

# Bylaws

## Governing A. R. E. M. A.

### Committee 18

#### Light Density and Short Line Railways

American Railway Engineering and Maintenance-of-Way Association

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Adopted by Committee 18

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1.0 PREFACE

1.1 Purpose -- The purpose of the By-Laws Governing AREMA Committee 18 is to provide rules and procedures that guide and facilitate the development of material for the AREMA Manual of Recommended Practice, Reports for Information and continuing education in accordance with a systematic consensus process. Rules concerning the duties, responsibilities, staffing, and operations of Committee 18 are provided, as well as, criteria for ensuring a balance of interests within the committee's membership. These By-Laws stipulate voting procedures and provide requirements for consideration of negative votes.

1.2 Intent -- Committee 18 is, for the advancement of the industry it serves, an affiliation of individuals having expertise in the design, construction and maintenance of the Light Density and Short Line infrastructure. These By-Laws are prepared with the intent of assuring that individual members of Committee 18 have an equal opportunity to contribute to, and learn from, Committee meetings and Committee-sponsored activities.

1.3 Authority -- These By-Laws are authorized by the Association Constitution, Section 4.6 of the By-Laws and the Regulations Governing AREMA Committees and have been approved by the members of Committee 18.

1.4 Maintenance -- Members of the Committee are responsible for the content of these By-Laws, and shall make such additions, deletions, and/or revisions to the content, from time to time, as deemed necessary. The actions of the Committee, with respect to these By-Laws, are subject to the discretion of the Board of Directors Engineering Services Functional Group.

1.5 Support -- Committee members are employees of or have ties to organizations participating in the North American Railway Industry. The success of the Committee, and the benefits and product of its deliberations, depend on the donation of time, expense, materials and service resources by the organizations. Without such support, members can not, in the full measure, successfully participate in the Technical Committee process.

1.6 Statement of Scope -- Committee 18, Light Density and Short Line Railways is responsible to achieve the mission of the Association by investigating, developing and researching the railway-related technical, construction and maintenance areas resulting in the development and publication of a Manual of Recommended Practices for the Association membership, specifically the Light Density and Short Line Railways.

## 2.0 MEMBERSHIP

2.1 Duties and Responsibilities -- Committee membership is one of the most important contributions a member can make to the Committee. Acceptance to membership in the Committee shall be considered an honor and an obligation to contribute, as best the member is able, to the successful accomplishment of the goals of the Committee.

2.2 Application -- Association members who desire appointment to Committee 18 should make application on the prescribed form, Appendix I, to the Executive Director of the Association.

2.2.1 Application Review - Applications for Committee 18 membership will be reviewed by the Executive Director, the Board of Directors Functional Group and the Chairman of Committee 18. When approved or rejected, the applicant will be notified by the Executive Director the reasons therefor.

2.2.2 Applicant Appeal - An applicant for committee membership whose application for membership is rejected, or in the opinion of the applicant is mis-classified, shall have the right to appeal to the Board of Directors Functional Group. This appeal will be done by a letter to the Board of Directors Functional Group vice-president stating all facts and decisions challenged. A copy of the appeal shall be sent to the Committee Chairman and the Executive Director. The appeal shall be decided at the next meeting of the Board of Directors Functional Group after receipt of the appeal.

2.3 Committee Size and Limitations -- Total membership of Committee 18 is limited to 150. Membership will include Members, Life Members, Honorary Members, Associate Members and Student Affiliates. A variance from the limitation may be pursued by Committee 18, subject to approval of the Board of Directors Functional Group.

2.3.1 Railway/Non-railway Interest Balance - The committee will make every effort to keep its membership balance, this being railway/non-railway organizational interest. Organizational interest is typified by employer, employee, consultant, client, contractor or manufacturer, as well as, by types of products and services provided. Non-railway organizational interests are typified by a member who represents an organization that produces or sells materials, products and systems covered in the committee scope. Committee members shall declare a conflict of interest, if one exists, when voting. Railway organizational interest must be a majority of committee membership, sub-committee membership or by individual vote as specified in the Committee By-Laws as approved by the Board of Directors Functional Group.

