

## Posting Timelines

### Stakeholder Process Forum - Issue Background:

#### Original Driver / Issue to Address:

- a lack of clear posting timelines for PJM stakeholder meetings,
- inconsistent application of existing timelines,
- meeting inefficiency due to wasting time on process and not substance of proposals, and
- sub-optimal Member preparedness and decision making due to lack of timely information.

**Initial Sponsors:** Bob O’Connell / Sharon Midgley

**Subgroup Members:** Carl Johnson, Adrien Ford, John Horstmann, Sharon Midgley, Bruce Campbell, Jim Benchek, Dave (Scarp) Scarpignato, Dave Anders and Michele Greening

#### Seeks to Accomplish:

- Established timelines to get an item added to an agenda and for materials to be posted to allow PJM sufficient time to review and post materials to [pjm.com](http://pjm.com)
- Enhance meeting efficiency and improve stakeholder meetings by raising the level of discussion as a result of improved preparedness
- Provide a remedy to allow a provisional pathway to add items “late” if needed

### Existing Manual 34 References:

*\*Note language captured in this portion of the document is as written in Manual 34, Section 2 and Section 11.2. It is assumed that references to Senior Committee and Senior Standing Committee are both representative of Senior Standing Committees.*

#### Section 2: Definitions

##### Complete and Timely Notice:

- In the case of a **Senior Committee** – Notice of an agenda item is complete when the materials posted on PJM’s website contain a summary description of the proposed main motion and a description of the action requested of the Members, with links to the full text of any material to be voted on and all necessary supporting materials; and for each Alternative Motion submitted with respect to an action item, the full amended text of the paragraphs to be amended or substituted with all necessary supporting materials. Notice of an agenda item is timely when complete notice is **Published at least seven calendar days before the meeting**; provided, the Chair of the Committee may authorize a shorter notice period in accordance with section 8.3.1 of the OA; provided further, **notice of an Alternative Motion for consideration by a Senior Standing Committee is timely if Published three calendar days before the meeting.**
- In the case of **any other Committee** – Notice of an agenda item is complete when it contains a summary description of the action requested at the meeting. Notice of an agenda item is **timely when complete notice is published at least three business days before the meeting.**
- Each such notice shall indicate the time when the notice is placed on PJM’s website. If PJM received all necessary materials sufficiently in advance of the appropriate deadline to have permitted Complete and

Timely Notice in normal circumstances, the Secretary may declare Published an agenda item whose publication was delayed beyond the deadline due to unusual circumstances.

