

# **NAWGJ**

## **Election Guide**

**NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES**

**ELECTION GUIDE**  
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# **PART 1**

## **ELIGIBILITY FOR OFFICERS AND DIRECTORS**

## ELIGIBILITY FOR OFFICERS AND DIRECTORS

1. All National, Regional, State, and At-Large Directors shall be 21 years of age.
  - It is suggested that the Executive Officers and Board of Directors (which includes the eight Regional Judging Directors) be certified at National Level or above.
  - All Regional and National Directors and Officers shall be NAWGJ members certified at Level 10 or above. Exception: The National Collegiate Assigner must have a National rating or above for the duration of the position.
  - All State Committee members shall be NAWGJ members and certified judges for a minimum of one year (12 months-grace period ends September 1st).
2. All prospective Directors and Officers shall have been voting members of their respective Governing boards for at least one year (12 months). (For SJD's, a State Committee; for RJD's a Regional Committee; for Executive Board Positions, the Board of Directors.) Life Members and appointed National Directors are also eligible if they have previously held an elected position, meet the same criteria, and currently hold the appropriate rating.
3. A candidate must live in the region where their address is on file with the National Office unless otherwise approved by the National Board of Directors.
4. The President, Vice President, National Secretary, Director of Finance, At-Large Directors, Regional Directors, State Directors, may be re-elected for one additional consecutive 4-year term only, State Committee Members may be re-elected for 2 additional 2-year terms (*partial terms will not be considered when considering the duration of terms*). In the event no eligible candidate indicates interest in the position, approval may be requested for the Incumbent to continue to serve an additional term in that position or in another vacant position on the committee.
  - For Executive Officers, approval is granted by the Board of Directors.
  - For the RJD position, approval is granted by the Board of Directors.
  - For the SJD position, approval is granted by the Regional Committee.
  - For the State Committee, approval is granted by the Regional Committee.  
*Clarification: Service on the State Committee only applies to that person who accrues six years of service time on the State Committee .*
  - For At-Large Directors, approval is granted by the Executive Committee.
    - Exception: The National Collegiate Assigner may only serve two terms consecutively.
5. A candidate must be in good standing under the Canons and the NAWGJ Code of Professional Responsibility.
6. A current Officer must be up-to-date with all required reports to be eligible to run for office.
7. A member may not serve in any of the following positions simultaneously: State Judging Director, Regional Judging Director, National Officer, At-Large Director, or Regional Collegiate Assigner.

# **PART 2**

  

## **TIMETABLES FOR ELECTIONS AND APPOINTMENTS**

## TIMETABLE FOR ONLINE ELECTIONS

|                           | <u>EVEN YEARS</u><br>PRESIDENT<br><br>VICE<br>PRESIDENT | <u>ODD YEARS</u><br>NATIONAL<br>SECRETARY<br><br>DIRECTOR<br>OF FINANCE | <u>EVEN/ODD</u><br>RJD | <u>EVEN/ODD</u><br>SJD | <u>EVEN/ODD</u><br>SC | <u>EVEN</u><br>AT-LARGE<br>DIRECTORS*<br>(By Appointment)<br>*The year the<br>President is<br>elected |
|---------------------------|---|---|------------------------|------------------------|-----------------------|---|
| Letter of Eligibility     | November 15   | November 15   | January 1              | February 15*           | June 1                | February 1  |
| Candidate Application due | December 1  | December 1  | January 15             | February 25            | June 15               | March 1   |
| Voting Begins             | December 5  | December 5  | January 25             | March 5                | June 25               | Executive Committee recommendations to Board of Directors 3/15  |
| Voting Ends               | December 15   | December 15   | February 10            | March 20               | July 10               | Meeting w/ Board of Directors prior to 3/25   |
| Assume Office             | April 1   | April 1   | May 15                 | May 15                 | July 15               | April 1   |

**\*A Request to run as Co-SJDs must be received by VP & RJD by February 20th.**

**NOTES:**

- Even year terms for President, Vice President, and even-numbered Regions.
- Odd year terms for National Secretary, Director of Finance, and odd-numbered Regions.
- Even numbered Regions elect Officers during even-numbered years.
- Odd-numbered regions elect officers during odd-numbered years.
- State Committee positions are two-year terms.
- At-Large Directors are appointed the year the President is elected.
- The National Collegiate Assigner-Elect is appointed one year prior to the year the President is elected and takes office the following year.

