

Section 2: Definitions

Complete and Timely Notice:

- In the case of a Standing or Senior Standing 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 in accordance with Section 11.2 Agendas and Meeting Materials; 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 Standing or Senior Standing Committee is timely if Published in accordance with Section 11.2.2, Posting Materials for Alternatives.
- In the case of any other Committee task force, subcommittee, or group – 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 in accordance with Section 11.2 Agendas and Meeting Materials.
- 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.

4.1 Members and other participants

It is the responsibility of each participant in the stakeholder process to represent its interests in cooperation with all other stakeholders to ensure the reliability of the PJM system and implementation of efficient, fair and transparent markets. Specific responsibilities of the Members include:

- Articulating their interests, concerns, and ideas and their basis of support for a particular approach or proposal;
- Raising objections and concerns, and the responsibility to provide an alternative if they are not able to agree with a proposal or option;
- Alerting the stakeholder meeting facilitator to specific sensitive concerns related to the process or subject matter;
- Providing all materials in a timely manner for website posting and notification as documented in Section 11.2.2 Meeting Materials; and

- Adhering to the group’s Charter and work plan, and seeking to complete it in a timely and efficient manner including any regulatory or other deadlines.

10.4 Posting Process Timelines

Any proposed revisions to the governing documents shall meet the following timeline relative to a final vote on the proposed revisions at a Markets and Reliability or Members Committee meeting. In addition, PJM shall provide a draft of proposed governing document revisions in a timely fashion for review at the Markets and Reliability or Members Committee meeting where the proposed revisions are introduced.

- By no later than 4:00 p.m. EPT ~~7~~ Calendar 5 Business Days before the Markets and Reliability or Members Committee meeting at which voting will be accomplished – PJM shall post the final proposed governing document revisions and send notice to the applicable stakeholder group list(s);
- 3 Business Days prior to the posting date – All comments on the draft revisions are due from stakeholders to PJM (PJM has 3 Business Days to incorporate comments);
- 5 Business Days prior to when comments are due (8 Business Days prior to the Posting Date) – PJM shall post the draft governing document revisions to allow stakeholders 5 business days to comment.

In the event language that was posted in accordance with Manual 34, Section 10.4 is substantively modified at the time the MC is voting on such language or thereafter, PJM shall post such language, to the extent practicable, at least 3 business days prior to the intended filing of such language for stakeholder review and input. Such review and input is not intended to initiate a new vote on the language or to change the substance of it. When this provision is triggered, PJM shall provide a dedicated email to receive such feedback.

The following chart demonstrates this timeline.



11.2 Agendas and Meeting Materials

11.2.1 Agendas

The agenda is determined by the Chair of each Stakeholder Group with assistance from the Secretary. The Secretary of each stakeholder group shall Publish meeting agendas (including any matter tabled at the Stakeholder Group’s previous meeting) prior to its meeting, along with any amendments to main motions received from the Members for discussion.

Requesting an item be added to an agenda (introduction of a new issue)

—Any stakeholder may request that a new issue be considered in the stakeholder process. In such a case, the stakeholder shall review the request with the Secretary of the Members Committee for determination as to which Standing Committee the stakeholder shall present the issue. The stakeholder shall then review the issue with the Chair and Secretary of the appropriate Standing Committee, ~~and~~ and the Chair and Secretary shall add the issue to the agenda of the next appropriate meeting of the Standing Committee.

To be noticed on the posted meeting agenda, the following two conditions must be met:

1. The request for an agenda item must be received in accordance with following timeline relative to the scheduled meeting date.
 - By no later than 12:00 p.m. EPT 9 Business Days before a Standing or Senior Standing Committee meeting, the request for an agenda item must be transmitted to the Chair and Secretary of the appropriate committee as included on the committee’s page on PJM.com.
 - By no later than 12:00 p.m. EPT 8 Business Days before a Senior Task Force, Task Force, Subcommittee, or other stakeholder group meeting, corresponding meeting materials must be transmitted to the Chair and

Secretary of the appropriate stakeholder group as included on the group's page on PJM.com.

The following chart demonstrates this timeline.