## Section 11.2: Agendas

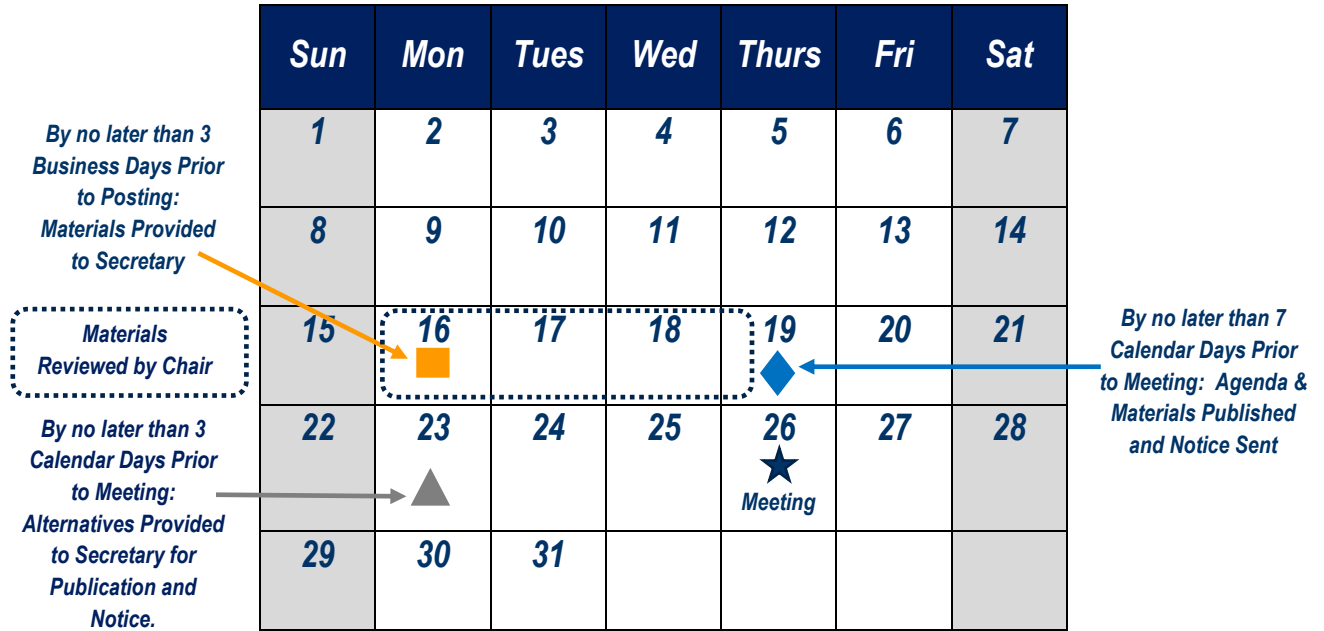
All materials requested to be posted shall be provided to the secretary of the appropriate group at least three business days prior to the required posting date for the meeting to enable review to ensure that all appropriate requirements of this Manual have been met. Materials received after this time may be accepted for posting and inclusion on the agenda at the Chair's discretion. Materials shall meet the requirements of the preceding paragraph, be thorough but concise and provide sufficient information for the group to take action. To enable presentation via Web Ex, it is requested that documents be provided in their native format, rather than in pdf format.

## Summary of Existing M34 Language:

- Senior Standing Committees are treated differently than all other stakeholder committees and groups. Materials are published 7 calendar days prior to the meeting with alternatives published 3 calendar days before the meeting.
- The Senior Standing Committees use a mix of calendar days and business days. Materials must be provided to the secretary 3 business days prior to the required posting date, though posting dates are based on calendar days.
- Other stakeholder groups, such as task forces, subcommittees and forums, have materials published 3 business days prior to the meeting.
- There is no separate timeline requirement for requesting an agenda item, but the agenda is bound by the posting timeline requirements.
- A specific time requirement is included for alternatives at Senior Standing Committees only. There is no specific time requirement for alternatives at other (non-senior) stakeholder committees and groups.
- The Secretary may declare Published an agenda item whose publication was delayed beyond the deadline due to unusual circumstances (undefined).
- Materials received after three business days prior to the required posting date for the meeting may be accepted for posting and inclusion on the agenda at the Chair's discretion (undefined).

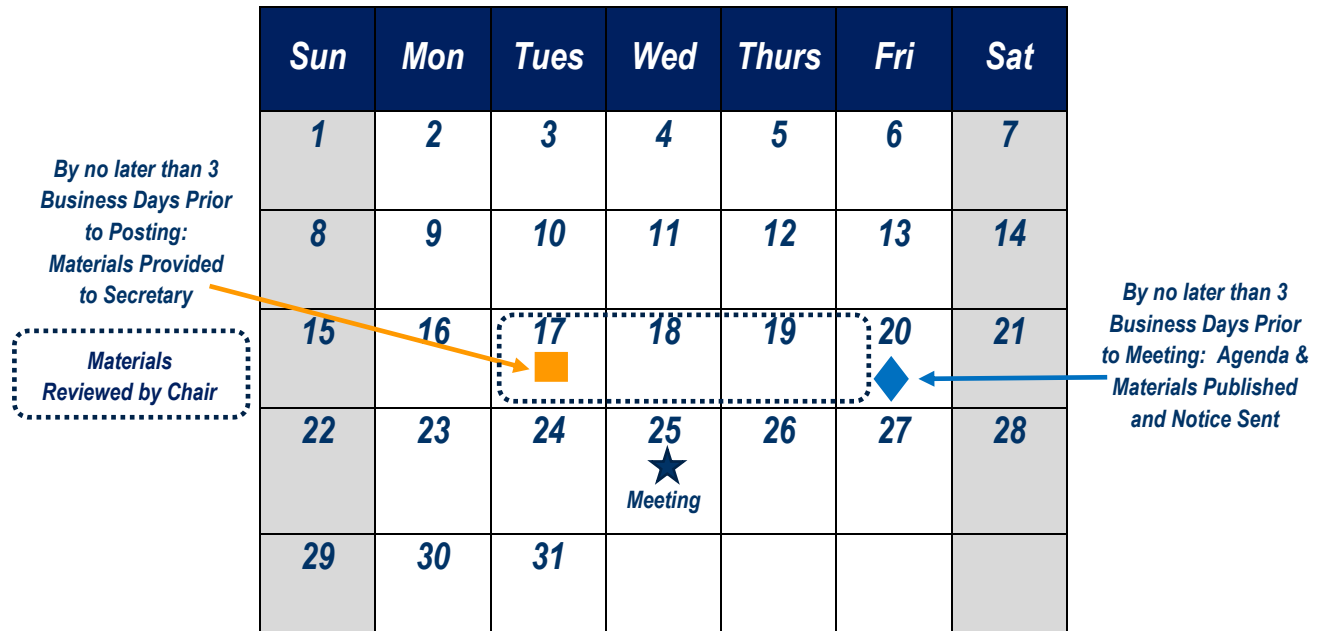
## Exhibit 1 – Senior Standing Committees (MRC & MC)

