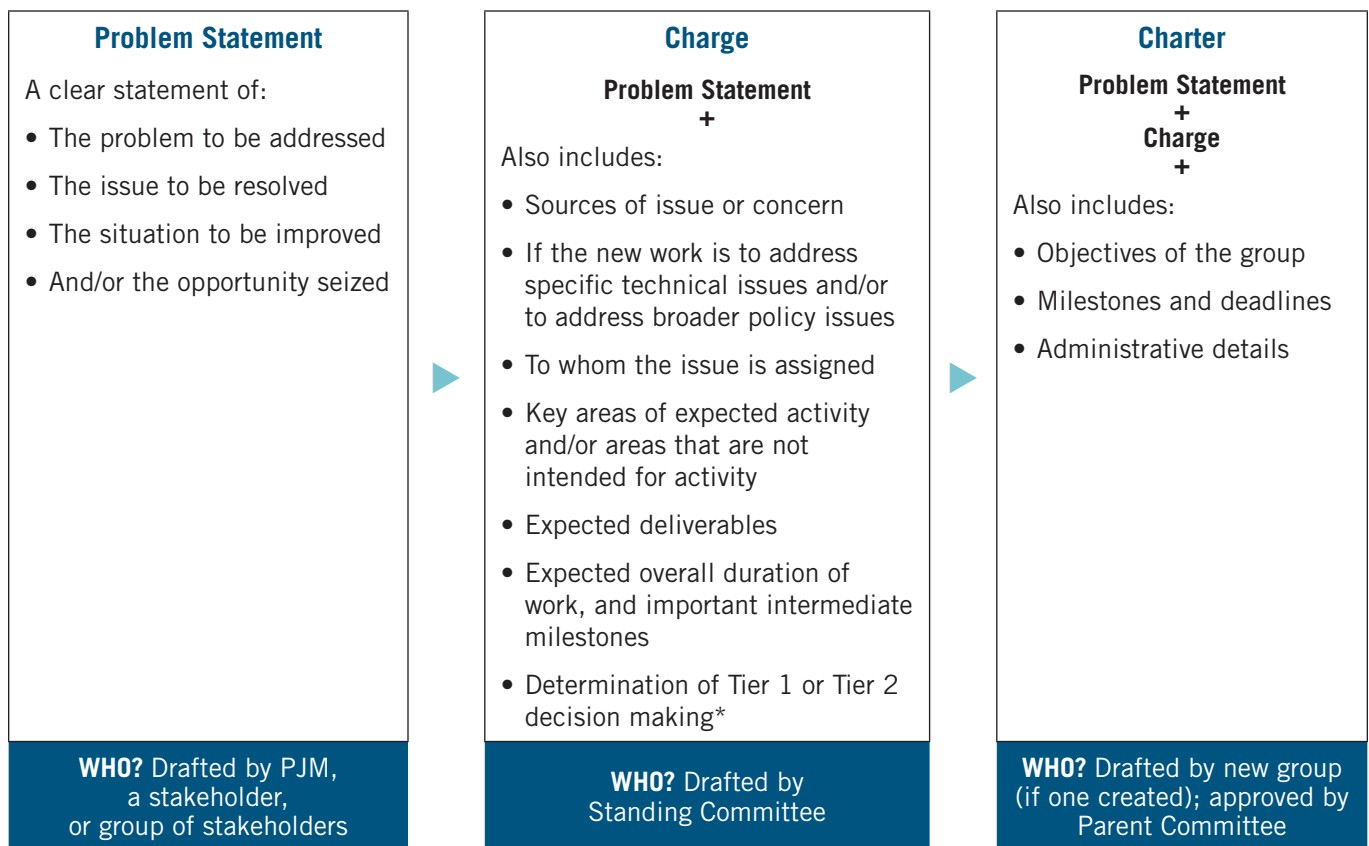# At a Glance: The PJM Stakeholder Process
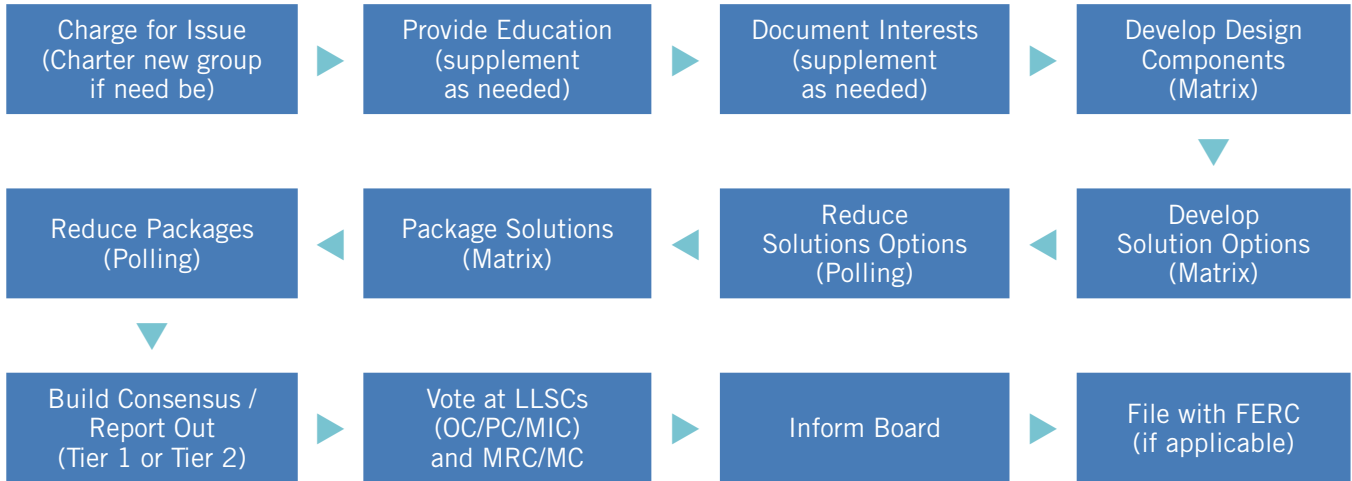
Starting a New Issue