2.3.2 Committee Size & Company Limitations - There will be no limitation of membership on a committee by a railway company. An individual manufacturer or supply company shall have no more than two Members on Committee 18. Individual consulting firms are permitted up to five Members on Committee 18. No committee Member need resign due to an affiliation by that Member with a consulting firm after retirement from a railroad, or due to merging of consulting firms or railroads. Committee 18 may establish voting restrictions based on company affiliation and organizational interest as necessary to balance committee votes.

2.3.3 Change in Status - Each committee Member shall inform the Committee Chairman and the Association of any employment or organizational interest status change.

2.4 Service on Committee -- A Member of Committee 18 is limited to membership of no more than two Association committees. Deviation from this limitation can occur only by direction of the Board of Directors Functional Group from specific request of a railroad Chief Engineer or President of a non-railroad company.

2.5 Membership Classifications -- Membership classification shall be the same as specified in the AREMA Constitution and By-Laws: Member, Associate Member, Life Member, Student Affiliate and Honorary Member.

2.5.1 Member - Members of the Association and Committee 18 will have full rights in the committee to include holding office, voting and in general assist in overall planning and management of the committee.

2.5.2 Life Member - Members or Associate Members who have been a member in good standing for thirty years or Past Presidents, regardless of whether they undertake other employment, may serve on committees and subcommittees and, if formerly a Member, may hold the office of Committee Officer. Life Members maintain the same voting rights as when a Member or Associate Member.

2.5.3 Associate Member - An individual not qualifying as a Member of the Association whose experience and interest may provide valuable support to the Association may participate in subcommittee membership and preparation of reports, general discussions in meeting sessions and other functions of the committee except voting and holding committee office.

2.5.4 Student Affiliate Member - A student affiliate of the Association and the committee may participate in subcommittee membership and preparation of reports, general discussions in meeting sessions and other functions of the committee except voting.

2.5.5 Honorary Member - Honorary members are to be persons of acknowledged eminence in railway engineering, railway maintenance-of-way or railway management. Honorary members shall be determined by the Board of Directors. Committee 18 shall make recommendations for honorary members to the Board of Directors Functional Group who shall make recommendations to the Board of Directors for consideration. Honorary members maintain the same voting rights as when a Member or Associate Member.

2.6 Participation -- The responsibility of a member to participate in committee activities is acknowledged when applying for membership. This participation is to be performed in one or all of the following:

2.6.1 Voting on Ballots - All members who are eligible must vote on letter ballots. Their vote can be yes, yes with comments, no, or abstain. If the members' vote is a no or an abstention, they must submit a letter of explanation with substantive facts or note on ballot the reasons for the vote pursuant to Section 4.2.7, "Negative Votes" or Section 4.2.10, "Abstain".

2.6.2 Correspondence - All members must answer correspondence from the committee or subcommittee. The member shall promptly comply with the request of the correspondence if capable and knowledgeable of the subject. If not, the member should answer, simply stating the reason for non-participation in the request.

2.6.3 Attendance - All committee members shall make every effort to attend committee meetings. These meetings are very important to the continued effective functioning of the committee. Each member's company should be committed to supporting the member's active participation, including attendance at committee meetings. When members can not attend a committee meeting they should reply to the meeting notice so indicating.

2.6.4 Subcommittees - All members of Committee 18 should participate in subcommittee work. Subcommittee work is the foundation of the committee. Participation is educational as well as instrumental in producing the end product of the committee. Active participation as a subcommittee member is the duty of every committee member.

2.7 Discipline and Termination -- A member of the committee is committed to active participation in the committee affairs when applying for and receiving membership. When a member fails in this commitment it is the duty of the committee officers, with the approval of the Board of Directors Functional Group, to remove that member from the rolls of the committee. This shall be accomplished as follows:

2.7.1 *Procedure* - A membership participation review will occur at least once a year. The committee will submit to the Board of Directors Functional Group and the Executive Director not later than November 1st of each year a list identifying those members who are leaving the services of the committee or who have not participated. The Chairman will at the same time notify by letter each of the members who has either completed service to the committee or not participated of the potential for removal from the committee. If the member has objection to this action, notice must be given to the Committee Chairman and the Executive Director within thirty (30) days requesting to remain on the committee and indicate the ability to actively participate in future committee work. The Board of Directors Functional Group will review the list of members recommended for removal from committee membership and the requests for reconsideration and will advise the Committee Chairman and the members involved of its decision. The decision of the Board of Directors Functional Group will be final in matters relating to membership.

