

MID-EASTERN REGION EXECUTIVE HANDBOOK
SECTION 4 – CREATION OF A NEW DIVISION AND REQUESTS FOR
DIVISIONAL BOUNDARY CHANGES

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A. CREATION OF A NEW DIVISION

I. INTRODUCTION

This section was written for groups of people who wish to form a Division within the geographical boundaries of the Mid-Eastern Region (MER). Broadly speaking, there are three steps involved:

1. The group should informally make their desire known to the MER Vice President. He will notify the MER Secretary to send copies of the following Executive Handbook sections to the group:
 - Section 4 (this section).
 - Section 7 – Division Superintendent’s Handbook (this includes an annotated set of example Division Bylaws)
 - Section 2 – MER Bylaws (Article X focuses on Divisions)
2. As described in Section II below, the group prepares and submits its petition. The petition is reviewed and, if satisfactory, accepted by the MER Board of Directors (BOD).
3. As described in Section III below, the group organizes the Division, begins operation, and receives final approval.

Any items not covered in this document must be reviewed with the MER Vice-President.

II. SUBMISSION AND ACCEPTANCE OF A PETITION FOR A NEW DIVISION

A. Petition Preparation

A request to form a new Division shall require the submission of a petition to the MER Vice President. The petition shall be signed by at least ten (10) National Model Railroad Association (NMRA) members who reside within the proposed new Division's area. The petition shall contain:

- 1. Division Area** – Names of the state and counties to be included in the proposed new Division, and a map showing the boundaries of the proposed new Division. If the new Division is to be created from part of an existing Division, the petition shall state whether or not the officers of the existing Division have any stated position on creating a new Division, and if so, what is that position.
- 2. Reasons** – Candid statement of reasons for desiring the creation of a new Division.
- 3. Petitioners' Commitment** – A statement that the undersigned petitioners will actively work to organize and sustain a new Division if the petition is granted.
- 4. Signatures and Information** – Signatures of all petitioners next to their printed or typed names, e-mail addresses, residential street addresses, and their NMRA member numbers.
- 5. Bylaws** – A copy of this proposed Division's Bylaws.

B. Review

Before submitting the petition to the MER Board of Directors (BOD) for consideration, the MER Vice President shall:

1. Verify the membership status of the petitioners in consultation with the Business Manager.
2. If the new Division is to be created from an existing Division, determine the position of the existing Division's officers regarding the petition and the reason(s) for that position.
3. If possible, determine from MER (and existing Division) membership or mailing lists if the petitioners only represent as small minority of the MER or existing Division members in the area of the new Division. If so, give the names and addresses of potential Division members to the petitioners and suggest that recruitment of additional petitioners would strengthen their request.
4. Gather additional information from other sources concerning the petitioners' request.
5. Prepare a summary report on the request and the information discovered as per Sections 1 through 4, above, to accompany the petition to the next MER BOD meeting.

C. Submission and Acceptance

1. The Vice President will provide a copy of the petition, proposed Bylaws, and the summary report to the MER Secretary for copying and distribution prior the next MER BOD meeting. The Secretary shall also send a copy of the summary report to the representatives of the petitioners.
2. Unless otherwise directed by the MER President, the Vice President shall notify the representatives of the petitioners of the time and place of the hearing on the petition by the MER BOD so that the petitioners may send a representative.
3. Other interested parties or their representatives shall be notified as directed by the MER President.
4. The MER BOD will then vote whether or not to accept the petition.

III. APPROVAL AND POST APPROVAL

1. **Approval** – Upon acceptance of the petition by the MER BOD, the petitioners shall:
 - a. Hold an organizational meeting to adopt Bylaws and elect officers.
 - b. Maintain a sign-in sheet of members in attendance at the organizational meeting.
 - c. Provide the MER Vice President with the following documents:
 - Copies of the approved Bylaws.
 - Attendee list for the organizational meeting.
 - Membership list (i.e. names of NMRA members living within the Division area [Section IIA1, above]).
 - Projected meeting schedule for the coming year
 - d. The MER BOD will evaluate the required petitioners' documents. If the original documents are disapproved for whatever reason, the petitioners shall submit corrected documents for re-evaluation by the MER BOD. When all the requirements have been met, the BOD will grant approval.
2. **Regional Responsibilities** – The following regional responsibilities are specified to assist the new Division in its formation and activities:
 - a. Charter presentation – The MER President will formally present the Division Charter at the next regularly scheduled regional function.
 - b. The MER Vice president will ensure to the best of his ability that the new Division receives as much assistance as possible during its initial startup.
3. **On-Site Visit** – During the first year of operation of a new Division, a regional official designated by the MER President will attend at least one regular division meeting to:
 - Determine if the new Division is starting out well.
 - Provide technical assistance and advice, if requested, to Division officers.
 - “Show the Flag” and let Division officers and members know that MER officers and directors are genuinely interested in the successful creation of the Division.

IV. EXAMPLE PETITION LETTER FOR NEW DIVISION STATUS

To: Officers and Board of the Mid-Eastern Region, NMRA

We, the signers of this petition, request that the Mid-Eastern Region (MER) of the National Model Railroad Association (NMRA) create a new Division. In support of this request, we provide the following information which is accurate to the best of our knowledge:

1. The name of the proposed Division is _____
2. The geographic area to be covered by the proposed Division is shown on the attached map and includes the following state and counties:

3. (Check either box)

This geographic area is not included within an existing Division.
 Portions of the proposed Division's area are now included in the area(s) covered by other Division(s). The attached statement describes the overlapping areas, and whether or not the officers of the existing Division(s) have a stated position concerning creation of the proposed Division, and if so, what that position is.

4. The reasons for desiring to create a new Division are:

5. Each petitioner agrees to participate in the organizational efforts of this new Division and to actively work to sustain this new Division if the petition is granted.

6. Each petitioner is a member of the NMRA and resides in the proposed Division's area.

7. By signing this petition, each petitioner affirms that he or she has read its contents and attachments, and will participate as required by paragraph number 5, of this petition, above.

(1) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

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(2) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(3) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(4) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(5) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(6) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(7) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(8) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

Section 4
Creation of Divisions

(9) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(10) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(11) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(12) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(13) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(14) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

(15) _____
(Signature) (Print or Type Name) NMRA No.

(Street Address – City, State, ZIP Code)

B. REQUEST FOR DIVISIONAL BOUNDARY CHANGES

I. Application

Divisions or interested groups of individuals may request changes in divisional boundaries via a letter to the Secretary of the Mid-Eastern Region NMRA, Inc.. The letter shall clearly state in detail which counties would be affected and the reasons for requesting the change.

II. Review and Comment

A representative of Board of Directors of the Mid-Eastern Region shall poll the affected members regarding the proposal.

- a. If a majority of polled members oppose the proposal or are indifferent or unresponsive, the petition shall be dismissed by the Board of Directors.
- b. If a majority of polled members affirmatively favor the proposal, then such proposal for change will be published in **The Local** for two consecutive issues as set by the Board of Directors for review and comment by members of the MER.

III. Board of Directors Action

After such period of time and after reviewing any comments and the results of the initial polling, the Board of Directors shall vote on the proposal,

IV. SAMPLE LETTER

To: Officers and Directors of Mid-Eastern Region, NMRA

We, the signers of this letter, request that the Mid-Eastern Region, NMRA, move the following counties from (Division's name) to (Division's name):

(Names of counties and states)

We are requesting this boundary change be made because:

(Names of signers – for individuals, also print or type person's name and NMRA number)
