

Section 9
Administrative/Management Calendar

January 31	<p>Submit material to Editor of The Local for the March/April issue, including:</p> <ul style="list-style-type: none"> • President’s column • Business Manager’s column • MER product order form • Achievement program update • Simplified financial statement for fiscal year ending 12/31 • Initial Convention Info. • Call for nominations for officers or directors to be elected in the Fall (including 200 word statement and photo) and timetable for election deadlines and dates. 	<ul style="list-style-type: none"> • President • Business Manager • Merchandise Sales Manager • AP Coordinator • Treasurer • LCC/ECC • Nominating Committee Chair
February 15	<ul style="list-style-type: none"> • Report of Division activities for the past year and plans for the upcoming year due from the Superintendents to the Vice President. • Solicit agenda items for April MER Board of Directors meeting 	<ul style="list-style-type: none"> • Each Division Superintendent • Vice President • Secretary
February 28	<ul style="list-style-type: none"> • Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> • Business Manager • Publisher of The Local
March 1	<ul style="list-style-type: none"> • Editor/Publisher sends eLocal to webmaster, prints and mails paper copy of The Local. • Business Manager sends email with link to eLocal to electronic subscribers. 	<ul style="list-style-type: none"> • Editor of The Local • Publisher of The Local • Webmaster • Business Manager
March 1 – June 30	<ul style="list-style-type: none"> • Business Manager to validate each candidate’s eligibility as their statements are filed, but no later than May 30. 	<ul style="list-style-type: none"> • Business Manager
March 31	<p>Submit material to Editor of The Local for the May/June issue, including:</p> <ul style="list-style-type: none"> • President’s column • Business Manager’s column • MER product order form • Achievement Program update • Division Annual Reports • Call for nominations for officers or directors to be elected in the fall (including 200 word statement and 	<ul style="list-style-type: none"> • President • Business Manager • Merchandise Sales Manager. • AP Coordinator • Local Convention Chair • Vice President

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	<p>photo) and timetable for election deadlines (repeat from prior issue of The Local)</p> <ul style="list-style-type: none"> • Preliminary “mark your calendar” information about Fall convention 	
April 1	<ul style="list-style-type: none"> • Send copies of agenda and minutes for BOD meeting plus updated roster 	<ul style="list-style-type: none"> • Secretary
April 15	<ul style="list-style-type: none"> • Deadline for mailing State of Maryland, Department of Assessments and Taxation Form 1, Personal Property Return 	<ul style="list-style-type: none"> • Treasurer
April 15 – 30	<p>The Spring BOD meeting shall be held at the calendar year’s convention site in April, after April 15th on a date determined by the President. (See Policies III.5.E)</p> <ul style="list-style-type: none"> • Status of the MER • Reauthorize awards and contests (in odd numbered years) • All other issues that require the Board to address • Schedule next BOD meeting 	<ul style="list-style-type: none"> • President • Officers and Directors
Within one week after BOD Meeting	<ul style="list-style-type: none"> • Prepare and distribute to BOD members the list of items to be reported at next BOD meeting and applicable portion of Administrative/Management Calendar 	<ul style="list-style-type: none"> • President
April 30	<ul style="list-style-type: none"> • Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> • Business Manager • Publisher of The Local
May 1	<ul style="list-style-type: none"> • Editor/Publisher sends eLocal to webmaster, prints and mails paper copy of The Local. • Business Manager sends email with link to eLocal to electronic subscribers. • Place order for contest plaques, etc. 	<ul style="list-style-type: none"> • Editor of The Local • Publisher of The Local • Webmaster • Business Manager • General Contest Chair
May 15	<ul style="list-style-type: none"> • Submit IRS Form 990, Electronic Notice (e-Postcard) for Tax Exempt Organizations 	<ul style="list-style-type: none"> • Treasurer
May 30	<p>Deadline for Nominating Committee to report the slate of approved candidates to:</p>	<ul style="list-style-type: none"> • Nominating Committee

