

## **SPECIFIC GUIDELINES FOR STATE GOVERNING BOARD ELECTIONS**

It is the duty of the State Judging Director to compile a list of all persons who are eligible to run for STATE GOVERNING BOARD MEMBER. The Governing Board is to be made up of a minimum of 5 and a maximum of 9 unless otherwise approved by the RJD.

**May 1** A special reminder is sent to the State Judging Director by the Regional Judging Director

**June 1** A list of all eligible candidates should be published on the State website or sent to the State Membership by the present SJD, accompanied by a description of the voting process and dates for the procedures. A reminder to update personal profiles in Wild Apricot will also be sent. The present SJD sends each eligible candidate an email/letter, which includes:

Letter of Eligibility and Duties of the Office of the State Governing Board.

Candidate Application Form to be completed by the candidate stating her/his qualifications.

A list of dates for the election and the process to be followed (this document)

**June 15 Candidate Application Form due to both the RJD and Vice President:  
Deadline date of June 15.**

Failure to respond by the deadline date (postmarked) indicates that the candidate does NOT wish to run for the office.

SJD will provide a csv file of voting members from Wild Apricot to the Vice President.

**RJD** will provide an "Election Details" form to the Vice President.

**June 20** RJD to confirm VP spreadsheet of candidates and offices

**June 25** SJD will participate in a test election to verify the correctness of the ballot. Any issues must be noted immediately and sent to the VP to correct with the voting company.

**July 1** Voting begins. Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins.

**July 15** Voting ends. The Vice President notifies the RJD who, in turn, will notify the candidates, and the SJD. The Vice President will notify Members of the Executive Board.

The SJD sends election results to the state membership.

**August 1** The newly elected State Governing Board Members assume office.

- NOTE: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.