

Posting Timelines

Manual 34 Revisions:

Section 2: Definitions

Complete and Timely Notice:

- In the case of a 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 and a corresponding notice is sent to the Committee** at least seven calendar days before the meeting **by 5:00 p.m. EPT**; 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 and a corresponding notice is sent to the Committee** three calendar days before the meeting **by 5:00 p.m. EPT**. (This does not prevent Alternative Motions from being offered with less than three days prior to the meeting or during the course of the meeting.)
- In the case of a **Standing 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 and a corresponding notice is sent** at least seven business days before the meeting **by 5:00 p.m. EPT**.
- In the case of any other **Committee or Stakeholder 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 and the corresponding notice is sent to the Committee or Stakeholder Group** at least three business days before the meeting **by 5:00 p.m. EPT**.
- 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 **by 5:00 p.m. EPT** 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.

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
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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 posting delays due to any force majeure event, such as unplanned technological outages on PJM's network or web environment, the late posting of materials will be permitted.