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	<ul style="list-style-type: none"> • Director overseeing this committee and Business Manager (Directors-at-large in odd numbered years, Officers in even numbered years). • Business Manager to validate each candidate's eligibility as their statements are filed, but no later than May 30. 	<ul style="list-style-type: none"> • Nominees • Business Manager
May 31	<p>Submit material to Editor of The Local for the July/August issue, including:</p> <ul style="list-style-type: none"> • President's column • Business Manager's column • MER product order form • Achievement Program update • Statements of Candidates • Remaining timetable for election deadlines and dates • Article discussing any non-election issues that are on the ballot • Notice of Annual meeting (held in conjunction with the MER fall convention) • Detailed information about the Fall convention, including signup forms • Information regarding contest rules for the Fall Convention 	<ul style="list-style-type: none"> • President • Business Manager • Merchandise Sales Manager • AP Coordinator • President or Secretary • Secretary • Local Convention Chairman • ECC • General Contest Chair • Nominating Committee Chairman • Candidates
June 1	<ul style="list-style-type: none"> • Deadline for delivering all information related to the ballots, i.e., list of nominees, 200 (and 500 word) word candidate statements, nominee photographs should be forwarded to the Director overseeing the Nominations committee to insure timely assembly of the ballot and relay of this information to the Editor of The Local and to the Web Master . • Validation of candidates should already be performed in parallel via the Business Manager. 	<ul style="list-style-type: none"> • Nominating Committee • Director overseeing Nominating Committee • Editor of The Local • Webmaster • Business Manager
Early June	<ul style="list-style-type: none"> • Production of ballot mailing begins – to include list of nominees, 200 word candidate 	<p>Director overseeing the Nominations Committee, with input from:</p>

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	<p>statements, nominee photographs, other issues to be decided by ballot (such as a Bylaws amendment), and an announcement of the date and time of the Annual Meeting.</p> <ul style="list-style-type: none"> Formatted materials should be sent to the Editor of The Local to insure inclusion on the July-Aug issue of the Local and creation of the Ballot and to the Webmaster to insure placement of the information on the MER web site by Aug 1 	<ul style="list-style-type: none"> Nominating Committee Chair (nominee names) Nominees (200 word statement and photograph) Business Manager (mailing list) Editor of The Local (creates ballot) Secretary (proposed By-laws changes, if any, date and time of Annual meeting)
June 30	<ul style="list-style-type: none"> Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> Business Manager Publisher of The Local
July 1	<ul style="list-style-type: none"> Editor/Publisher sends eLocal to webmaster, prints and mails paper copy of The Local. Business Manager sends email with link to eLocal to electronic subscribers. 	<ul style="list-style-type: none"> Editor of The Local Publisher of The Local Webmaster Business Manager
July 31	<ul style="list-style-type: none"> Re-distribute to BOD members the list of items to be reported at next BOD meeting and prepare and distribute applicable portion of Administrative/Management Calendar 	<ul style="list-style-type: none"> President
July 31	<p>Submit material to Editor of The Local for the September/October issue, including:</p> <ul style="list-style-type: none"> President's column Business Manager's column MER product order form Achievement Program update Detailed information about fall convention, including sign-up forms Remaining timetable for election deadlines and dates Notice of the Annual Meeting 	<ul style="list-style-type: none"> President Business Manager Merchandise Sales Manager AP Coordinator Convention Chair
No later than August 1	<ul style="list-style-type: none"> Mail ballots to members, using 1st class mail 	<ul style="list-style-type: none"> Director overseeing the Ballot Committee Editor of The Local Printer
August 31	<ul style="list-style-type: none"> Business Manager to send mailing 	<ul style="list-style-type: none"> Business Manager

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	list to Publisher	<ul style="list-style-type: none"> • Publisher of The Local
September 1	<ul style="list-style-type: none"> • Editor/Publisher sends eLocal to Webmaster, prints and mails paper copy of The Local. • Business Manager sends email with link to eLocal to electronic subscribers. 	<ul style="list-style-type: none"> • Editor of The Local • Publisher of The Local • Webmaster • Business Manager
Tuesday after Labor Day	<ul style="list-style-type: none"> • Returned ballots must be postmarked on or before this date to be valid 	<ul style="list-style-type: none"> • Members • Ballot Committee Chair
Saturday after Labor Day	<ul style="list-style-type: none"> • Ballots must be received by Ballot Committee to be valid 	<ul style="list-style-type: none"> • Members • Ballot Committee Chair
Early September	<ul style="list-style-type: none"> • Solicit agenda items for Fall MER Board meeting 	<ul style="list-style-type: none"> • Secretary
Several weeks before convention	<ul style="list-style-type: none"> • Send out copies of Agendas and Minutes for the BOD meeting and Annual Membership meeting, plus the latest roster 	<ul style="list-style-type: none"> • Secretary
2 nd Sat after Labor Day	<ul style="list-style-type: none"> • The Ballot Committee reports the results of the election to the President, the Director overseeing this committee, and the Business Manager within 1 week of certification of the results by the Ballot Committee 	<ul style="list-style-type: none"> • Ballot Committee Chair
3 rd Sat after Labor Day	<ul style="list-style-type: none"> • Deadline for President to notify all candidates of electoral status • Business Manager notifies Web Master and NMRA of election results 	<ul style="list-style-type: none"> • President • Business Manager
September 30	<p>Submit material to Editor of The Local for the November/December issue, including:</p> <ul style="list-style-type: none"> • President's column • Business Manager's column • MER product order form • Achievement Program update • Call for nominations for officers or directors to be elected in the following Fall (including 200 word statement and photo) and timetable for election deadlines and dates. • Election Results 	<ul style="list-style-type: none"> • President • Business Manager • Merchandise Sales Manager • AP Coordinator • Ballot Committee Chairman • Ballot Committee Chairman
October 1	<ul style="list-style-type: none"> • Elections results posted on MER- 	<ul style="list-style-type: none"> • Webmaster

