

Midwest Region National Model Railroad Association, Inc.
Nominating Committee Policies & Procedures

Article I. COMPOSITION OF THE NOMINATING COMMITTEE POLICY

1. The Nominating Committee shall be one of the standing committees of the Midwest Region (MWR.)

Article II PROCEDURES

1. The President of the MWR shall appoint a Nominating Committee within ninety (90) days after assuming office.
2. The Nominating Committee shall consist of a minimum of three (3) MWR members. At least three (3) of the members shall reside in a different division of the MWR.
3. The term of the Nominating Committee shall be four (4) years.

Article 111 RESPONSIBILITIES OF THE NOMINATING COMMITTEE POLICY

1. The Nominating Committee shall be responsible for securing a slate of qualified potential candidates to be placed on the annual ballot.

Article IV PROCEDURES

1. 30 days prior to the fall MWR Board of Directors (BoD) meeting, the Nominating Committee shall present to the MWR Secretary at least one (1) candidate for each opening for the next election. It is recommended that every effort be made to secure a minimum of two (2) candidates for each opening.
2. No name shall be placed for nomination without prior approval of the nominee.
3. Candidates may self-nominate using the nomination form downloadable from the MWR website. All nominating petitions received shall be published to all members of the BOD prior to the fall BoD meeting.
4. The Executive Committee of the BoD shall approve any or all acceptable nominees at the fall BoD meeting per Article IV; paragraph 5.
5. Every effort should be made to ensure that the respective candidates represent the interest of the entire MWR and they are a member in good standing of the NMRA.
6. A brief biographical resume of each candidate shall be presented to the membership through the official MWR publication.

7. The Nominating Committee shall collect a photograph and a biographical resume from each candidate suitable for publication to the MWR membership.
 - a. Photographs are expected to be a passport style photo of print quality and a minimums of 3.5 x 3.5 inches in size in .jpg, .tif, or .png file format at a minimum of 72 dots/inch resolution.
 - b. The biographical resume shall be limited to 250 words and submitted by email to the Nominating Committee in text or a word file.
 - c. The MWR Nominating Committee shall respect the sanctity of the candidate's biographical resume. Each biographical resume shall be reviewed by the MWR Nominating Committee; however, the candidate's biographical resume shall not be edited. If the candidate's biographical resume cannot be published as submitted, the candidate shall be requested by the MWR Nominating Committee to make the appropriate change(s).
8. The Nominating Committee shall send the candidate photographs and Biographies to both the Election and Publication Committee chairs.
 - a. The Election Committee shall create an electronic and paper ballot for the election.
 - b. The MWR Publications Committee shall use each biographical resume and photograph as furnished by the MWR Nominating Committee without editing of any kind. The candidates' biographical resumes and photographs shall be printed in the Waybill in conjunction with the official MWR ballot, in the same order as the official MWR ballot.
9. The official MWR publication published in the Fall of each year shall contain a statement indicating the positions that will be open for election and that any qualified MWR member interested in being nominated for any of the listed positions should inform the Chairperson of the Nominating Committee. An internet link to the nominating documents and contact information of the Nominating Committee Chairperson shall be published in the above-mentioned article. The chairperson must receive the nominating petitions before or at the fall BOD meeting so that the BOD can review the candidates.
10. The final list of nominees shall be published in the official MWR publication at least thirty (30) days prior to the opening of the election voting. The names shall be published in the same order as they will be printed on the official ballot.
11. The Election Committee shall notify the BoD and all the candidates of the election results within 30 days of the close of the election.

Article V. Summary Timeline of Events for the Nomination and Election of Candidates

1. Announcement of the election and opening nominations – Spring BoD meeting
2. Close nominations – September or 30 days prior to Fall BoD meeting
3. Present nominees to the Executive Committee of the BoD – 30 days prior to Fall BoD meeting
4. Executive Committee approval of nominees. Fall BoD meeting.
5. Photos and biographies due – October 1
6. Ballot will be created prior to publishing the November Winter Waybill.
7. Ballot, Bios and Photos published in the November Winter Waybill
8. Voting begins – December 1 of current year.
9. Voting ends – January 31 of subsequent year.
10. Voting results published to the BoD and candidates – February 28 of the subsequent year.
11. Membership Notified of results – Spring Waybill.
12. Winning candidates installed on the BoD. Spring BoD meeting.