

**BY – LAWS**  
of the  
**HUDSON – BERKSHIRE DIVISION**  
**NORTHEASTERN REGION – NATIONAL MODEL RAILROAD ASSOCIATION**

- Number 1. All activities of the HUDSON – BERKSHIRE DIVISION shall comply with the Constitution and By-Laws of the Northeastern Region and the Regulations of the National Model Railroad Association.
- Number 2. The President shall preside at all meetings of the HUDSON – BERKSHIRE DIVISION except in whose absence the Vice – President shall preside. In the absence of both elected officers the senior Director shall act as temporary chairman. In the absence of all of these the meeting will be rescheduled.
- Number 3. The Secretary- Treasurer shall be in charge of publicity and shall keep records of all meetings of the HUDSON – BERKSHIRE DIVISION. He shall keep copies of correspondence and other related matters on behalf of the Division. He shall have within his custody all funds of the Division, and shall pay all bills brought against the Division as directed by the Officers. He shall present a report of receipts and expenditures to the members at the Annual Meeting.
- Number 4. All Officers and Directors of the HUDSON – BERKSHIRE DIVISION shall serve in their capacities until their successors have been elected and qualified.
- Number 5. The Division shall submit an Annual Report to the Region President and Secretary including the following information.
- a. Division Officers and Directors names and contact information
  - b. Meeting types, frequency and attendance
  - c. General financial status
  - d. Publication name and circulation
  - e. Changes in Division constitution
  - f. Any other information or problems affecting the functioning of the Division
- Number 6. Elections- Nominations
- a. At least three months prior to an election the Board of Directors shall solicit the nomination of qualified candidates for the officer and director positions.
  - b. Candidates may be existing officers or directors, members recruited by a selection committee, or a member nominated by at least two members. In the latter case the Board of Directors will contact the candidate to assure that he is willing and able to serve in that office.
  - c. As close as possible to the ballot distribution date the Board of Directors will close the nominations and prepare the ballot forms.
- . Number 7. Elections- Ballots
- a. The ballot form shall list the names of candidates for each office in alphabetical order, followed by a write-in line. In the case of multiple similar positions, such as director, the candidate's names will be listed and instructions to mark the appropriate number of selections shall appear above the listing.

- b. Any constitutional amendments or other issues that have been announced as being voted on by the members, as part of the election, shall appear below the candidate listings.
- c. At the bottom, the ballot form shall state that the member casting the ballot must enter his name, NMRA membership number and signature on the back of the ballot form to allow for eligibility verification.
- d. Once the ballot form is prepared it will be distributed to reach all current members. It shall be printed at least in the issue of the Form 19 that precedes the election. It shall be mailed to all Division members, listed on the latest quarterly NMRA roster, who are not Form 19 subscribers; six weeks prior to the election date. Additional copies will be available at the election meeting.
- e. If only one person is nominated for each office, the Board of Directors may declare that the balloting procedures are not required and call for a voice vote of the members present at the announced election meeting.

#### Number 8. Elections – Casting a Ballot

- a. Upon receiving the ballot each member shall personally fill out the ballot, write their name and NMRA membership number on the back, affix their signature and then cast their ballot as described in b. or c. below.
- b. The completed ballot may be mailed in an envelope, marked on the flap “ballot enclosed”, to a designated member of the Board of Directors. The names and address for the members of the Board of Directors who will receive ballots will be a part of the ballot distribution. Each ballot should be in an individual envelope unless 2 members share the same address.
- c. The ballot may be brought by the member to the election meeting, filled out, and placed in a box marked for that purpose. Each member shall fill out his own ballot. A member can not act as a proxy, filling out and casting ballots for members who do not attend the meeting. If a member who planned to vote at the meeting is unexpectedly unable to attend; another member may deliver one other member’s ballot in a sealed envelope.

#### Number 9. Elections – Certifying the Vote

- a. At the election meeting, after the members have arrived, the President shall announce a cutoff time for submission of the ballots and identify the person who will verify the validity of the ballots. This person should be a member of the BOD not up for election, secretary-treasurer, Form 19 editor, or a reputable long-standing member. At the cutoff time the Board of Directors will give those ballots received by mail and those cast at the meeting to the verifier.
- b. The verifier shall take the ballots from the envelopes and from the ballot box and place them face down. He will then compare the name and NMRA number on the ballot to the most recent NMRA division roster to verify voting eligibility. He will check off the names to prevent duplicate votes and identify the number of ballots cast.
- c. If the information matches the verifier will tape an opaque slip over the member name and place these ballots in one pile.
- d. Those ballots that can not be verified as being cast by eligible members will be placed in a separate large envelope and the number of these ballots will be marked on the outside.

Number 10. Elections – Counting the Vote

- a. The ballots will now be given to a selected individual(s) to be tallied. This should not be the person that validated the ballots, but should have similar qualifications and be acceptable to the candidates seeking election. If the candidates cannot agree on one person; multiple persons may tally the vote to assure accuracy. The person(s) selected will be announced to the members before the vote tally.
- b. The candidate receiving the most votes for each position will be identified as the winner. If the margin of victory is less than the number of ballots in the non-validated envelope any candidate may request that those ballots be rechecked, to determine their eligibility, before the results are announced.
- c. If the designated winner is a write-in candidate the Board of Directors must contact this individual and verify he is willing and able to serve in that office before announcing the result.
- d. A tie vote shall be resolved by a vote of the standing Board of Directors.
- e. Once the winner for each position is resolved the results of the election shall be announced to the membership and the elected persons installed in office. This information shall also be published in the next issue of Form 19. Once the election is finalized the Board of Directors will vote to destroy the ballots.