

Carquinez Model Railroad Society

Standing Rule M2 - Management of Change

A. Scope

1. This Standing Rule defines the process for approving physical changes to the CMRS model railroad and building.
2. Changes to the CMRS Bylaws, Standing Rules, and operating procedures are outside the scope of this Standing Rule and are addressed by the Bylaws or other Standing Rules.
3. This Standing Rule establishes a Planning Team that replaces the Engineering Committee.
4. This is a Class B Standing Rule.

B. Types of Changes

1. There are two types of changes: Repairs and Modifications
 - a. Repairs – an activity that restores an item or feature to its prior condition or state with the same intent and function.
 - b. Modifications – an activity that physically adds or modifies a permanent item or feature associated with the model railroad or building.
2. Refer to Attachment A for examples of Repairs and Modifications.

C. Repairs

1. Repairs to the model railroad are within the purview of the Superintendents. Repairs that involve more than one Superintendent shall be coordinated with the General Superintendent.
2. Repairs to the building are within the purview of the Building Manager.
3. Board approval of a repair is only required when the cost of the repair will exceed a Superintendent's authorized approval limit.
4. Membership approval of a repair is only required when the cost of a repair exceeds the Board approval limits contained in Standing Rule A5 – Board Authority Limits.
5. Notwithstanding the foregoing, a Superintendent, the General Superintendent, or the Building Manager may bring their repair to the Board or membership if they feel the need to do so for reasons of cost, scope or work, risk to the CMRS, or other considerations.

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D. Modifications

1. Any member may propose a modification to the building or model railroad.
2. All members, including Superintendents and Board members, shall utilize this process to propose a modification to the building or model railroad.
3. To initiate the process, the member shall send an e-mail to the club membership that addresses the following elements:
 - a. The scope of the modification (what and where)
 - b. How the modification will benefit CMRS.
 - c. Ask for comments on the proposed modification.
4. After two weeks, the member may then submit their modification proposal.
 - d. Changes to the building are submitted to the Building Manager.
 - e. Changes to the model railroad are submitted to the Planning Team (refer to Section E).
5. The proposal shall include the following elements:
 - f. A completed Modification Proposal Form (see Attachment B).
 - g. The original proposal e-mailed to the club.
 - h. All comments that were received.
6. The Planning Team/Building Manager (as appropriate) will review the proposed modification:
 - i. Send an e-mail to the member acknowledging receipt of the Modification Proposal.
 - j. Schedule a meeting with the member to review the Modification Proposal.
 - k. Work with the member and provide constructive suggestions to ensure the success of the modification. In reviewing Modification Proposals, the Planning Team is charged with maintaining a holistic view of the model railroad that promotes good balance and interaction between different elements.
 - l. The Planning Team votes, or decides in the case of the Building Manager, to recommend or not recommend approval of the Modification Proposal to the membership. Planning team members cannot vote on their own project proposal.
7. Following receipt of the Planning Team's recommendation, the member should request of the Board that the Modification Proposal be added to the agenda for the next available General Membership meeting.
8. The member presents their proposal to the Membership, including the Planning Team's recommendation. The Planning Team/Building Manager may offer any comments at the end of the presentation, to which the member may respond if warranted. The General Membership will then vote on the Modification Proposal.
9. If the Modification Proposal is not approved by the Membership, the member may modify their Modification Proposal and initiate the process again.

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E. Planning Team

1. The Planning Team shall be composed of seven members.
2. The Planning Team shall be comprised of following members:
 - m. Any CMRS member who has been a member for more than two years may volunteer for the Planning Team.
 - n. Up to, but not required, three Superintendents.
 - o. The Planning Team cannot contain more than two Board members.
 - p. The Planning Team will select a team leader from amongst the members.
3. If there are more volunteers than vacancies, then the final selection will be made by the Board.
4. Planning Team appointments are for a period not to exceed one year. Four members rotate off in even years and three members in odd years.
5. The Planning team reports to the Board.
6. The Planning Team will provide a brief report at each monthly meeting describing the status of proposed modifications that are being reviewed by the Planning Team, as well as issuing meeting minutes (see Standing Rule A12).
7. Planning meetings shall be held at the CMRS facilities and are open to all members to attend.
8. The Planning Team shall be responsible for developing and maintain a written long-range plan that defines the overall mission of the model railroad. This plan and its amendments shall be approved by the General Membership.

End of Rule

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Attachment A – Repair and Modification Examples

	Repairs	Modifications
Building	<ul style="list-style-type: none"> • Door repairs • Plumbing repairs • Electrical repairs • Structural repairs 	<ul style="list-style-type: none"> • Modifications that require permits • Modifications in access/egress paths • Remodeling of the building in whole or in part • Painting • Flooring • Lighting changes
Model Railroad	<ul style="list-style-type: none"> • Repairing/replacing damaged track • Repairing/replacing a damaged switch • Replacing failed DCC components • Repairing damaged throttles • Repairs to damaged scenery or scenic elements (trees, figures, vehicles, etc.) 	<ul style="list-style-type: none"> • Track plan changes • New industry • New scenery additions • Replacement of an industry • Changes to control panels or how members interact with the model • railroad controls • A change that adds a new industry with new sidings and a control panel is one modification, not three.

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Attachment B – Proposal Form

Submittal Date:

Modification Title:

Modification Scope (what and where including track level, location, square footage or linear feet, number and type of buildings, time era, added/modified track and switches, electrical requirements, scenery requirements/impacts, etc.):

How did you address the comments you received?

Proposed Budget:

Proposed Schedule:

Please describe any portions of the model railroad need to be taken out of service for this modification:

How will the project impact the adjacent scenes?

What type of rolling stock will be used at this site and what is the operational relationship with existing industries?

Will you be working on the modification yourself? Any others?

What support will you need from the Superintendents?

Please include a drawing or sketch, preferably to scale.

Planning Team Recommendation: Approve Decline

If not recommended for approval, what were the concerns?