

## PJM Stakeholder Process: New Member Quick Guide

Welcome to PJM's stakeholder process! [PJM's stakeholder process structure](#) is comprised of a hierarchy of committees, subcommittees, task forces and other stakeholder groups that are used in the stakeholder process to examine stakeholder issues and consider potential changes. We hope you're ready to get involved in moving the energy industry forward.

### PJM User Account Registration

Signing in to [pjm.com](#) allows you to register for meetings, subscribe to email lists and request any necessary tool access. If you have a PJM Tools account, you can already use that account to sign in to [pjm.com](#). If you do not have an account, you can [register for an account](#). Please reference the [New User Registration Workflows Quick Guide](#) for detailed instructions on PJM user account registration.



### Recommended Resources

[Manual 34](#) focuses on the purpose and procedures of the PJM stakeholder process, including the roles and responsibilities, issue identification and consideration, and stakeholder group protocols.



Each stakeholder group has its own webpage out on PJM.com under [Committees & Groups](#), where you can find the stakeholder group's Charter and/or Issue Charge. The Charter outlines the stakeholder group's mission, responsibilities and scope of work. For some stakeholder groups, such as task forces, the Issue Charge serves as its Charter. This information can help determine where to engage based on your company's business needs.

Stakeholder process resources, including Quick Guides and Micro-Learning Videos, are also available out on PJM.com under [Committees & Groups](#). Other documents, including governing documents, manuals and maps, can be found on the [Library](#) section of the PJM website

### Recommended Training

#### PJM Stakeholder Process Training

This training provides an overview and general understanding of PJM's stakeholder process. The governance portion covers key governing documents, member sectors, voting, Sections 205 and 206 filing rights, and other foundational elements. The Consensus Based Issue Resolution (CBIR) portion focuses on processes used to facilitate structured problem-solving in the PJM stakeholder process. This training offers a chance for participants to practice using the process in an interactive simulation and includes helpful tools for engaging in PJM's stakeholder process.

Register for PJM's Stakeholder Process Training in [PJM's Meeting Center](#).

## PJM Stakeholder Meeting Registration and Attendance

To register for PJM stakeholder meetings, stakeholders must first login to their PJM user account and then access [PJM's Meeting Center](#). Stakeholder meetings open for registration will include a checkbox. Once you have made your selections, click the register button and you will receive calendar invitations confirming registration details.



Some stakeholder groups may have more restricted attendance policies. To register for a secured PJM stakeholder meeting please visit the specific stakeholder group's webpage on PJM.com under [Committees & Groups](#) for additional details, including attendance requirements.

It is important to always keep meeting registration details up to date so that PJM has accurate numbers for attendance and related logistical needs.

Stakeholder meetings are integral to developing and refining PJM's rules, policies and processes, and provide stakeholders with the opportunity to work collaboratively to develop solutions to complex issues. Please see section 4.5 of Manual 34 for information regarding PJM's Code of Conduct and media participation guidelines.

Attire at stakeholder meetings is generally business casual. You can find directions and travel information on [pjm.com](http://pjm.com) > [About PJM](#) > [Who We Are](#) > [Visiting PJM](#).

Meeting materials are located under their respective meeting dates on each stakeholder group's webpage out on PJM.com under [Committees & Groups](#).

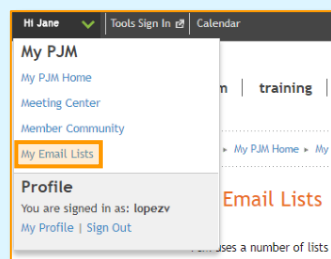
## PJM Annual Meeting of Members

The PJM Annual Meeting is held each May and is open to all PJM Member companies. Invitations including additional details regarding the event are sent via email to each Member company's representatives of the Members Committee. Additional details can also be referenced on the [annual meeting](#) page of PJM.com.

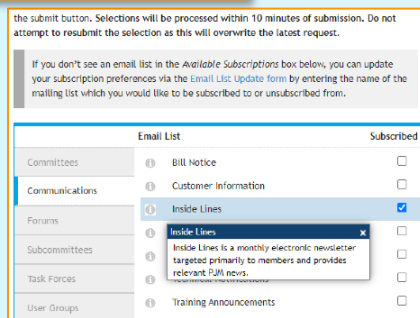
## Subscribing to Email Lists and Newsletters



PJM uses dedicated email lists to send information related to meeting scheduling, meeting materials, votes or polls, and other reminders to stakeholder groups. Email lists are distinct from rosters and there is no limit in number of email list subscriptions per Member company. To subscribe (or unsubscribe) to PJM's public mailing lists, login to your PJM user account, click the drop-down under Hi [Your Name] and choose My Email Lists in the left navigation.



Browse the various subscription topic categories and select the lists to which you would like to be added. Once you have made your selection(s), click the submit button.



In order to be added to a secure stakeholder group email list, stakeholders must either reach out directly to the stakeholder group's facilitation team indicated on each stakeholder group webpage, or submit the [Email List Update Form](#).

## Joining a Roster and Voting

The primary purpose of rosters is to indicate who is eligible to vote on behalf of each PJM Member company for each stakeholder group. For non-voting groups, rosters serve as contact lists to help foster collaboration among stakeholders who are active in each stakeholder group.

All stakeholder groups allow up to four roster representatives, one primary and three alternate, per Member company. To be added to a roster, individuals may work directly with their Member company's assigned [Roster Manager\(s\)](#) or submit a request through the [Roster Update Form](#) for approval by their Roster Manager(s).

Voting Members, Affiliate Members, and Ex Officio Voting Members are eligible to vote in the PJM stakeholder process. To vote using the [PJM Voting Application](#), their representatives must 1) be added to the roster for the committee or stakeholder group that is voting, and 2) have Voting Read/Write access associated with their PJM user account.

Additional information about voting, rosters, and decision-making rules in the PJM stakeholder process can be found on the [Voting](#) page.

## Issue Tracking

Check the [Issue Tracking](#) page to follow the history and current state of active issues in the PJM stakeholder process.

## Feedback

PJM is always open to feedback on ways to improve the stakeholder experience. Consider participating in the [Stakeholder Process Forum](#), a venue for feedback and idea sharing regarding Manual 34 provisions, the stakeholder process implementation and potential enhancements. This forum meets approximately monthly.

Stakeholder meeting facilitation feedback can also be provided via the [Facilitator Feedback Form](#).



## Contact Information

For questions or additional information related to the PJM stakeholder process, please contact the [Stakeholder Affairs Team](#).

For general PJM support related inquiries, please contact Member Relations at: [custsvc@pjm.com](mailto:custsvc@pjm.com) or the Member Hotline: (610) 666 - 8980 | (866) 400 - 8980