\*Note: For the trial period, we will continue the practice of honoring the seven calendar days prior publication and notice for Standing Committees, though three business days prior will also be accepted as timely per this timeline.



## Exhibit 2 – Any Other Committee (Standing, Task Force, Subcommittee, etc.)

\*Note: For the trial period, we will continue the practice of honoring the seven calendar days prior publication and notice for Standing Committees, though three business days prior will also be accepted as timely per this timeline.



### Chair’s Discretion:

#### Existing Manual 34 Section 11.2: Agendas

All materials requested to be posted shall be provided to the secretary of the appropriate group at least three business days prior to the required posting date for the meeting to enable review to ensure that all appropriate requirements of this Manual have been met. **Materials received after this time may be accepted for posting and inclusion on the agenda at the Chair’s discretion.**

#### Proposed Criteria for Chair’s Discretion

- The Chair will generally accept non-actionable items, such as informational reports, provided some time is available for formatting and agenda conformity review.
- Actionable items, including first reads and endorsements, received after the posting deadline will be permitted if a timing sensitivity requires stakeholder attention prior to the next scheduled meeting. Such justification must be included for discussion with the meeting materials. Some time must also be available for formatting and agenda conformity review by the Chair.
- In the event of unusual circumstances, such as technological outages on PJM’s network or web environment, the late posting of materials will be permitted.

## Trial Period:

- For a period of 3-6 months, PJM will focus on how existing Manual 34 provisions captured in Sections 2 and 11.2 related to Posting Timelines are being implemented. *\*Note: For the trial period, we will continue the practice of honoring seven calendar days prior to the meeting for Standing Committee publication and notice, though three business days prior will also be accepted as timely per the existing Manual 34 language.*
- Exceptions to the posting timelines may be permitted by the Chair in accordance with the criteria documented within the above section titled Proposed Criteria for Chair's Discretion.
- PJM will collect data during the trial period to conduct lessons learned, evaluate to see if there is a need for changes and if so, identify opportunities for further enhancements.
- The trial period will start effective with the May stakeholder meetings provided adequate time is available to provide education and implement the communication plan that follows.

## Communication Plan:

### PJM Internal:

- Facilitator & Secretary Clinic Presentation and Discussion – April
- Facilitator & Secretary Email Notice and Quick Reference Guide – April
- Facilitator & Secretary Weekly Reminders – Beginning with May Meetings

### Stakeholders External:

- Stakeholder Process Forum Presentation and Discussion – March & April
- Standing Committee Admin Announcement and Informational Report – April
- MC Webinar Informational Report – April
- Stakeholder Email Notice and Quick Reference Guide – April
- Additional Columns for Materials and Posting on Agenda Template Under Future Meetings – Beginning with May Meetings