



August 2016

Memorandum

To the members of the American Culinary Federation (ACF)

This packet contains important information for National Officer Nomination and candidacy. Members should completely review the information in this packet to ensure compliance with ACF electoral procedures.

Important Reminders

1. Nominations for National Officers shall be accepted by the Nominations and Elections Committee. Starting at the annual Board of Governors' meeting held at the national convention in the year prior to the election and ends December 1 the same year.

•Complete the Nomination form found online at www.acfchefs.org/elections and return it to elections@acfchefs.net or fax 904-940-0741 before December 1.

2. All nominees must submit the National Officer Candidate 'Intent to Run' form found online at www.acfchefs.org/elections by December 1.

3. Candidates who submit incomplete or late application forms and materials will automatically be disqualified to run for office.

4. Candidate documents can be either hand-written or typed and may be submitted electronically.

Included in this packet are:

1. Guidelines to be used for all national officer candidates.
2. Forms

A copy of the ACF Bylaws can be found at <http://www.acfchefs.org/ACF/Resources/Downloads/ACF/Resources/Downloads/>

If you have any questions or concerns, please contact the Federation Administrator at elections@acfchefs.net or 904-484-0248.



American Culinary Federation
The Standard of Excellence for Chefs

National Officer Candidate Guidelines & Forms

President

Treasurer

Secretary

Central Region Vice President

Northeast Region Vice President

Southeast Region Vice President

Western Region Vice President

The Immediate Past President must also follow campaign and election rules and regulations as indicated in this packet.



General Information

Purpose

These guidelines seek to provide important information concerning eligibility and campaigning procedures which govern the National Officer Election for prospective national officer candidates at the American Culinary Federation (ACF). This information can be forwarded to members who wish to nominate or run as national officer candidates.

National Officer

The Definition of Eligibility is defined by the American Culinary Federation Bylaws; Article IV, Section 1 (dated July 31, 2015)

The National Officers

Section 1. General. The national officers of the ACF shall be the Immediate Past President, President, Secretary, Treasurer, American Academy of Chefs (“AAC”) Chairperson, and four (4) Regional Vice Presidents.

Section 2. Qualifications for National Office. In order to serve as a national officer, an ACF member shall (a) have held Professional Culinarian privileges for at least five consecutive years and must maintain a Professional Culinarian status while holding office; (b) have served for at least two years as (i) an elected chapter officer; or (ii) a Special Elected Committee Chair (c) have attended two National Conventions prior to his/her election; and (d) be ACF-certified. The ACF President must also have served on the Board of Directors prior to election as ACF President.

Nominations & Elections Committee shall verify candidate’s eligibility upon receipt of candidate’s required documentation and notify candidate of outcome within five (5) business days. The candidate can begin campaigning immediately, but until notification is received from the Nomination and Election Committee, the individual is not an official candidate.

Duties/Job Descriptions

National officers’ general job descriptions are available at <http://www.acfchefs.org/Elections/>

Expenditures

Candidates have responsibility for all aspects of their election campaign including expenditures.



Complaints

Candidates shall conduct themselves in a professional manner at all times. It is expected that candidates shall abide by the Culinaris Code and be a champion of the ACF Core Values. However, formal complaints may be filed by any member.

1. Complaints concerning *campaign procedures* will be handled by the Nominations and Elections Committee. Please submit complaints electronically to the Federation Administrator (elections@acfchefs.net). The Administrator will forward complaint to the Nominations & Elections Committee Chairman for their review and response.
2. Complaints concerning ethical behavior will be handled by the Ethics Committee. Please submit complaints electronically to Executive Director (executivedirector@acfchefs.net) who will forward the complaint to the Ethics Committee Chairman for their review and response.
3. The Nominations and Elections Committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.

General Responsibilities

National Officers must know, uphold and adhere to all ACF and American Culinary Federation Education Foundation (ACFEF) Policies and Procedures. National officers shall:

1. Support growth and enhancement of the culinary profession as defined in the ACF Mission, Vision and Values as detailed in the ACF Strategic Plan.
 - a. Participate in the development of the ACF strategic plan as well as the implementation and continued evolution as appropriate.
2. Embrace and model the behaviors outlined in the ACF Core Set of Values and act in the federation's best interest in board decisions.
3. Maintain confidential information discussed and presented at their meetings and Executive Sessions.



