/2020
27	Initial voting email notifications	7.4.3	SBS	Between 25 and 30 days before the Annual Meeting	5/20/2020
28	Initial PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Public Affairs	As approved in the Communications plan	5/20/2020
29	Update on voter turnout (totals by each director election district)	7.11	GC/GT	Once weekly after ballots are initially mailed	5/22/2020
30	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	5/28/2020
31	Second - voting email notifications	7.4.3	SBS	As specified in this timeline	5/28/2020
32	Second - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Public Affairs	As approved in the Communications plan	5/28/2020
33	Update on voter turnout (totals by each director election district)	7.11	GC/GT	Once weekly after Ballots are initially mailed	5/29/2020
34	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	6/3/2020
35	Third - voting email notifications	7.4.3	SBS	As specified in this timeline	6/3/2020
36	Third - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Public Affairs	As approved in the Communications plan	6/3/2020
37	Update on voter turnout (totals by each director election district)	7.11	GC/GT	Once weekly after ballots are initially mailed	6/5/2020
38	Final - Reminder voting emails	7.4.3	SBS	As specified in this timeline	6/8/2020
39	Final - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Public Affairs	As approved in the Communications plan	6/8/2020

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40	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	6/8/2020
41	Record Date for Casting Ballot	5.2 & Bylaws, Art. II, § 9	IT/GT	Close of business, at least eight (8) business days before Annual Meeting	6/11/2020, 5:00pm
42	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 seven (7) days prior to the Member Meeting at which the Elections Results are announced	6/12/2020, 5:00 p.m.
43	Deadline for Election Services Provider to Receive and Tabulate All Ballots	8.2 & 8.4 & Bylaws Art. II, § 8	SBS	No later than seven (7) days prior to the Member Meeting at which the Elections Results are announced	6/12/2020
44	Pre-Announcement and Pre-Results Delivery Quality Control; Post-Tabulation Quality Control	7.13 & 8.7	SBS/GC	On the date Election Results provided to PEC by ESP	6/15/2020
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	6/15/2020
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	6/16/2020
47	Election Results Released to PEC Membership	7.11 & 8.4	GC/GT/Public Affairs	No later than three (3) days prior to the Member Meeting at which Election Results are announced	6/16/2020
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	6/19/2020
49	Post-Election Director Acknowledgements	8.90	BOD	On the date of Member Meeting after the Meeting has concluded	6/19/2020
50	Final Election Results: District-by-District Results	9.1	SBS	Within five business days of the Annual Meeting	6/26/2020
51	Post-Election Analysis	9.2	GC/GT	Within two months after the Annual Meeting	8/21/2020
<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> <i>**Dates listed here are subject to change for Board of Directors' Meeting dates.</i>					

LEGEND:

Board of Directors	BOD	Election Counsel	EC
Board Reporting Secretary	BRS	Qualifications & Election Committee	QEC
Governance Manager	GT	Survey & Ballot Systems (Election Services Provider)	SBS (ESP)
General Counsel	GC	Information Technology Department	IT
Public Affairs/Communications	PA		