1. A PJM stakeholder finds a problem or opportunity they want to see addressed in the PJM stakeholder process.

2. There are three documents required to start a new issue: the problem/opportunity statement, issue charge and charter.

Problem Statement	Charge	Charter
A clear statement of: • The problem to be addressed • The issue to be resolved • The situation to be improved • And/or the opportunity seized	**Problem Statement** **+** Also includes: • Sources of issue or concern • If the new work is to address specific technical issues and/or to address broader policy issues • To whom the issue is assigned • Key areas of expected activity and/or areas that are not intended for activity • Expected deliverables • Expected overall duration of work, and important intermediate milestones • Determination of Tier 1 or Tier 2 decision making*	**Problem Statement** **+** **Charge** **+** Also includes: • Objectives of the group • Milestones and deadlines • Administrative details
WHO? Drafted by PJM, a stakeholder, or group of stakeholders	**WHO?** Drafted by Standing Committee	**WHO?** Drafted by new group (if one created); approved by Parent Committee

3. Draft a problem statement and issue charge using the templates found on www.pjm.com > Committees and Groups > Stakeholder Process Templates; contact PJM representatives for assistance.

4. Contact a PJM representative to request that the problem statement be added to the next agenda of the appropriate stakeholder group.

5. Prepare to present your problem statement at the assigned meeting.

6. Respond to any education requests, questions, etc., in support of your problem statement.

7. Prepare for a vote of your problem statement and issue charge at the following month's meeting.

8. PJM will coordinate your (approved) problem statement by starting work with the appropriate stakeholder group, including assigning a facilitator, secretary and subject matter expert(s).

Starting a New Issue (continued)

- The PJM stakeholder process uses the Consensus Based Issue Resolution Process to develop solutions with collaborative input from all stakeholders. CBIR is based on the concept that better solutions come from the minds of many.

» CBIR Process Flow Chart:

Charge for Issue (Charter new group if need be)	▶	Provide Education (supplement as needed)	▶	Document Interests (supplement as needed)	▶	Develop Design Components (Matrix)

Reduce Packages (Polling)	◀	Package Solutions (Matrix)	◀	Reduce Solutions Options (Polling)	◀	Develop Solution Options (Matrix)

Build Consensus / Report Out (Tier 1 or Tier 2)	▶	Vote at LLSCs (OC/PC/MIC) and MRC/MC	▶	Inform Board	▶	File with FERC (if applicable)

