

2023 ELECTION TIMELINE
DIRECTOR ELECTION BALLOTS, DISTRICTS 2 and 3
NOTE: All due dates apply to all election ballots.

#	Item	EPP or Other Policy	Responsible Party	Due Date	2022 - 2023 Deadline**
1	Draft Resolution - Approval of Annual Election Services Provider Contract	4.1	BOD / GC / GT	At or before the August Regular Board Meeting	6/16/2022
2	Final Resolution - Approval of Annual Election Services Provider Contract	4.1	BOD / GC / GT	At or before the August Regular Board Meeting	7/21/2022
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	9/15/2022
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	10/20/2022
5	Present Draft Election Timeline	3.2	GT	At least 6 months prior to Annual Meeting	11/18/2022
6	Communications Draft Plan overview presented to the Board of Directors	7.3	External Relations	At or before Regular Board Meeting 5 months before an election	11/18/2022
7	Approve Election Timeline	3.2	BOD	At least 6 months prior to Annual Meeting	12/16/2022
8	Final Communications Plan to be approved by the Board of Directors	7.3	BOD	At or before Regular Board Meeting 5 months before an election	12/16/2022
9	Conduct Internal Coordination Meeting and Establish PEC Election Team	3.3	GC / GT / ER / Mapping / IT / Member Relations / SBS	Upon approval of the Election Timeline (meeting set after approval of election timeline)	12/19/2022
10	Retain Background Verifier	6.2.1.7	GC / GT	As specified in this timeline	1/3/2023
11	Post and make available Nomination Application and Ballot Materials	6.2.1.1.1	BRS / GT / ER / Member Relations / Mapping	At least 5 months prior to Annual Meeting	1/17/2023
12	Direct the General Counsel to prepare proposed Non-Director Election items	6.1	GC / BOD	No later than the Regular Board Meeting 5 months prior to an election	1/20/2023
13	Membership List Availability	7.7	GT / IT / MR	2 months before the deadline for candidate application as specified in Section 6.2.1.4.	1/27/2023
14	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 / GT	As specified in this timeline	2/1/2023
15	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 / GT	At least a week before the Regular Board meeting 4 months prior to an election	2/10/2023
16	Election Services Provider to Present Quality Control steps to the General Counsel	7.12	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	2/17/2023
17	Board appoints the Qualifications and Elections Committee	6.2.1.6	BOD / QC	At the Regular Board meeting 4 months before an election	2/17/2023
18	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 / Governance Team	At or before 5 p.m. on the last business day falling 82 days or more before the date of the Member Meeting	3/27/2023
20	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	3/27/2023

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19	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	4/5/2023 & 4/6/2023
22	Candidate Orientation and Candidate Photographs	7.1, 7.5	Candidate Applicants / Governance Team / External Relations	The week preceding the April Regular Meeting of the Board	4/10/2023
23	Election withdrawal deadline for removal from Ballot	7.2	Candidate Applicants	Before Board approval of Ballot	4/21/2023
25	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	4/21/2023
26	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	5/16/2023
27	Mailing of Ballots*	7.4.1	SBS	Delivered between 25 and 30 days before the Annual Meeting	5/16/2023
28	Online voting site goes live	7.4.2	SBS	30 days before the Annual Meeting	5/16/2023
29	Electronic voting devices available to membership at PEC offices		Elections Committee / Governance 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	5/16/2023
30	Initial voting email notifications	7.4.3	SBS	Between 25 and 30 days before the Annual Meeting	5/16/2023
31	Initial PEC Corporate Fact Sheet emailed to all PEC Members	7.3	External Relations	As approved in the Communications plan	5/16/2023
32	Update on voter turnout (totals by each director election district)	7.11	GC / GT	Once weekly after ballots are initially mailed	5/22/2023
33	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS / IT	As specified in this timeline	5/22/2023
34	Second - voting email notifications	7.4.3	SBS	As specified in this timeline	5/22/2023
35	Second - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	External Relations	As approved in the Communications plan	5/22/2023
36	Update on voter turnout (totals by each director election district)	7.11	GC / GT	Once weekly after Ballots are initially mailed	5/30/2023
37	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	5/30/2023
38	Third - voting email notifications	7.4.3	SBS	As specified in this timeline	5/30/2023
39	Third - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	External Relations	As approved in the Communications plan	5/30/2023
40	Update on voter turnout (totals by each director election district)	7.11	GC / GT	Once weekly after ballots are initially mailed	6/5/2023
41	Final - Reminder voting emails	7.4.3	SBS	As specified in this timeline	6/5/2023
42	Final - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	External Relations	As approved in the Communications plan	6/5/2023
43	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS / IT	As specified in this timeline	6/5/2023
44	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	6/8/2023, 5:00pm
45	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	6/9/2023, 5:00 p.m.

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46	Pre-Announcement and Pre-Results Delivery Quality Control; Post-Tabulation Quality Control	7.13, 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	6/12/2023
47	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	6/12/2023
48	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	6/13/2023
49	Election Results Released to PEC Membership	7.11 8.4	GC / GT / External Relations	No later than three (3) days prior to the Member Meeting at which Election Results are released	6/13/2023
50	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	6/16/2023
51	Post-Election Director Acknowledgements	8.90	BOD	On the date of Member Meeting after the Meeting has concluded	6/16/2023
52	Final Election Results: District-by-District Results	9.1	SBS	Within five business days of the Annual Meeting, SBS will provide district-by-district results	6/23/2023
53	Post-Election Analysis	9.2	GC / GT	Within two months after the Annual Meeting	8/18/2023
<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 on this timeline are subject to change with Board of Directors' Meeting dates.</i>					

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	Information Technology Department	IT
External Relations	ER	Articles of Incorporation	Art.
		Election Policy and Procedures	EPP