If you have any questions about the election procedures, contact your Regional Judging Director or the Vice President for clarification.

## TIMETABLE FOR ELECTIONS AND APPOINTMENTS BY YEAR

|                          |                    |  |
|--------------------------|--------------------|--|
| <b>2023<br/>Election</b> |                    | National Secretary   |
|                          | Regions 1, 3, 5, 7 | State Judging Director<br>State Committee  |
| <b>Appointment</b>       |                    | National Collegiate Assigner-Elect   |
| <b>2024<br/>Election</b> |                    | President  |
|                          | Regions 2, 4, 6, 8 | State Judging Director<br>State Committee  |
| <b>Appointment</b>       |                    | Education Director<br>Historian<br>Judges' Cup Director<br>Librarian Director<br>National Collegiate Assigner (Takes Office)<br>Website Director |
| <b>2025<br/>Election</b> |                    | Director of Finance  |
|                          | Regions 1, 3, 5, 7 | Regional Judging Director<br>State Committee   |
| <b>2026<br/>Election</b> |                    | Vice President   |
|                          | Regions 2, 4, 6, 8 | Regional Judging Director<br>State Committee   |
| <b>2027<br/>Election</b> |                    | National Secretary   |
|                          | Regions 1, 3, 5, 7 | State Judging Director<br>State Committee  |
| <b>Appointment</b>       |                    | National Collegiate Assigner-Elect   |
| <b>2028<br/>Election</b> |                    | President  |
|                          | Regions 2, 4, 6, 8 | State Judging Director<br>State Committee  |
| <b>Appointment</b>       |                    | Education Director<br>Historian<br>Judges' Cup Director<br>Librarian Director<br>National Collegiate Assigner (Takes Office)<br>Website Director |
| <b>2029<br/>Election</b> |                    | Director of Finance  |
|                          | Regions 1, 3, 5, 7 | Regional Judging Director<br>State Committee   |
| <b>2030<br/>Election</b> |                    | Vice President   |
|                          | Regions 2, 4, 6, 8 | Regional Judging Director<br>State Committee   |

# TIMETABLE FOR ELECTIONS AND APPOINTMENTS BY DATE

| Position                        | Nov 15      | Dec 1    | Dec 5-15 |             |          | Feb 1       |                   |             |          | Mar 1    |             | Apr 1                          |                                |             |          |                    |                                      |
|---------------------------------|-------------|----------|----------|-------------|----------|-------------|-------------------|-------------|----------|----------|-------------|--------------------------------|--------------------------------|-------------|----------|--------------------|--------------------------------------|
| President/<br>Even              | Eligibility | Appl Due | Election |             |          |             |                   |             |          |          |             | Assume office<br>2024,<br>2028 |                                |             |          |                    |                                      |
| Vice<br>President/<br>Even      | Eligibility | Appl Due | Election |             |          |             |                   |             |          |          |             | Assume office<br>2026,<br>2030 |                                |             |          |                    |                                      |
| Secretary/<br>Odd               | Eligibility | Appl Due | Election |             |          |             |                   |             |          |          |             | Assume office<br>2023,<br>2027 |                                |             |          |                    |                                      |
| Dir of<br>Finance/<br>Odd       | Eligibility | Appl Due | Election |             |          |             |                   |             |          |          |             | Assume office<br>2025,<br>2029 |                                |             |          |                    |                                      |
| Collegiate<br>Assigner<br>Elect |             |          |          |             |          | Eligibility |                   |             |          | Appl Due |             | Assume office<br>2023,<br>2027 |                                |             |          |                    |                                      |
| Website*                        |             |          |          |             |          | Eligibility |                   |             |          | Appl Due |             | Assume office<br>2024,<br>2028 |                                |             |          |                    |                                      |
| Library*                        |             |          |          |             |          | Eligibility |                   |             |          | Appl Due |             | Assume office<br>2024,<br>2028 |                                |             |          |                    |                                      |
| NCAA*                           |             |          |          |             |          | Eligibility |                   |             |          | Appl Due |             | Assume office<br>2024,<br>2028 |                                |             |          |                    |                                      |
| NJC*                            |             |          |          |             |          | Eligibility |                   |             |          | Appl Due |             | Assume office<br>2024,<br>2028 |                                |             |          |                    |                                      |
| Education*                      |             |          |          |             |          | Eligibility |                   |             |          | Appl Due |             | Assume office<br>2024,<br>2028 |                                |             |          |                    |                                      |
| Historian*                      |             |          |          |             |          | Eligibility |                   |             |          | Appl Due |             | Assume office<br>2024,<br>2028 |                                |             |          |                    |                                      |
| Position                        |             |          |          | Jan 1       | Jan 15   |             | Jan 25-<br>Feb 10 | Feb 15      | Feb 25   |          | Mar<br>5-20 |                                | May 15                         | June 1      | June 15  | June 25-<br>Jul 10 | Jul 15                               |
| RJD/Odd                         |             |          |          | Eligibility | Appl Due |             | Election          |             |          |          |             |                                | Assume office<br>2025,<br>2029 |             |          |                    |                                      |
| RJD/Even                        |             |          |          | Eligibility | Appl Due |             | Election          |             |          |          |             |                                | Assume office<br>2026,<br>2030 |             |          |                    |                                      |
| SJD/Odd                         |             |          |          |             |          |             |                   | Eligibility | Appl Due |          | Election    |                                | Assume office<br>2023,<br>2027 |             |          |                    |                                      |
| SJD/Even                        |             |          |          |             |          |             |                   | Eligibility | Appl Due |          | Election    |                                | Assume office<br>2024,<br>2028 |             |          |                    |                                      |
| SC/Odd                          |             |          |          |             |          |             |                   |             |          |          |             |                                |                                | Eligibility | Appl Due | Election           | Assume office<br>2025, 2025,<br>2027 |
| SC/Even                         |             |          |          |             |          |             |                   |             |          |          |             |                                |                                | Eligibility | Appl Due | Election           | Assume office<br>2022, 2024,<br>2026 |

