

# SMRHS New Applicant Process and Voting Protocol

A **New Applicant Process:** An individual expressing interest in the Scottsdale Model Railroad Historical Society (SMRHS) must complete the following process for membership.

1. Must fill out an application and submit it online. If the individual looks promising, an interview will be scheduled. Interviews would be scheduled once, maybe twice, a month on a Wednesday evening and/or a Saturday or Sunday.
2. Interview panel consists of three or more members of the Membership Committee plus any two Senior members as observers. The Membership Committee will advise the Board as to their recommendation. With the Board's approval an invitation to become a Probationary applicant will be extended shortly thereafter. If the applicant is not recommended they will be so notified.
3. An individual invited to become a probationary applicant must pay a \$50.00 non-refundable application fee.
4. Must join the NMRA at that time and maintain that membership.
5. Will have a "Mentor", assigned to them to help guide their progress toward membership. A probationary member should remain in that status for a minimum of 90 days to allow as many members as possible to meet them.
6. Does not have a card or key to the building and layout area.
7. Does not have voting privileges.
8. Will attend Business Meetings.
9. Will attend work sessions after NMRA membership is confirmed.
10. May be in the layout and shop areas only when a senior member is present.
11. Senior members have priority for all events. Any additional spots will then be offered to Probationary members.
12. Will be evaluated every month to see if they are adequately progressing for Membership.
13. If they show no promise, they will be terminated.
14. Upon successful completion of the probationary program, and an affirmative vote of the Committee, the Board will be advised. A Membership Committee member will present the candidate for a vote of the membership at the next business meeting.
15. A Probationary applicant approved for membership must pay an initiation fee and a pro-rated contribution to the Society for the balance of the calendar year within 30 days following approval.

B. Member candidate voting protocol: As per the Bylaws proper notification is made to the Society in advance of their membership being placed on the agenda for a forthcoming meeting. The voting protocol is as follows:

#### PRE-MEETING

- Membership Committee determines candidate is ready for membership approval and advises the Board.
- Board Secretary notifies membership of the vote for a new member candidate with a minimum of two weeks' notice prior to the next business meeting.
- Membership committee prepares material for discussion at the meeting and creates a ballot.
- Membership committee advises the candidate to not attend the business meeting.

#### AT THE MEETING, UNDER NEW BUSINESS

- Secretary confirms that a quorum of senior members is present in person or by proxy.
- Presiding officer calls for a discussion and vote on the candidate.
- Presiding officer, after motion and second, asks guests to leave the meeting and asks the Membership Committee to present the candidate information.
- Membership Committee member reviews the candidate's background and progress at SMRHS.
- Presiding officer calls for further discussion and then closes discussion.
- Membership committee distributes ballots.
- Secretary and two members of the membership committee collect and count ballots and proxies. A two-thirds majority vote is required for approval.
- Secretary announces the result of the vote.
- Presiding officer asks guests to return to the meeting.

#### POST MEETING

- Membership committee contacts the candidate within 24 hours.
- Secretary includes the result of the vote in the meeting minutes.