

**Midwest Region
National Model Railroad Association, Inc.**

**Election Committee
Policies & Procedures**

Article I – Authority and Purpose

1. These Policies & Procedures are established pursuant to Article IV, Section 1, Subsection d and Article IX, Section 1 of the Bylaws of the Midwest Region (hereinafter the “Region”). The Region’s Constitution, Bylaws and Policies & Procedures set forth rules regulating the affairs of the Region. Collectively these organizational documents constitute the Executive Handbook.
2. The purpose of these Policies & Procedures is to facilitate implementation of the Election Committee’s responsibilities.

Article II – Ballot Process

1. After the Board of Directors approves candidates for election to the positions of President, Vice President and/or Director-at-Large or approves an amendment to the Constitution, the Election Committee shall prepare a ballot.
2. The ballot shall be forwarded to the Publications Committee Chairman for inclusion in the issue of the *Waybill* that is to be distributed to all resident members of the Region. In addition to the ballot, this issue of the *Waybill* normally will include notice of the Annual Meeting of Members, the Annual Convention and the biographies & photographs of candidates for election as President, Vice President and/or Director-at-Large. This issue of the *Waybill* must be mailed at least sixty (60) days prior to the Annual Meeting of Members and normally will be the Winter issue.
3. If directed by the Board of Directors, a ballot regarding amendment of the Constitution may be prepared and distributed at any time by any means to all resident members.

Article III – *Waybill* Ballot Preparation

1. The names of the candidates for election, whether incumbents or not, shall appear in random order on the ballot. The name of each candidate running for election shall be written on a separate piece of paper and deposited into a container. After a thorough shuffling of the

pieces of paper in the container, the names shall be drawn from the container and placed on the ballot in the order drawn.

2. The ballot shall consist of a single 8-1/2 x 11 page. The front side of the page shall list any amendment to the Constitution and the candidates for election. Space shall be provided for write-in candidates. Space shall also be provided for the voting member's name and NMRA number. The date for return of the ballot to the Election Committee shall be stated. This date must be at least thirty (30) days prior to the Annual Meeting of Members. The back side of the page shall show the address for return of the ballot in a manner that facilitates folding the ballot in thirds for mailing.

Article IV – Ballot Tabulation

1. The Election Committee shall tabulate the ballots promptly after the date for their return.
2. The Election Committee Chairman shall report the results of the election to the Secretary at least twenty (20) days prior to the Annual Meeting of Members.

Article V – Ballot Destruction

1. The Election Committee Chairman shall hold all ballots until the election report is accepted at a meeting of the Board Directors, the results are declared final and the ballots are ordered destroyed.
2. Ballots shall be destroyed by burning or shredding.