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	NMRA web site	
October (but late Sept. or early Nov.)	<ul style="list-style-type: none"> MER Fall Convention – a MER board meeting is almost always held in conjunction with this convention 	<ul style="list-style-type: none"> Convention Chair, Officers and Directors, ancillary attendees
October - During MER Fall Convention	<ul style="list-style-type: none"> Annual Meeting of MER members – held in conjunction with MER Fall Convention – newly elected Officers or Directors assume their new positions at the end of this meeting 	<ul style="list-style-type: none"> President
October 31	<ul style="list-style-type: none"> Prepare and distribute to BOD members the list of items to be reported at next BOD meeting and applicable portion of Administrative/Management Calendar 	<ul style="list-style-type: none"> President
October 31 – even numbered years	<ul style="list-style-type: none"> Start Financial audit of MER books for the past two years (Treasurer’s term of office) <p>Note: if a new Treasurer takes over “mid-term”, an audit is needed at that time</p>	<ul style="list-style-type: none"> Audit Committee Chair (nominated by President or any Board member and appointed by the Board)
October 31	<ul style="list-style-type: none"> Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> Business Manager Publisher of The Local
November 1	<ul style="list-style-type: none"> Editor/Publisher sends eLocal to webmaster, prints and mails paper copy of The Local. Business Manager sends email with link to eLocal to electronic subscribers. 	<ul style="list-style-type: none"> Editor of The Local Publisher of The Local Webmaster Business Manager
November 1	<ul style="list-style-type: none"> Mail budget input forms to MER board members and sets return date 	<ul style="list-style-type: none"> Treasurer
November 1	<ul style="list-style-type: none"> Send Division Annual Report form to each Division Superintendent (due back February 15) and NMRA Insurance Compliance Form (due back December 15) 	<ul style="list-style-type: none"> Vice President
November 1 (even numbered years)	<ul style="list-style-type: none"> Send letter to Division Superintendents asking for copy of current bylaws – to be reviewed for compliance with NMRA provisions 	<ul style="list-style-type: none"> Vice President

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Mid-November	<ul style="list-style-type: none"> • Board members review budget requests with their committee chairs 	<ul style="list-style-type: none"> • MER Board members and Committee Chairmen
Late November – early December – Date set by Budget Committee Chairman	<ul style="list-style-type: none"> • Budget requests received by Budget Chairman 	<ul style="list-style-type: none"> • MER board members
November 30	<p>Submit material to Editor of The Local for the January/February issue, including:</p> <ul style="list-style-type: none"> • Report on previous Fall convention, including awards and activities • President’s column • Business Manager’s column • MER product order form • Call for nominations for officers or directors to be elected in the Fall (including 200 word statement and photo) and timetable for election deadlines and dates. • Achievement Program update 	<ul style="list-style-type: none"> • Convention and Contest Chairs • President • Business Manager • Merchandise Sales Manager • AP Manager • Vice President
Early December – Date set by Budget Committee Chair	<ul style="list-style-type: none"> • Budget Committee meets to prepare budget proposal for submission to MER board for Jan Budget meeting 	<ul style="list-style-type: none"> • Budget Committee Chair
Mid- to late December -	<ul style="list-style-type: none"> • Notify President when the proposed budget is completed 	<ul style="list-style-type: none"> • Budget Committee Chairman
December 15	<ul style="list-style-type: none"> • NMRA Insurance Compliance Forms due from Division Superintendents 	<ul style="list-style-type: none"> • Vice President
December 31	<ul style="list-style-type: none"> • Business Manager to send mailing list to Publisher 	<ul style="list-style-type: none"> • Business Manager
December 31	<ul style="list-style-type: none"> • End of Fiscal Year 	<ul style="list-style-type: none"> • Treasurer