4. Perform due-diligence to attend, fully participate and represent the best interest of the ACF on all issues raised in Board meetings, based on careful analysis of agendas and supporting material.
 - a. P r e p a r e for each board meeting by:
 - i. Utilize the Board agenda process to submit pertinent discussion items for Board consideration
 - ii. Submitting reports for board review
 - iii. Thoroughly reviewing all agenda materials
 - iv. Review financial statements sent electronically by the Treasurer
 - v. Review past board meeting minutes sent electronically by the Secretary.
5. The annualized meeting schedule typically consists of a minimum of three (3) face-to-face meetings and the probability of scheduled conference calls. Both conference calls and face-to-face meetings are defined as board meetings.
 - a. O f f i c e r s are expected to attend all meetings. A minimum up to three (3) face to face meetings and attendance at the Board of Governors meeting is required to remain a Board Member in good standing.
6. Recommend to the Executive Director potential supporters for financial or in-kind contributions to ACF.
7. Recruit new members for the ACF organization.
8. Keep-up-to date on developments in the culinary field.
9. Serve as a board liaison on committees, task forces and/or work groups developed by the Board of Directors as assigned. Prepare and submit reports as requested.

Nominator Information

1. Current ACF chapter members with Professional Culinarian privileges may nominate qualified members for President, Secretary or Treasurer, and any qualified member from his/her region for Vice President of that region.
2. A current National Member with Professional Culinarian privileges may nominate qualified members for President, Secretary or Treasurer.
3. All nominations must be in writing found online at www.acfchefs.org/election and must be received at the national office by December 1, in the year prior to the election.



Candidate Information

Candidate Checklist

All forms are interactive and can be found online at www.acfchefs.org/elections. Please **type** all information requested using only the space provided. The forms should not be altered in any way. Additional information will not be considered. Deadlines will be noted on the forms.

Candidates shall review and agree to abide by the tenets of the [Culinarians' Code](http://www.acfchefs.org/Elections/) (located at <http://www.acfchefs.org/Elections/>).

Candidates shall review and agree to abide by the tenets of the [Code of Ethical Conduct](http://www.acfchefs.org/Elections/) (located at <http://www.acfchefs.org/Elections/>).

Candidates shall complete and return the ACF/ ACFEF Conflict of Interest Disclosure Form.

Provide one (1) National Officer Candidate Nomination Form. Multiple recommendations are not required.

Provide one (1) Intent to Run Form.

Being elected as a national officer takes serious commitment in order to participate actively. Even though this is a volunteer position, it is recommended you share the job description with your employer so they know the time commitments with meetings and travel.

Qualifications

Candidate must:

1. The candidate must be a current, dues-paid, active member in good standing and remain so throughout their term.
2. Have held Professional Culinarian privileges for at least five (5) consecutive years and must maintain a Professional Culinarian status while holding office.



3. Have served for at least two years as one of the following:
 - a. an elected chapter officer
 - b. an ACF Standing or Special Committee Chair
4. Have attended two (2) National Conventions prior to his/her election.
5. Be ACF certified.
6. A candidate running for the office of President must also have served on the Board of Directors prior to election as President.
7. Candidates may not run for the same office more than two (2) consecutive times. They must sit out one (1) term before running for the same office again. **
****This will take effect for the next election, 2019 - 2021.****

Application Review

1. All applications and material for national office candidates needs to be submitted electronically to the [Federation Administrator](#) by December 1 in the year prior to the election. The Administrator will forward all materials to the Nominations and Elections Committee for their approval and acceptance.
2. The candidate can begin campaigning immediately, but until notification is received from the Nomination and Election Committee, the individual is not an official candidate.
 - a. To assure a nominee's eligibility to run for office, a candidate may be asked to provide further information as requested by the Nominations and Elections Committee Chairman.
3. Candidates who submit incomplete or late application forms and materials will be deemed disqualified and not considered a candidate. They will also be notified within three (3) business days of such a decision.



Notification of Eligibility

1. The Nominations and Elections Committee shall verify candidates' eligibility upon receipt of the required documentation and notify candidate of the outcome within five (5) business days.
2. All candidates will receive notification (electronically) on behalf of the Nominations and Elections Committee from the Federation Administrator concerning the status and acceptance of their application for national officer candidacy.
3. Candidates may dispute negative findings by the Nominations and Elections Committee by submitting a written request to the [Executive Director](#) within seven (7) days of said findings. The Executive Director will review your request and forward it to the Nominations and Elections Committee. Please submit your letter through the email or the U.S. Postal Service to 180 Center Place Way; St. Augustine, Florida 32095.

Following notification of eligibility, the candidate will:

1. Thoroughly review all information contained within this packet.
2. Submit (electronically) the following materials to the Federation Administrator at elections@acfchefs.net within five (5) business days of being declared an eligible candidate.
3. Candidate's statement of 100 words or less stating his/her name and why he/she wishes to be a candidate for national office (candidates should mention a specific office). The statement must be emailed as a Word attachment to [Federation Administrator](#) and are subject to editing by the National Culinary Review (NCR) editor; candidates will have the opportunity to review and give final approval. Statements will be published in the NCR and provided to voting delegates after final approval.
4. A biography shall be in a Word attachment and is subject to editing by NCR editor; candidates will have the opportunity to review and give final approval.
5. A professional photograph (headshot) in chef whites and toque. Please submit in JPG format.
6. The candidate should keep a copy of all materials.