### 3.0 COMMITTEE STAFFING

#### 3.1 Committee Chairman

3.1.1 Qualifications - A committee chairman must hold the classification of Member in the Association and have been active in the committee for a period of three years.

3.1.2 Duties - The chairman is responsible for conducting the business of the committee, including holding of meetings, preparation of annual report on its members, and making assignments of subcommittee chairman and work assignments.

3.1.3 Term - The term of the chairman will be three years and start at the beginning of the Association year (i.e., close of the annual convention). Recommendation for chairman is made by committee vote and submitted to the Board of Directors for approval.

#### 3.2 Committee Vice Chairman

3.2.1 Qualifications - The vice-chairman must hold the classification of Member in the Association and have been active in the committee for a period of three years.

3.2.2 Duties - The vice-chairman will assume the duties of the chairman when designated or in the chairman's absence.

3.2.3 Term - The term of the vice-chairman will be three years and start at the beginning of the Association year. Recommendation for vice chairman is made by committee vote and submitted to the Board of Directors for approval.

#### 3.3 Secretary

3.3.1 Qualifications - The secretary must hold the classification of Member in the Association and have been active in the committee for a period of two years.

3.3.2 Duties - The secretary is responsible for recording the committee's meetings, votes, assignments, and resolutions. A committee membership directory will be maintained by the secretary.

3.3.3 Term - The term of the secretary will be three years and start at the beginning of the Association year. Recommendation for secretary is made by committee vote and submitted to the Board of Directors for approval.

3.4 Election of Officers -- The committee chairman, vice chairman, and secretary shall be elected by Members of the Association who are members of the committee.

#### 3.5 Term Completion

3.5.1 Committee Chairman - In the event the Committee Chairman is unable to complete their term of office, the Board of Directors Functional group shall appoint a replacement to complete the term, with consideration of recommendation from the committee.

3.5.2 Committee Vice-chairman and Secretary - In the event the Committee Vice-chairman and/or Secretary are unable to complete their term of office, the Committee Chairman shall appoint a replacement to complete the term, based upon the committee's recommendation.

3.5.3 Retirement - In the event a committee officer (i.e., Chairman, Vice Chairman or Secretary) retires from active service before their term of office is completed, that officer shall be allowed to complete their term. The committee will inform the Board of Directors Engineering Services Functional Group and the Executive Director.

3.5.4 Change of Employment - In the event a committee officer changes employment (i.e., railroad vs. non-railroad service) before their office is completed, that officer shall be allowed to complete their term of office. The committee officer will inform the Board of Directors Functional Group and the Executive Director upon the employment change.

## 4.0 COMMITTEE PROCEDURES

### 4.1 Committee and Subcommittee Meetings

4.1.1 Notice of Meetings - Meeting dates, locations and agendas should be reviewed by the Executive Director and Committee Chairman in order to avoid overloading and conflicting dates and agendas and to minimize the number of personnel required to be away from the same organization at the same time which could adversely affect attendance at the Committee meeting.

4.1.2 Timeframe and Content – All members, the Board of Directors Engineering Services Functional Group and the Executive Director shall receive notice of the meetings at least 60 days in advance or as soon as is practicable prior to the meeting. Meeting notice shall provide location, agenda and other information, including field trip details as necessary.

4.1.3 Subcommittee Meetings – Meetings of the Subcommittees are normally held when there is business to be conducted in conjunction with the meeting of the Committee. Special meetings or conference calls may be held at any time, with appropriate, adequate notice from the Chairman of the Subcommittee. The Chairman, Vice Chairman and Secretary shall receive all meeting notices and agendas.

4.1.4 Robert's Rules of Order – The current edition of Robert's Rules of Order shall govern the Committee and Subcommittee meetings in all cases except where these rules are in conflict with the Regulations Governing AREMA Committees or Committee By-laws.

4.1.5 Meeting Minutes – Minutes of all Committee and Subcommittee meetings shall be taken and sent to each Committee or Subcommittee member. Two copies of the Committee minutes shall also be sent to the Executive Director. The Executive Director shall furnish a copy of the minutes to each member of the Board of Directors Functional Group. Minutes of Committee meetings that include inspection trips shall provide a short report on the benefits derived from the inspection. Minutes will be submitted within 60 days of the meeting.