\*At-Large Directors appointed the year the President is elected.



# **PART 3**

# **PRESIDENTIAL ELECTION RESPONSIBILITIES**

## VICE PRESIDENT - ELECTION TIMELINE

It is the duty of the President to compile a list from the Regional Judging Directors of all persons eligible to run for VICE PRESIDENT.

**November 15** The President emails each eligible candidate:

- Letter of Eligibility and Duties of the Office of Vice President
- Candidate Application Form
- Election Timeline

**December 1** Candidate Application Form due to President:

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

- The President will provide a csv file of voting members from the NAWGJ Membership site to the election platform
- The President will provide a file of applications received to the election platform
- *If no candidate applications are received, termed-out members will be notified by the President*

**December 4** A test election will be conducted to verify the accuracy of the ballot.

**December 5-15** Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins.
- The Vice President shall be elected through the voting of the Regional Judging Directors and National Officers, who shall vote from a slate of eligible candidates for the respective office.

**December 15** Voting ends:

- The President notifies the candidates and Board of Directors.
- Election results are posted on the website.

**April 1** Newly elected Vice President assumes office.

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

# **PART 4**

## **VICE PRESIDENT ELECTION AND APPOINTMENT RESPONSIBILITIES**

## PRESIDENT - ELECTION TIMELINE

It is the duty of the Vice President to compile a list from Regional Judging Directors of all persons eligible to run for PRESIDENT.

**November 15** The Vice President emails each eligible candidate:

- Letter of Eligibility and Duties of the Office of the President
- Candidate Application Form
- Election Timeline

**December 1** Candidate Application Form due to Vice President:

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

- The Vice President will provide the election platform a csv file of voting members from the NAWGJ Membership site
- The Vice President will provide a file of applications received to the election platform
- *If no candidate applications are received, termed-out members will be notified by the Vice President*

**December 4** A test election will be conducted to verify the accuracy of the ballot.

**December 5-15** Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The President shall be elected through the voting of the Regional Judging Directors and National Officers who shall vote from a slate of eligible candidates for the respective office

**December 15** Voting ends:

- The Vice President notifies the candidates and Board of Directors
- Election results are posted on the website

**April 1** Newly elected President assumes office.

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

# NATIONAL SECRETARY - ELECTION TIMELINE

It is the duty of the Vice President to compile a list from Regional Judging Directors of all persons eligible to run for NATIONAL SECRETARY.

