

2017 Election Timeline

#	Item	Section	Party	Due Date	2016-2017 Deadline**
1	Annual Decision (Election Services Contract)	4.1	GC/BOD	At or before the August Regular Board Meeting	8/15/2016
2	Establish Annual Meeting Date and Location	3.1	BOD	At or before the August Regular Board Meeting	8/15/2016
3	Present Draft Election Timeline	3.2	GC	At least 6 months prior to Annual Meeting	11/14/2016
4	Communications Plan overview presented to the Board of Directors	7.3	Communications Department	At or before the January Regular Board Meeting	11/14/2016
5	Approve Election Timeline	3.2	BOD	At least 5 months prior to Annual Meeting	12/19/2016
6	Final Communications Plan to be approved by the Board of Directors	7.3	Communications Department	At or before the January Regular Board Meeting	12/19/2016
7	Director will submit to the Board Recording Secretary the name 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	At least a week before the Regular Board meeting 4 months prior to an election	1/10/2017
8	Conduct Internal Coordination Meeting and Establish PEC Election Team	3.3	GC/Communications/IT/Board Recording Secretary/Legal/Member Services/SBS	Upon approval of the Election Timeline (meeting set after approval of election timeline)	1/17/2017
9	Retain Background Verifier	6.2.1.7	GC	None specified	1/17/2017
10	Post and make available Nomination Application and Ballot Materials	6.2.1.1.1	BRS/Communications/Member Services	At least 5 months prior to Annual Meeting	1/17/2017
11	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	1/17/2017
12	Board will appoint the Qualifications and Elections Committee	6.2.1.6	BOD/QC	At the Regular Board meeting 4 months before an election	1/17/2017
13	Send Quality Control steps to the General Counsel	7.13	SBS/GC	Before the February Regular Board Meeting	2/20/2017
14	Candidate Application to be delivered to the Board Recording Secretary at PEC Headquarters in Johnson City	6.2.1.4	Candidate Applicants/BRS	At or before 5 p.m. on the last business day falling 82 days or more before the date of the Annual Meeting	3/27/2017
15	Qualifications and Elections Committee Meeting Date		QEC/OGC/BRS		4/10/2017 (and 4/11/2017 if needed)
16	Candidate Orientation and Candidate photographs	7.1, 7.6	Candidate Applicants/PEC staff	The week preceding the April Regular Meeting of the Board	4/12/2017
17	Election withdrawal deadline for removal from Ballot	7.2	Candidate Applicants	Before Board approval of Ballot	4/17/2017
18	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	4/17/2017
19	Candidate Video Recording Make-up Opportunity	7.5	Candidate Applicants/PEC staff	Within 7 business days prior to the public forum	4/11/2017 - 4/19/2017

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20	Candidate Forum (Candidates video recording)	7.5	Candidate Applicants/PEC staff	On the Thursday after the Ballot is approved by the Board	4/20/2017
21	Mailing of Ballots	7.4.1	SBS	Delivered between 25 and 30 days before the Annual Meeting*	5/18/2017
22	Online voting site goes live	7.4.2	SBS	30 days before the Annual Meeting	5/18/2017
23	Electronic voting devices available to membership at PEC offices		Elections Committee/GC		5/18/2017
24	Initial voting email notifications	7.4.3	SBS	Between 25 and 30 days before the Annual Meeting	5/18/2017
25	PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	5/18/2017
26	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	5/25/2017
27	Update on voter turnout	7.12	GC	Once weekly after ballots are initially mailed	5/25/2017
28	Update on voter turnout	7.12	GC	Once weekly after Ballots are initially mailed	6/1/2017
29	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	6/1/2017
30	Reminder voting emails	7.4.3	SBS	Dates to be determined each year when timeline presented to the Board of Directors	5/25/2017 6/1/2017
31	PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	6/1/2017
32	Update on Voter Turnout	7.12	GC	Once weekly after ballots are initially mailed	6/8/2017
33	Deadline for mailing or casting online ballots	8.4 & Bylaws	SBS	Eight days before Annual Meeting	6/9/2017
34	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	6/13/2017
35	Pre-Annual Meeting Quality Control	7.14	SBS	At the close of the final business day before the Annual Meeting	6/16/2017
36	Post-Tabulation, Pre-Announcement Quality Control	8.8	SBS	On the date of Annual Meeting after the results are tabulated	6/17/2017
37	Announcement and Certification of Election Results	8.9	SBS	On the date of Annual Meeting after the results are tabulated	6/17/2017
38	Post-Election Director Acknowledgments	8.10	BOD	On the date of Annual Meeting after the meeting has concluded	6/17/2017
39	Final Election Results - District-by-District Results	9.1	SBS	Within five business days of the Annual Meeting	6/23/2017
40	Post-Election Analysis	9.2	GC	Within two months after the Annual Meeting	8/17/2017
*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.					
**Dates listed here are subject to change due to aligning dates of the Board of Directors Meetings					