### 4.2 Voting Procedures

4.2.1 Member – An Association Member, Life Member or an Honorary Member that has previously been an Association Member, of the Committee and/or Subcommittee is eligible to vote on letter ballots, voice votes and motions on all matters of the Committee.

4.2.2 Associate Members – Comments from Associate Members shall be considered.

4.2.3 Voting Interests – Conflict of Interest Statement -- Each member of the Committee shall sign their ballots indicating any conflict of interest, Appendix II, Letter Ballot of the Committee By-Laws. This conflict of interest statement and requirement for signature shall be included on all letter ballots. A member who has a conflict of interest with the matter being voted on shall vote abstain indicating the reason therefore.

4.2.4 Issuance of Letter Ballot – Manual material to be submitted for approval of the Committee will be prepared by the Subcommittee requesting the addition, change or deletion to the Manual. Material will be discussed and approved by the entire Committee by voice vote at one of the regular meetings prior to issuance of letter ballots. Votes will be recorded as to affirmative, negative or abstain.

4.2.4.1 Ballot Form – Ballots shall be prepared and sent out for final vote by the entire Committee by the Secretary, using ballot format as shown in Appendix II of the Committee By-Laws. A copy of the letter ballot shall be sent to the Executive Director and the Board of Directors Functional Group. Completed ballots shall be received and handled in accordance with Section 4.2.5, "Letter Ballot Voting Requirements".

### 4.2.5 Letter Ballot Voting Requirements:

4.2.5.1 Minimum for Approval – An affirmative vote of at least two thirds of the combined affirmative and negative votes cast by voting members is required with not less than 50% of the voting members returning letter ballots. Ballot items returned unmarked shall be considered as abstaining.

4.2.5.2 Late Ballots – All ballots received after the return date, or as soon thereafter as a 75% return is achieved, will be considered as not having been returned and may affect membership status (see Section 2.7, "Discipline and Termination"). All statements accompanying these ballots will be forwarded to the subcommittee for information but will not be counted in the tally and the voter will be notified of this action.

### 4.2.6 Statements Accompanying Votes:

4.2.6.1 Receipt of Comments – All written statements, including those from ballots with a "Yes" vote, accompanying ballots received prior to the closing date, or as soon thereafter when a 75% return is achieved, shall be considered and appropriate response made to the commentators.

### 4.2.7 Negative Votes:

4.2.7.1 Written Statement – Negative votes shall be accompanied by a written statement(s) of explanation. Any negative vote that is not accompanied by a written statement shall be recorded as abstaining and need not be considered further.

4.2.7.2 Attachment – Negative voters' statement(s) should be submitted on a separate attachment to the letter ballot or ballot item.

## 4.2.8 Handling of Negative Votes:

4.2.8.1 Withdrawal – A negative vote may be withdrawn by the negative voter at any time. A withdrawn negative vote is counted as affirmative unless specified by the voter as an abstention.

4.2.8.2 Committee Response – Negative votes received on letter ballots up to the due date shall be considered and acted upon at a meeting of the Committee. (For motions for handling negative ballots, see Section 4.2.9, "Motions for Handling Negative Votes")

4.2.8.3 Notification – The negative voter shall be notified of the time and place where the negative votes will be considered. The written statements accompanying the negative votes will be sent to the Committee prior to a Committee action on those negative votes. Negative votes will be handled at the next full meeting of the Committee.

## 4.2.9 Motions for Handling Negative Votes:

4.2.9.1 General – All motions for handling negative votes shall include an explanation for the reasons for the action.

4.2.9.2 Not Related Motions – A motion or voice vote to find a negative vote not related to the item being balloted requires an affirmative vote of at least two thirds of the voting Members present at the meeting. Negative votes found to be not related shall be recorded as abstaining.

4.2.9.3 Not Persuasive Motions – A motion or voice vote to find a negative vote not persuasive, at a meeting, requires an affirmative vote of at least two thirds of the voting Members present at the meeting. If this action fails, the balloted item is withdrawn from the ballot.

4.2.9.4 Persuasive Motion – An item is withdrawn from the ballot if the Subcommittee taking action does not offer a motion to declare the negative vote not persuasive or not related.