**November 15** The Vice President emails each eligible candidate:

- Letter of Eligibility and Duties of the Office of the National Secretary
- Candidate Application Form
- Election Timeline

**December 1** Candidate Application Form due to Vice President:

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

- The Vice President will provide the election platform a csv file of voting members from the NAWGJ Membership site
- The Vice President will provide a file of applications received to the election platform
- *If no candidate applications are received, termed-out members will be notified by the Vice President*

**December 4** A test election will be conducted to verify the accuracy of the ballot.

**December 5-15** Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The Secretary shall be elected through the voting of the Regional Judging Directors and National Officers who shall vote from a slate of eligible candidates for the respective office

**December 15** Voting ends:

- The Vice President notifies the candidates and Board of Directors
- Election results are posted on the website

**April 1** Newly elected National Secretary assumes office.

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

## DIRECTOR OF FINANCE - ELECTION TIMELINE

It is the duty of the Vice President to compile a list from Regional Judging Directors of all persons eligible to run for DIRECTOR OF FINANCE.

**November 15** The Vice President emails each eligible candidate:

- Letter of Eligibility and Duties of the Office of the Director of Finance
- Candidate Application Form
- Election Timeline

**December 1** Candidate Application Form due to Vice President:

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

- The Vice President will provide the election platform a csv file of voting members from the NAWGJ Membership site
- The Vice President will provide a file of applications received to the election platform
- *If no candidate applications are received, termed-out members will be notified by the Vice President*

**December 4** A test election will be conducted to verify the accuracy of the ballot.

**December 5-15** Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The Director of Finance shall be elected through the voting of the Regional Judging Directors and National Officers who shall vote from a slate of eligible candidates for the respective office

**December 15** Voting ends:

- The Vice President notifies the candidates and Board of Directors
- Election results are posted on the website

**April 1** Newly elected Director of Finance assumes office.

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

## **AT-LARGE DIRECTORS - NATIONAL COLLEGIATE ASSIGNER-ELECT - APPOINTMENT TIMELINE**

It is the duty of the Vice President to obtain a list from the National Collegiate Assigner, of all persons eligible to run for National Collegiate Assigner-Elect.

**February 1** The Vice President emails each eligible candidate:

- Letter of Eligibility and Duties of the National Collegiate Assigner-Elect
- Candidate Application Form
- Appointment Timeline

**March 1** Application Form due to Vice President:

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

- The Vice President presents applications to the Executive Committee

**March 15** The Executive Committee makes recommendations to the Board of Directors.

**March 25** Appointment:

- Meeting with the Board of Directors to select National Collegiate Assigner-Elect
- At-Large Directors, meeting the criteria shall be appointed by the Board of Directors, from a slate of eligible candidates

**March 25**

- The President notifies the candidates
- Appointment posted on the website

**April 1** Newly elected National Collegiate Assigner-Elect assumes duties as determined by the current National Collegiate Assigner.

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

## AT-LARGE DIRECTORS - APPOINTMENT TIMELINE

It is the duty of the Vice President to post the available positions for At-Large Directors on the National Website.

**February 1** The Vice President facilitates the posting of the following documents on the National Website:

- Letter of Eligibility and Duties of the available Director positions
- Candidate Application Form
- Appointment Timeline

**March 1** Application Form due to the Vice President:

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

- The Vice President presents applications to the Executive Committee

**March 15** The Executive Committee makes recommendations to the Board of Directors.

**March 25** Appointment:

- Meeting with the Board of Directors to select At-Large Directors
- At-Large Directors, meeting the criteria shall be appointed by the Board of Directors, from a slate of eligible candidates

**March 25**

- The President notifies the candidates
- Appointment posted on the website

**April 1** Newly elected Director assumes duties.

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



# REGIONAL JUDGING DIRECTOR - ELECTION TIMELINE

It is the duty of the Vice President to compile a list from Regional Judging Directors of all persons eligible to run for Regional Judging Director.

**January 1** The Vice President emails each eligible candidate:

- Letter of Eligibility and Duties of the Office of Regional Judging Director
- Candidate Application Form
- Election Timeline

**January 15** Candidate Application Form due to Vice President:

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

- The Vice President will obtain a csv file of voting members from the NAWGJ Membership site
- The Vice President will compile a file of application forms to be sent to the election platform
- *If no candidate applications are received, termed-out members will be notified by the Vice President*

**Between Jan 16 - Feb 4** A test election will be conducted to verify the accuracy of the ballot.

**January 25 - February 10** Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The Regional Judging Directors, meeting the criteria, shall be elected by the State Judging Directors and all NAWGJ Level 10 and above members within their respective region, from a slate of eligible candidates

**February 10** Voting ends:

- The Vice President will notify the candidates
- The Vice President will notify Members of the Executive Board
- Election results will be posted on the National Website

**May 15** Newly elected Regional Judging Director assumes office.

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

# **PART 5**

## **VICE PRESIDENT AND REGIONAL JUDGING DIRECTOR ELECTION RESPONSIBILITIES**

## STATE JUDGING DIRECTOR - ELECTION TIMELINE

It is the duty of the Regional Judging Director to compile a list of all persons eligible to run for State Judging Director.