Decision Making

- Each voting company is allowed one primary and three alternate representatives per committee.
- PJM members and affiliates have certain voting rights and privileges based upon their membership status.
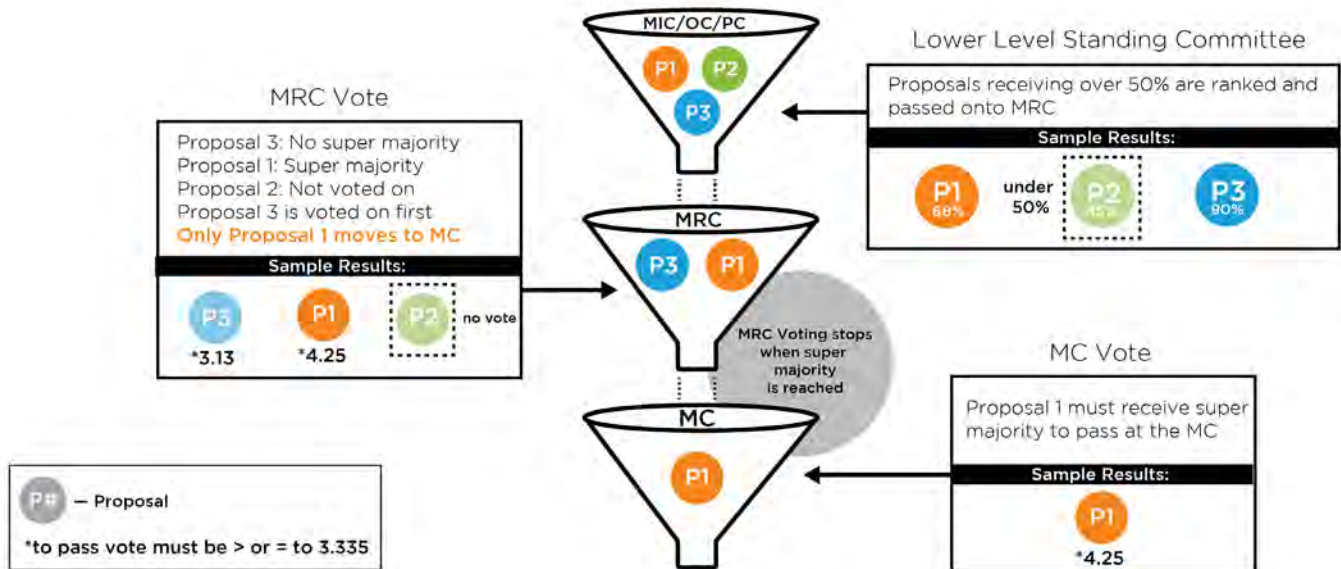
Decision Making (continued)

	Stakeholder Group	Who Can Vote*	Decision-making Methodology	Threshold for Endorsement (passing)	Sector Weighted Voting?	What moves up to Parent Committee?
Voting	Senior Standing Committee (MC only)	Voting Members in good standing, ex officio Voting Members	Vote on Main Motion first. If that does not pass, then vote as detailed in Motion Voting Order.	Exceed 2/3**	Yes	
	Senior Standing Committee (MRC only)	Voting Members in good standing, Ex officio Voting Members	Vote on Main Motion first. If that does not pass, then vote as detailed in Motion Voting Order.	Exceed 2/3**	Yes	First Motion voted on that receives MRC endorsements is forwarded to the MC as the Main Motion.
	Senior Task Force	Voting Members and Affiliates, Ex officio Voting Members	Strive for consensus. If no consensus, then vote on multiple options	Simple Majority	No	All proposals that receive a simple majority are forwarded on to the MRC with the proposal with the highest majority presented as the Main Motion. Other proposals that receive a simple majority are considered Alternative Motions ranked in the order of votes received.
	Lower Level Standing Committee (MIC/PC/OC)					
Non-Voting	Sub-Committee	N/A	Strive for consensus. (Tier 1). If no consensus, produce multiple proposals (Tier 2).	Tier 1: All members can live with proposal. Tier 2: At least 3 supporting Voting Members from 2 sectors.	No	If a consensus proposal cannot be forwarded on to Parent Committee, multiple proposals are narrowed down and proposals meeting the threshold are forwarded to Parent Committee.
	Task Force (except Senior Task Force)					

** For a limited number of issues such as Charter approvals the threshold is 1/2.
*Associate and emergency load program members may not vote at any level

» Voting at the Members Committee, Markets and Reliability Committee and Market Implementation Committee is accomplished using the PJM Voting Application which you can access by using your PJM.com account credentials to log in to your account in the Voting application.

» Voting and polling at the senior task forces and other committees is done in the room during meetings, or via the online survey tool.