4.2.9.5 Documentation of Action on Negatives – Actions on all negative votes including the vote record and accompanying Subcommittee reasons shall be recorded in the Committee minutes. The negative voters not in attendance shall be notified of these actions.

4.2.10 Abstain – Members abstaining from votes shall indicate reason for abstaining such as "voting interest" or "not familiar enough with the subject." Their comments on the subject however are encouraged and will be considered.

4.2.11 Votes and Results Recorded – Once votes and results are recorded, a summary shall be sent to the Board of Directors Functional Group. In the event there are negative votes that have to be resolved, the results will still be sent to the Board of Directors Functional Group with notation that there were negative votes that will be resolved at the Committee's next meeting. If there are no negative votes, the results sent to the Board of Directors Functional Group will have included the complete Manual addition, revision or deletion in a format such that the Board of Directors Functional Group can readily see where the Manual addition, revision or deletion fits into the existing Manual. If there are negative votes, when they are resolved, the resolution results will be sent to the Board of Directors Functional Group indicating how the negative votes were satisfactorily resolved.

4.2.11.1 Ballots and Resolution of Negative Votes – All ballots and correspondence on resolution of negative votes shall be retained by the Committee Secretary for at least 18 months.

4.3 Recognition -- The Committee Chairman, Vice Chairman or Sub-Committee Chairman may recognize Committee members who have performed outstanding Services by letter or award of merit, or election as a member of the Committee Emeritus. The procedure for electing a member of Committee Emeritus shall be followed as outlined in Section 5.12 of the Regulations Governing AREMA Committees.

5.0 SUBCOMMITTEES

5.1 General -- Subcommittee membership and Subcommittee chairmen shall be appointed by the Committee Chairman and serve for a specific purpose and designated period. Any Member of the Committee may serve on a Subcommittee. Subcommittee chairmen should be Members. Exceptions shall be approved by the Board of Directors Functional Group. Standing Subcommittees and Subcommittee A and B shall have the duties as listed below.

5.2 Subcommittee A -- Recommendations for Further Investigation and Research – This is a standing Subcommittee with responsibility of making recommendations for further Committee investigation and research.

5.3 Subcommittee B - Revision of Manual -- This is a standing Subcommittee with the responsibility of assuring the Manual Chapter, Portfolio or other printed material that is maintained by the Committee is current.

5.3.1 Duties - This Subcommittee shall continuously review the Manual Chapter, Portfolio or other printed material the Committee has responsibility for, making assignment recommendations to the Chairman.

5.4 Reports for Information – Upon completion of work by Assignment Subcommittee, the Sub-committee shall present a brief to the Committee and move that it be published. Upon a second of the motion, discussion will be invited; and following discussion, the Chairman shall call the question, take a vote of those entitled to do so, and record the results. If the question passes, the Committee Chairman will forward the report to the Executive Director for publication in the next available Bulletin of the Association as a Report of Information. If the question fails, the work will be returned to the assignment Subcommittee for additional work in accordance with the discussion.

5.5 Recommended Manual Revision -- Upon assignment to Subcommittee and completion of the work, the Subcommittee shall present a brief to the Committee and move that it be presented to the Board of the Directors as Recommended Manual Revision. Upon a second of the motion, discussion will be invited; and following the discussion, the Chairman shall call the question, take the vote of those entitled to do so, and record the results. If the question passes, a Letter Ballot shall be prepared, to include resolution of Negative Votes as contained in Section 4.2, "Voting Procedures". At such time as the Committee Chairman closes the balloting, the results shall be reported. If the Letter Ballot passes, the Committee Chairman shall forward the materials to the Executive Director for its placement on the Docket for action by the Board of Directors. If the question fails, the work will be returned to the assignment Subcommittee for additional work in accordance with the discussion received on the Letter Ballot responses.

5.6 Special Assignments -- The Committee Chairman shall make specific assignments, set schedules for completion and define the review process when necessary.

5.7 Time Critical Assignments -- The Board of Directors, the Board of Directors Executive Committee via the Executive Director, Board of Directors Functional Group or the Executive Director may request the technical committee chairman to create an Ad Hoc Subcommittee to investigate, evaluate and make recommendations on specific time-critical issues in the most expedited manner feasible. The technical committee chairman may provide timely response to inquiries.

