

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. The Region may optionally provide the membership with a ballot created for and submitted through an internet application (hereinafter e-ballot) for voting in addition to or in lieu of the *Waybill* ballot. Members will be notified of the e-ballot existence and process through the *Waybill*, the Region Website and/or via email.
4. 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 –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 *Waybill* paper 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 Division, 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 and sealing the ballot in thirds for mailing.

3. The e-ballot shall be an electronic version of the ballot content from the candidate side of the *Waybill* "paper" ballot as specified in paragraph 2 above. The e-ballot may be in the form of an email embodiment, attachment, or a link to an electronic "survey form" generated by a secure 3rd party online application. The exact e-ballot form and process is at the discretion of the Election Committee in accordance with this policy's guidelines. The e-ballot may also include instructions for submitting the e-ballot itself. The e-balloting process shall create voting data as well as an electronic copy of each individual submission. The resulting ballots and/or voting data may reside on the Region's website server or a 3rd party provider's server. The voting data shall be retained until the election report is accepted at a meeting of the Board Directors, the results are declared final and the ballots and/or data are ordered destroyed.

Article IV – Ballot Tabulation

1. The Election Committee shall tabulate the ballots promptly after the date for their return.
2. Only the earliest date stamped ballot from a member submitting multiple ballots will be tabulated. A USPS postmark and/or electronic date stamp will determine the submission date of a ballot or e-ballot.
3. Rail-Pass member ballots will, or will not, be accepted or tabulated in accordance with current NMRA policy.
4. 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 and retain all ballots and data until the election report is accepted at a meeting of the Board of Directors, the results are declared final and the ballots and/or data are ordered destroyed. There is no requirement for ballot or data retention after this order.
2. Paper ballots shall be destroyed by burning or shredding.
3. E-ballots and associated data shall be electronically deleted from its respective server(s) to the best of the Election Committee's capabilities.