

2019 ELECTION TIMELINE

#	Item	Section	Delegation	Due Date	2019-2019 Deadline**
1	Annual Decision (Election Services Contract)	4.1	GC/BOD	At or before the August Regular Board Meeting	8/20/2018
2	Establish Annual Meeting Date and Location	3.1	BOD	At or before the August Regular Board Meeting	8/20/2018
3	Present Draft Election Timeline	3.2	GC/GPM	At least 6 months prior to Annual Meeting	11/19/2018
4	Communications Draft Plan overview presented to the Board of Directors	7.3	Communications Department (Comm)	At or before the January Regular Board Meeting	11/19/2018
5	Approve Election Timeline	3.2	BOD	At least 6 months prior to Annual Meeting	12/17/2018
6	Final Communications Plan to be approved by the Board of Directors	7.3	Communications Department	At or before the January Regular Board Meeting	12/17/2018
7	Conduct Internal Coordination Meeting and Establish PEC Election Team	3.3	GC/GPM/BRS/Comm/IT/ Legal Services/Member Relations/SBS	Upon approval of the Election Timeline (meeting set after approval of election timeline)	12/31/2018
8	Retain Background Verifier	6.2.1.7	GC/GPM	As specified in this timeline	1/2/2019
9	Post and make available Nomination Application and Ballot Materials	6.2.1.1.1	BRS/GPM/Comm/Member Relations	At least 5 months prior to Annual Meeting	1/15/2019
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	1/15/2019
11	Send Quality Control steps to the General Counsel	7.13	SBS/GC	Before the February Regular Board Meeting	1/30/2019
12	Board Recording Secretary informs Directors to submit 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	As specified in this timeline	2/4/2019
13	Director submits 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	2/11/2019
14	Board will appoint the Qualifications and Elections Committee	6.2.1.6	BOD/QC	At the Regular Board meeting 4 months before an election	2/18/2019
15	Nomination Application and Ballot Materials Deadline - 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	3/26/2019
16	Member Record Date for Petition Signatures	5.1	BRS/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	3/26/2019
17	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	4/2/19 and 4/4/19
18	Candidate Orientation and Candidate photographs	7.1, 7.6	Candidate Applicants/PEC Team	The week preceding the April Regular Meeting of the Board	4/8/2019
19	Candidate Video Recording Make-up Opportunity	7.5	Candidate Applicants/PEC Team	Within 7 business days prior to the public candidate forum	4/11/19 - 4/17/19
20	Election withdrawal deadline for removal from Ballot	7.2	Candidate Applicants	Before Board approval of Ballot	4/15/2019

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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	4/15/2019
22	Candidate Forum (Candidates video recording)	7.5	Candidate Applicants/PEC Team	On the Thursday after the Ballot is approved by the Board	4/18/2019
23	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	5/24/2019
24	Mailing of Ballots*	7.4.1	SBS	Delivered between 25 and 30 days before the Annual Meeting	5/24/2019
25	Online voting site goes live	7.4.2	SBS	30 days before the Annual Meeting	5/24/2019
26	Electronic voting devices available to membership at PEC offices		Elections Committee/ GC/GPM	Devices are set up in each district office up for election, by 5:00pm, on the business day prior to online voting going live	5/24/2019
27	Initial voting email notifications	7.4.3	SBS	Between 25 and 30 days before the Annual Meeting	5/24/2019
28	Initial PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	5/24/2019
29	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	5/30/2019
30	Second - voting email notifications	7.4.3	SBS	As specified in this timeline	5/30/2019
31	Second - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	5/30/2019
32	Update on voter turnout (totals by each director election district)	7.11	GC/GPM	Once weekly after ballots are initially mailed	5/30/2019
33	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	6/6/2019
34	Third - voting email notifications	7.4.3	SBS	As specified in this timeline	6/6/2019
35	Third - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	6/6/2019
36	Update on voter turnout (totals by each director election district)	7.11	GC/GPM	Once weekly after Ballots are initially mailed	6/6/2019
37	Final - Reminder voting emails	7.4.3	SBS	As specified in this timeline	6/11/2019
38	Final - PEC Corporate Fact Sheet emailed to all PEC Members	7.3	Communications Department	As approved in the Communications plan	6/11/2019
39	Supplemental mailing of ballots to Members since previous mailing	7.4.1	SBS/IT	As specified in this timeline	6/13/2019
40	Update on voter turnout (totals by each director election district)	7.11	GC/GPM	Once weekly after ballots are initially mailed	6/14/2019
41	Deadline for mailing or casting online ballots	8.4 & Bylaws	SBS	Eight days before Annual Meeting	6/14/2019
42	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	6/18/2019
43	Pre-Annual Meeting Quality Control	7.13	SBS	At the close of the final business day before the Annual Meeting	6/21/2019
44	Post-Tabulation, Pre-Announcement Quality Control	8.8	SBS	On the date of Annual Meeting after the results are tabulated	6/22/2019
45	Announcement and Certification of Election Results	8.9	SBS	On the date of Annual Meeting after the results are tabulated	6/22/2019

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46	Post-Election Director Acknowledgments	8.10	BOD	On the date of Annual Meeting after the meeting has concluded	6/22/2019
47	Final Election Results: District-by-District Results	9.1	SBS	Within five business days of the Annual Meeting	6/28/2019
48	Post-Election Analysis	9.2	GC/GPM	Within two months after the Annual Meeting	8/19/2019
<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 due to aligning dates of the Board of Directors Meetings</i>					

LEGEND:			
Board of Directors	BOD	Outside Special Counsel (Elections Counsel)	OGC
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