Standing or Senior Standing Committees

	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.
BUSINESS	10	9		8	7	6	5	4		3	2	1	Meeting
CALENDAR	14	13	12/11	10	9	8	7	6	5/4	3	2	1	Meeting
No. of days before meeting	Request Agenda Items prior to Noon			Transmit Materials prior 5 p.m.			Initial Posting & Comm. prior to 4 p.m.			Transmit / Post Alternative (no stated remedy)			8 a.m. (no stated remedy)

Senior Task Forces, Task Forces, and Subcommittees

	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.
BUSINESS	10	9		8	7	6	5	4		3	2	1	Meeting
CALENDAR	14	13	12/11	10	9	8	7	6	5/4	3	2	1	Meeting
No. of days before meeting	Request Agenda Items prior to Noon			Transmit Materials prior 5 p.m.			Initial Posting & Comm. prior to 4 p.m.			Transmit / Post Alternative (no stated remedy)			8 a.m. (no stated remedy)

2. Corresponding materials supporting the agenda item must be received timely by the Chair and Secretary of the stakeholder group in accordance with Manual 34, Section 11.2.2.

For items seeking a first read or vote during the meeting, both conditions must be met. If either the request to add an agenda item or the material(s) for an agenda item are received after their stated timelines, the item will be listed as provisional. At the start of the meeting, the committee or senior task force will vote whether to accept provisional items and amend the agenda for their inclusion. Such vote may be taken by acclamation where possible. The thresholds are as follows:

- Provisional items received in advance of the meeting will require simple majority support for inclusion.
- Provisional items received after the start of the meeting will be required to meet a two-thirds threshold.

Provisional implications will not apply to task forces, subcommittees, or other groups who are not seeking to take a vote during the meeting.

The stakeholder shall be allotted no more than 15 minutes for the presentation of the issue at the meeting, and the presentation shall include the following information (at a minimum):

- The problem statement - a concise statement of the issue (whether a problem or an opportunity) being presented;
- The objective of the stakeholder's presentation;
- The timeliness of the issue (i.e. the timeframe in which the issue should be addressed);
- The estimated magnitude and potential impacts of the problem; and
- The stakeholder's initial presentation shall not include a proposed solution to the problem presented. The Chair may allow discussion of potential solutions at the initial presentation if in his opinion the problem presented is sufficiently simple.

11.2.2 Meeting Materials

All materials requested to be posted shall be provided to the Chair and Secretary of the appropriate group ~~at least three business days prior to~~ as referenced on the group's page on PJM.com and in accordance with the required posting timeline as documented in this section ~~date for the meeting~~ to enable review ~~to~~ and 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 for items seeking a first read or vote during the meeting may be subject to provisional status in accordance with language included in Sections 11.2.1 Agendas and 11.2.2 Meeting Materials. 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.

Posting meeting materials in a timely fashion provides an opportunity for stakeholder review prior to the scheduled meeting date and aims at enabling informed and robust stakeholder participation through such review. Materials shall be posted in accordance with the following timeline relative to the scheduled meeting date.

Initial Posting of Meeting Materials

Standing or Senior Standing Committee Meetings:

- By no later than 5:00 p.m. EPT 8 Business Days before a Standing or Senior Standing Committee meeting, stakeholders shall transmit any corresponding meeting materials to the Chair and Secretary of the appropriate committee as included on the committee's page on PJM.com.
- By no later than 4:00 p.m. EPT 5 Business Days before a Standing or Senior Standing Committee meeting, PJM shall post corresponding materials for items

noticed on the meeting agenda and send notice to the applicable stakeholder group list(s).

Other Stakeholder Group Meetings:

- By no later than 5:00 p.m. EPT 7 Business Days before a Senior Task Force, Task Force, Subcommittee, or other stakeholder group meeting, stakeholders shall transmit corresponding meeting materials to the Chair and Secretary of the appropriate stakeholder group as included on the committee’s page on PJM.com.
- By no later than 4:00 p.m. EPT 4 Business Days before a Senior Task Force, Task Force, Subcommittee, or other stakeholder group, PJM shall post corresponding materials for items noticed on the meeting agenda and send notice to the applicable stakeholder group list(s).