**February 15** The present RJD emails each eligible candidate:

- Letter of Eligibility and Duties of the Office of the State Judging Director
- Candidate Application Form
- Election Timeline
- A Request to run as Co-SJDs must be received by VP & RJD **by March 10**

**February 25** Candidate Application Form due to RJD:

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

- RJD will provide the Vice President a csv file for each state of voting members from the NAWGJ Membership site
- RJD will provide a file of application forms for each state to the Vice President
- RJD to confirm VP spreadsheet of candidates and offices
- *If no candidate applications are received, termed-out members will be notified by the RJD*

**Between February 26 - March 4** Vice President and RJD will participate in a test election to verify the accuracy of the ballot.

**March 5 - 20** Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The State Judging Director, meeting the criteria, shall be elected by the NAWGJ membership in their respective state, from a slate of eligible candidates

**March 20** Voting ends:

- The Vice President notifies the RJD who, in turn, will notify the candidates
- The Vice President will notify Members of the Executive Board
- The current SJD notifies the membership

**May 15** Newly elected State Judging Director assumes office.

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

## STATE COMMITTEE - ELECTION TIMELINE

It is the duty of the Regional Judging Director to compile a list of all persons eligible to run for the STATE COMMITTEE. The State Committee is to be made up of a minimum of five and a maximum of nine unless otherwise approved by the RJD.

**June 1** A list of all eligible candidates should be published on the State website or sent to the State Membership by the present RJD, 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 RJD emails each eligible candidate:

- Letter of Eligibility and Duties of the Office of the State Committee
- Candidate Application Form
- Election timeline

**June 15** Candidate Application Form due to RJD:

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

- RJD will provide a csv file of voting members from Wild Apricot to the Vice President
- RJD will provide a file of application forms to the Vice President
- RJD to confirm VP spreadsheet of candidates and offices
- *If no candidate applications are received, termed-out members will be notified by the RJD*

**Between June 16 - 24** RJD will participate in a test election to verify the accuracy of the ballot.

**June 25 - July 10** Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The State Committee members, meeting the criteria, shall be elected by the NAWGJ membership in their respective state, from a slate of eligible voters

**July 10** Voting ends:

- The Vice President notifies the RJD who, in turn, will notify the candidates
- The Vice President will notify Members of the Executive Board
- The SJD sends election results to the state membership

**July 15** Newly elected State Committee Members assume office.

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

# **PART 6**

## **ELIGIBILITY TO VOTE**

## ELIGIBILITY TO VOTE

1. A judge's voting privilege is in the state where the judge is registered with the National Membership site.
2. To be eligible to vote in elections, a judge must meet the following criteria ninety (90) days prior to the date the ballots are sent:
  - Be an active NAWGJ member with a valid certification.
  - Have an address established with the National NAWGJ Membership site. (In the state for SJD and State Committee, and in the Region for RJD.)
  - Have achieved the required certification (as per their certification date).

# **PART 7**

## **CREATING MEMBERSHIP LISTS FOR ELECTIONS**

## HOW TO CREATE A CSV FILE FOR ELECTIONS

Sign in to: <https://naow3gj.wildapricot.org/>

Click the "Home" (gray house) button on the top left  
You should see "Public View" in the upper left corner

A. Contacts Tab (left sidebar)

Advanced search: Add criteria

1. State
2. Membership Status
3. Member since
4. Current Rating

B. Fill in the information

1. State: *Fill in your 2-letter state abbreviation*
2. Membership Status is **Active**
3. Member since- pull-down menu to "**On or Before.**" Add the date that is *90 days prior to the date voting begins.*
4. Rating:
  - SJD and State Committee Election-Check "any of selected" and check all boxes
  - RJD Election: Check "any of selected" and check level 10 rating and above

C. Click SEARCH

D. Click the EXPORT box at the top of the page

Use the pull-down menu to choose csv file and check the following items:

1. First name
2. Last name
3. State
4. Email
5. NAWGJ Number

E. Click EXPORT (make sure you see where it will be saved)

Mac users

1. Save as Microsoft Excel Doc to desktop
2. Convert to csv file-save as menu

F. Email attachment to the designated person