

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

**Secretary's
Policies & Procedures**

Article I – Authority and Purpose

1. These Policies & Procedures are established pursuant to 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 Secretary’s responsibilities.

Article II – Format for Reports to the Board of Directors

1. Because the Region’s Board of Directors (hereinafter the Board) only meets semiannually, each Officer, Division Director and Committee or Subcommittee Chairman should prepare a report for each meeting of the Board setting forth his or her activities since the last Board meeting and his or her planned activities for the period prior to the next Board meeting. Reports become part of the minutes of each Board meeting and help the Board and others who read the minutes understand the activities of each Officer, Division Director, Committee or Subcommittee. Directors-at-Large should submit reports from time-to-time as circumstances warrant.
2. Reports that are submitted to the Secretary by electronic mail at least five (5) days prior to a Board meeting will be forwarded to each member of the Board and each Committee or Subcommittee Chairman prior to the Board meeting by the Secretary. If an Officer, Division Director, Committee Chairman or Subcommittee Chairman is unable to submit his or her report before the meeting, he or she should bring 30-40 printed copies of his or her report to the meeting and should submit the report to the Secretary by electronic mail within five (5) days after the meeting.
3. The format for reports to the Board is set forth on page 3 of these Policies & Procedures. If you are viewing these Policies & Procedures from the Secretary’s Page of the Region’s website, you can download a Microsoft Word version of the format by right clicking [here](#).

Article III – Format for Proxy

1. Article VII, Section 9 of the Bylaws provides in part that each member of the Board may appoint a proxy for any meeting of the Board by filing a form prescribed by the Secretary with the Secretary before the meeting begins. Further, the form may be filed with the Secretary by electronic or regular mail or it may be delivered by the proxy.
2. The format for appointing a proxy is set forth on page 4 of these Policies & Procedures. If you are viewing these Policies & Procedures from the Secretary's Page of the Region's website, you can download a Microsoft Word version of the format by right clicking [here](#).

Article IV – Format for Policies & Procedures

1. Article IX, Section 4 of the Bylaws provides in part that the Secretary may establish a common format for Policies & Procedures.
2. The format for Policies & Procedures is set forth on page 5 of these Policies & Procedures. If you are viewing these Policies & Procedures from the Secretary's Page of the Region's website, you can download a Microsoft Word version of the format by right clicking [here](#).

Article V – Format for Petition to Create a New Division

1. Article V, Section 9 of the Bylaws sets forth a procedure whereby resident members of one or more existing Divisions may petition the Board to create a new Division. Among other things, the petition must be signed by ten (10) or more members who reside in the county or counties comprising the proposed Division. In addition to signatures, this part of the petition must include the names, addresses, telephone numbers, electronic mail addresses and NMRA numbers of the petitioners.
2. The format for the petitioner information listed in the preceding section is set forth on page 6 of these Policies & Procedures. If you are viewing these Policies & Procedures from the Secretary's Page of the Region's website, you can download a Microsoft Word version of the format by right clicking [here](#).

Item _____

Minutes, Meeting of Board of Directors, Midwest Region, NMRA, [Insert Date of Meeting]

To: Board of Directors

From: [Insert Your Name]

Date: [Insert Date of Report]

Subject: [Insert Report Name (e.g. President's Report; Audit Committee Report; Calumet Division Director's Report, etc.)]

Activities Since Last Board Meeting

Planned Activities

Proxy

The undersigned, a member of the Board of Directors, Midwest Region, NMRA, hereby appoints
(please print) _____ as proxy to vote in his or her
place at the [Insert Date] meeting of the Board of Directors.

Name (please print) _____

Signature _____

Date _____

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

**[Insert Officer, Committee or Subcommittee Name]
Policies & Procedures**

Article I – Authority and Purpose

1. These Policies & Procedures are established pursuant to [*if applicable, include “Article IV, Section 1, Subsection x 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 [Insert Officer, Committee or Subcommittee Name] responsibilities.

Article II – [Policies & Procedures for 1st Activity or Function]

Article III – [Policies & Procedures for 2nd Activity or Function, Etc.]

Midwest Region, NMRA

Petition to Create a New Division

List of Petitioners (Page _____ of _____ Pages)

Name (<i>Please Print</i>)	Address	Telephone No.	E-Mail Address	NMRA No.	Signature

Your petition must include at least ten (10) names, signatures, etc. You may include additional names, signatures, etc, by attaching additional forms. File this form and the other documentation required by Article V, Section 9, Subsection a of the Midwest Region Bylaws with the Region Secretary.