

# Posting Timeline Trial

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Knowledge Management Center

Planning Committee  
April 6, 2021

Action Required	Deadline	Who May Be Affected
<p>Provide all meeting materials timely to the secretary for review and posting</p>	<p><b>3 days prior to posting deadline</b></p>	<p>All seeking to have materials posted for a stakeholder meeting</p>
<p>Chair/Facilitator review materials received and notify sender of any potential concerns</p>	<p><b>Up to posting deadline</b></p>	<p>Chair/Facilitator and individuals providing materials to be posted for a stakeholder meeting</p>
<p>Secretary post materials and send notice to stakeholders</p>	<p><b>Posting Day</b></p>	<p>Secretaries and individuals seeking to review posted materials</p>



## Stakeholder Process Forum – Stakeholder Subgroup:

- Established timelines for agenda items and for materials to be provided to allow PJM sufficient time to review, post and send notice
- Enhance meeting efficiency and improve stakeholder meetings by raising the level of discussion as a result of improved preparedness

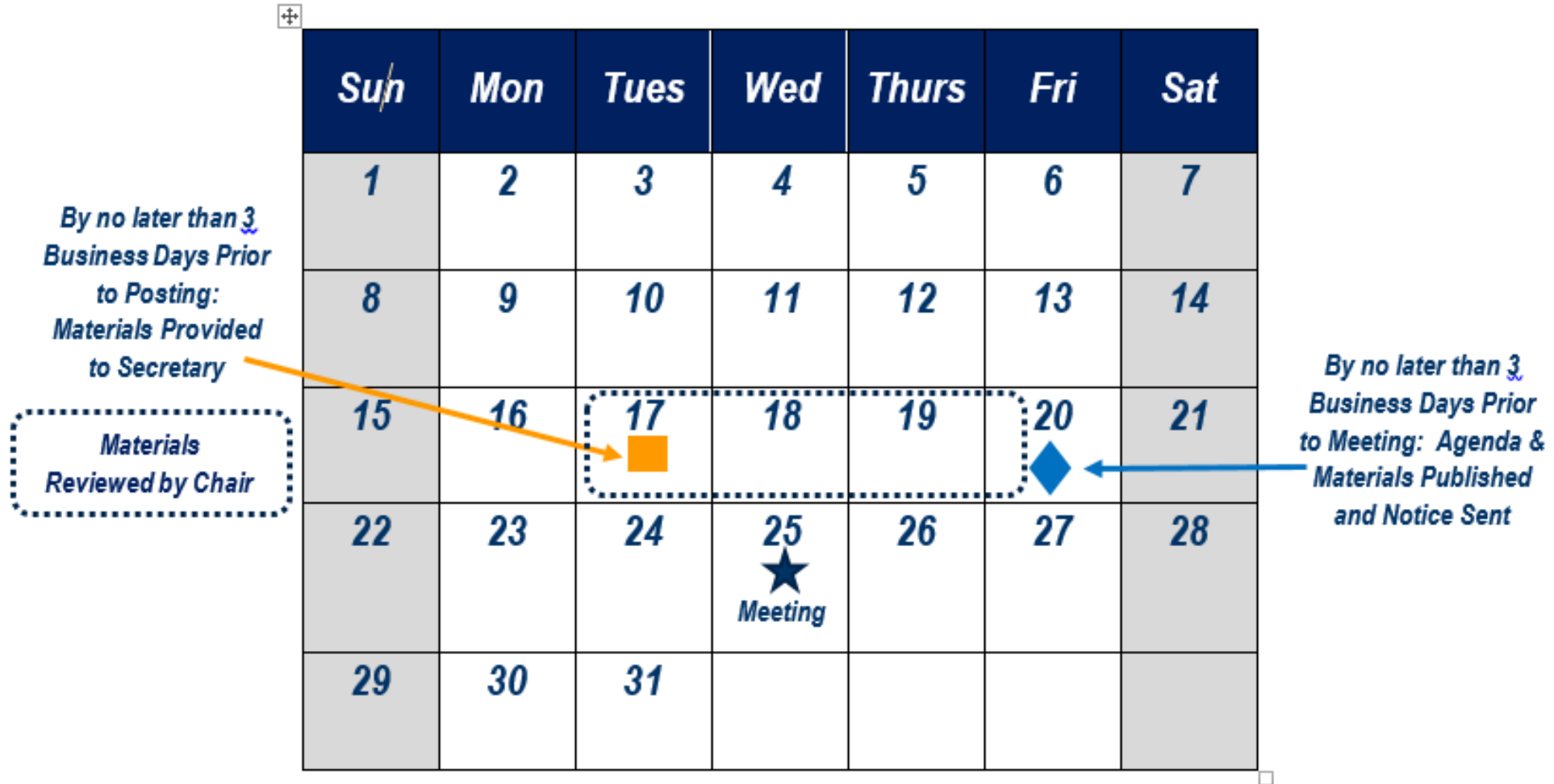
- For a period of 3-6 months, PJM will focus on how existing Manual 34 provisions captured in Sections 2 and 11.2 related to Posting Timelines are being implemented.
- PJM will collect data during the trial period to conduct lessons learned, evaluate to see if there is a need for changes and if so, identify 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.

- Senior Standing and Standing Committees (MC, MRC, PC, MIC, OC, and RMC): Materials are published 7 calendar days prior to the meeting with alternatives published 3 calendar days before the meeting.
- Other Stakeholder Groups (Task Forces, Subcommittees, etc.): Materials are published 3 calendar days prior to the meeting. There is no specific time requirement for posting alternatives at other stakeholder groups.
- Materials must be provided to the secretary 3 business days prior to the required publish date.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
<p><i>By no later than 3 Business Days Prior to Posting: Materials Provided to Secretary</i></p> <p><i>Materials Reviewed by Chair</i></p> <p><i>By no later than 3 Calendar Days Prior to Meeting: Alternatives Provided to Secretary for Publication and Notice.</i></p>	15	16 ■	17	18	19 ◆	20	21
	22	23 ▲	24	25	26 ★ Meeting	27	28
	29	30	31				

*By no later than 7 Calendar Days Prior to Meeting: Agenda & Materials Published and Notice Sent*

**Note:** For the trial period, we will continue the practice of honoring seven calendar days prior to the meeting for Standing Committees, though three business days prior will also be accepted as timely per the existing language.



## Communication Plan:

- Standing Committees: April 6-8
- Stakeholder Process Forum: April 19
- MC Webinar: April 19
- Senior Standing Committees: April 21
- Email Notice: April 23

Trial Period Implementation: May - October



Presenter:  
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## Posting Timeline Trial



### Member Hotline

(610) 666 – 8980

(866) 400 – 8980

[custsvc@pjm.com](mailto:custsvc@pjm.com)

# Appendix – Existing Manual 34 Provisions

## 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**.

**Note:** *This language is captured as written in Manual 34, Section 2. It is assumed that references to Senior Committee and Senior Standing Committee are both representative of Senior Standing Committees.*

## Complete and Timely Notice (Continued):

- 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**.

**Note:** *For the trial period, we will continue the practice of honoring seven calendar days prior to the meeting for Standing Committees, though three business days prior will also be accepted as timely per the existing language.*

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.

# Appendix – Proposed Criteria for Chair’s Discretion

Exceptions to the posting timelines may be permitted by the Chair in accordance with the following criteria:

- 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.