5.7.1 Direction - Requests shall provide specific scope, deliverables, available funding and time frame to the Ad Hoc Subcommittee.

5.7.2 Ad Hoc Subcommittee Response - The Chairman of the Technical Committee assigned an urgent issues assignment shall promptly assemble an Ad Hoc Subcommittee from the Committee membership for the purpose of reviewing the directions; and shall within 15 days advise the Executive Director of the feasibility of successfully completing the task. Upon hearing the report of the Committee Chairman, the Executive Director shall confer with the Board of Directors Functional Group, determining a course of action if the feasibility of task completion does not conform with the original request.

5.8 Standing Subcommittees -- The Committee Chairman shall be responsible for establishing standing subcommittees and appointing their chairman to handle the committee's continuing business. As required, the standing subcommittee chairman will provide a report to the Chairman.

6.0 MANUAL REVISIONS

It is the responsibility of Committee 18 to continuously review the material in its chapter of the Manual and recommend revisions whenever existing material becomes obsolete or new material of sufficient importance becomes available. Any request for review of a practice should be honored promptly. While it is vitally important that the Manual material be kept current, good judgment must be exercised in recommending revisions to be assured that the revised data justifies the re-issuance of the material. All Manual material will be submitted to the Executive Director and Board of Directors Engineering Services Functional Group for review by the Board of Directors prior to the publication in the Bulletin at the next meeting after receipt of the new or revised material. The Board is responsible to review again all material before final publication in the Manual.

7.0 AMENDING BY-LAWS

It is the responsibility of Committee 18 to maintain these By-Laws. Amendments to these By-Laws shall be made by a two-thirds vote of the voting members of the Committee. The amendments receiving an affirmative vote will then be sent the Board of Directors Engineering Services Functional Group for approval.

**APPENDIX I**

**American Railway Engineering and Maintenance of Way Association**

4501 Forbes Blvd., Suite 130  
Lanham, MD 20706  
Phone 301-459-3200 Fax 301-459-8077

**Indication of Interest and/or Appointment to Association Activities**

Name \_\_\_\_\_  
Title or Position \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
AREMA Membership Grade \_\_\_\_\_ Year Elected \_\_\_\_\_

I hereby apply for appointment to the following Committee(s)

\_\_\_\_\_

Experience or particular reasons for desiring to become a member of this Committee: \_\_\_\_\_

Current AREMA Committee affiliation: \_\_\_\_\_

Whether or not applying for appointment to a specific Committee, please complete the following three questions.

1. Please specify general area of interest.

Communications Electrical Traction Signal

Structures Track

Other \_\_\_\_\_

2. Please specify areas of interest.

Construction Design Maintenance

Other \_\_\_\_\_

3. Would you be interested in participating with an ad hoc Committee from time to time to work on special problems? Yes No

If my application for assignment is approved, I will contribute to AREMA's activities by attending meetings, answering correspondence and voting as appropriate.

Signed (Applicant ) \_\_\_\_\_

Approved by Committee Chairman \_\_\_\_\_ Date \_\_\_\_\_

Not approved by Committee Chairman \_\_\_\_\_ Date \_\_\_\_\_

Reason for above \_\_\_\_\_

**APPENDIX II**

**American Railway Engineering and Maintenance of Way Association**

**Letter Ballot**

**1. Committee and Sub-committee** \_\_\_\_\_

**2. Letter Ballot Number** \_\_\_\_\_

**3. Assignment** \_\_\_\_\_  
\_\_\_\_\_

**4. Vote** Approve

Disapprove

Abstain

Note: If you have a conflict of interest on the topic being considered, you must mark the ballot "Abstain".

**5. Comments** Comments must be provided when voting to disapprove or abstain. Use additional space on back or attach sheet as necessary.  
\_\_\_\_\_

**6. Voting Deadline** Votes must be sent to: \_\_\_\_\_  
\_\_\_\_\_

by: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**7. Signature** I have read the Regulations Governing AREMA Committees and Committee By-Laws and have complied with all their requirements.

Signed: \_\_\_\_\_ Name (Please Print) \_\_\_\_\_

Address (if changed) \_\_\_\_\_  
\_\_\_\_\_