The following chart demonstrates the initial posting timeline:

Standing or Senior Standing Committees

	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.
BUSINESS	10	9		8	7	6	5	4		3	2	1	Meeting
CALENDAR	14	13	12/11	10	9	8	7	6	5/4	3	2	1	Meeting
No. of days before meeting	Request Agenda Items prior to Noon			Transmit Materials prior 5 p.m.			Initial Posting & Comm. prior to 4 p.m.			Transmit / Post Alternative (no stated remedy)			8 a.m. (no stated remedy)

Senior Task Forces, Task Forces, and Subcommittees

	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.
BUSINESS	10	9		8	7	6	5	4		3	2	1	Meeting
CALENDAR	14	13	12/11	10	9	8	7	6	5/4	3	2	1	Meeting
No. of days before meeting	Request Agenda Items prior to Noon				Transmit Materials prior 5 p.m.			Initial Posting & Comm. prior to 4 p.m.			Transmit / Post Alternative (no stated remedy)		8 a.m. (no stated remedy)

For items seeking a first read or vote during the meeting, the following two conditions must be met:

1. The request for an agenda item must be received by the Chair and Secretary of the stakeholder group on a timely basis in accordance with Manual 34, Section 11.2.1, and
2. Corresponding materials supporting the agenda item must be received by the Chair and Secretary of the stakeholder group on a timely basis in accordance with this section 11.2.2.

If either the request to add an agenda item or the material(s) for an agenda item are received after their stated timelines, the item will be listed as provisional.

At the start of the meeting, the committee or senior task force will vote whether to accept provisional items and amend the agenda for their inclusion. Such vote may be taken by acclamation where possible. The thresholds are as follows:

- Provisional items received in advance of the meeting will require simple majority support for inclusion.
- Provisional items received after the start of the meeting will be required to meet a two-thirds threshold.

Provisional implications will not apply to task forces, subcommittees, or other groups who are not seeking to take a vote during the meeting.

Posting Materials for Alternatives

- By the 3rd Business Day prior to a Standing or Senior Standing Committee meeting, stakeholders shall transmit alternatives to the Chair and Secretary of the appropriate committee as included on the committee’s page on PJM.com.
- By the 2nd Business Day prior to a Senior Task Force, Task Force, Subcommittee, or other stakeholder group meeting, stakeholders shall transmit alternatives to the Chair and Secretary of the appropriate stakeholder group as included on the committee’s page on PJM.com.
- PJM shall post corresponding materials for items noticed on the meeting agenda and send notice to the applicable stakeholder group list(s).

The following chart demonstrates the posting timeline for alternatives:

Standing or Senior Standing Committees

	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.
BUSINESS	10	9		8	7	6	5	4		3	2	1	Meeting
CALENDAR	14	13	12/11	10	9	8	7	6	5/4	3	2	1	Meeting
No. of days before meeting	Request Agenda Items prior to Noon			Transmit Materials prior 5 p.m.			Initial Posting & Comm. prior to 4 p.m.			Transmit / Post Alternative (no stated remedy)			8 a.m. (no stated remedy)

Senior Task Forces, Task Forces, and Subcommittees

	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.
BUSINESS	10	9		8	7	6	5	4		3	2	1	Meeting
CALENDAR	14	13	12/11	10	9	8	7	6	5/4	3	2	1	Meeting
No. of days before meeting	Request Agenda Items prior to Noon			Transmit Materials prior 5 p.m.			Initial Posting & Comm. prior to 4 p.m.			Transmit / Post Alternative (no stated remedy)			8 a.m. (no stated remedy)

Transmitting materials for alternatives after the posting timelines will have no stated remedy; however they are subject to the inherent consequences of providing materials later in the process.

The following chart provides a comprehensive view of the full timeline for agenda items and materials:

Standing or Senior Standing Committees

	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.
BUSINESS	10	9		8	7	6	5	4		3	2	1	Meeting
CALENDAR	14	13	12/11	10	9	8	7	6	5/4	3	2	1	Meeting
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Senior Task Forces, Task Forces, and Subcommittees

	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat./Sun.	Mon.	Tues.	Wed.	Thurs.
BUSINESS	10	9		8	7	6	5	4		3	2	1	Meeting
CALENDAR	14	13	12/11	10	9	8	7	6	5/4	3	2	1	Meeting
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