

## 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            |
| <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 for Board of Directors' Meeting dates.</i></p> |  |                                 |                              |   |                      |

#### 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  |  |           |