General Information

1. Candidate's campaign statement and photograph will appear in an issue of *The National Culinary Review* (NCR).
2. Candidates will be listed in print and verbally recognized alphabetically by last name within the respective category: National President, National Secretary, National Treasurer, Central Region Vice-President (VP), Northeast Region VP, Southeast Region VP, and Western Region VP.
3. All candidates running for a National office will receive an opportunity to have their photo, biography and a link to their personalized campaign website posted on a page of the ACF website for the duration of the campaign. Notification that this information has been posted will be placed in issues of the *Culinary Insider*. ACF will not be responsible for updating any information.
4. Candidates may determine how they wish their names to read on the ballot (i.e., Rick for Richard) with their proper ACF certification titles. Good taste shall prevail.
5. Candidates shall be entitled to a one-time-use mailing list provided in electronic format as either an Excel spreadsheet or a CSV formatted file. Regional candidates are entitled to their particular region's one-time-use mailing list. National candidates are entitled to the national one-time-use mailing list. As the execution of the candidate's direct mail piece will be handled by ACF, the candidate will supply all required copy and materials. The mailing will be at the candidate's expense. The mailing lists do not include email addresses.
6. National and regional candidates shall be entitled to two (2) one-page e-mailings (at no charge) during the campaign cycle.
7. Candidates shall be allowed to state their platform at the Business Meeting at each Regional Conference. Video recordings of each speech will be placed on the ACF website after the conference. The amount of time given for the candidates to speak shall be determined by the Nominations and Election Committee in conjunction with the Events Management Department.
8. A member of the Nominations and Elections Committee shall insure all candidates running for the same office have equal time made available to them.
9. Advertising in the AAC programs or menus will not be allowed.



10. Candidates may use their personal social media channels to campaign, including use of their personal email address books.
11. The National Office will post candidate biographies, videos of speeches from the regional conferences and links to external webpages if the candidate provides them
12. Newly elected national officers are required to be in attendance at the Swearing-In Ceremony at the General Session (exact date/time TBD) during the 2017 National Convention, July 8-12 in Orlando, FL.

Campaigning Rules and Regulations

The Candidate must observe all campaign regulations.

Failure to do so may result in disqualification of the candidate by the Nominations and Elections Committee.

1. Candidates shall not use extraordinary measures to procure a vote (i.e., corporate-sponsored gifts, personal gifts, etc.) that infers votes are being bought. In addition, those individuals with unlimited financial backing through corporate sponsors are prohibited from unfairly inundating the ACF members with campaign rhetoric while those who do not have that support are denied equal access to said membership. Handouts and campaign buttons, for instance have always been allowed, but anything more than that is not permitted as it infers buying votes and have always been discouraged.
2. Candidates may attend chapter meetings, at their own expense and with the approval of that chapter's president, to present their backgrounds and platforms.
3. Candidates may, with the approval of that chapter's president, send campaign material to the chapter's president to be disseminated to the chapter's members.
4. Candidates may attend state meetings, at their own expense and at the discretion of the region's vice president, to present their backgrounds and platforms, as long as all candidates are given equal opportunity.
5. During an election cycle, current members of the ACF Board of Directors who are candidates running for office, will not use ACF budgeted funds for election related purposes. If members of the Board of Directors are required to attend ACF sponsored events during the election cycle, the ACF will reimburse for all of the related sponsored event expenditures. Expenses not related to the sponsored event



and all expenses related to the election will be the responsibility of the particular Board of Director.

6. Candidates may, in their absence, appoint a member in good standing to represent them at the Regional Conferences. That person may not be a current member (or honorary member) of the Board of Directors, the ACDEF Board of Trustees or the American Academy of Chefs (AAC) Board.
7. Candidates shall not intrude on the privacy of chapter members i.e., campaign items placed in their hotel rooms at meetings or conferences, etc. Violators will be subject to review by the Nominations and Elections Committee.
8. A table will be provided during the election year for all vetted candidates to provide campaign literature, handouts and campaign buttons at the ACF regional conferences. Campaigning at regional culinary salons is not permitted. Any violation of campaigning may result in disqualification of the candidate as determined by the Nominations and Elections Committee.

FORMS FOR NOMINATIONS (located at <http://www.acfchefs.org/Elections/>).

- A. National Officer Candidate Nomination Form
- B. Candidate's Intent to Run Form
- C. ACF Core Set of Values
- D. ACF/ ACDEF Conflict of Interest Form