

Shareholder Proposal Deadlines					
Action	Relevant Resources	Required Timing	Date	Responsible Party	Complete
Deadline to receive shareholder proposals for inclusion in proxy statement	Rule 14a-8(e)	120 days prior to Mailing Date			
Deadline to receive shareholder proposals outside of proxy statement	Bylaws				
Send notice of procedural defects to the proponent, if needed	Rule 14a-8(f)(1)	Within 14 days of the date the proposal was received			
Deadline for response to notification of procedural defects	Rule 14a-8(f)(1)	Within 14 days of the date the proponent received the notice			
Draft no-action request and/or competing management proposal		After deadline to cure procedural defects has passed			
Deadline to file no-action request with SEC; simultaneously notify proponent of filing	Rule 14a-8(j)	No later than 80 days prior to filing definitive proxy statement			
<b>If SEC does not grant no-action relief:</b>					
Draft statement in opposition to shareholder proposal					
Board meeting - approve statement in opposition, as applicable					
Provide proponent with copy of statement in opposition	Rule 14a-8(m)	No later than 30 calendar days before filing definitive proxy			
Deadline for proponent to submit revised proposal to the Company, if allowed by SEC staff	Division of Corporation Finance Staff Legal Bulletin No. 14 (July 13, 2001) at B.3 and B.12	Within 7 days after the date the proponent receives the staff's response			
If the proponent revises its proposal as required by SEC staff, provide proponent with copy of revised statement in opposition	Rule 14a-8(m)	Within 5 days after receiving the proponent's revised proposal			
Mail definitive proxy to shareholders	Rule 14a-16	No less than 40 days prior to annual meeting, assuming notice and access			