## **Procedure for Submitting a Revision to By-Laws**

All proposed revisions must be submitted in writing.

All proposed revisions must describe the reason the change is necessary and how the change solves the problem.

All proposed revisions must consider any cost impact.

All proposed revisions must contain the author's contact information in case the Revision committee has questions or needs clarification.

Proposed revisions may be emailed to <u>www.webmaster@nsrm-friends.org</u> or mailed to Friends of the Nevada State Railroad Museum, PO Box 1330, Carson City, NV 89702

Proposed revisions, in writing, may also be brought to Open Meeting, Saturday February 23, 1000AM at the Museum.

If you submit a proposed revision prior to the Open Meeting, you should, if possible, attend the meeting in order to participate in the discussion.