



Memorandum
To the members of the American Culinary Federation (ACF)
Updated April 1, 2022
Approved by the Committee on
Approved by the Board of Directors on

This packet contains important information for ACF National Officer Nomination and Candidates. Members should completely review this 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 ACF National Convention in the year prior to the election and ends December 1st the same year.
 - Complete both the National Officer Nomination Form and National Officer Intent to Run Form and all items as outlined on the candidate checklist, found online at www.acfchefs.org/elections and return it to elections@acfchefs.org or fax to 904-940-0741 on or before December 1st.
 - Completion of all forms must occur if nominated on the floor of the annual Board of Governors Meeting. Candidates who submit incomplete or late application forms and materials will automatically be disqualified to run for office.
3. Candidate documents can be either hand-written or typed and must be submitted electronically.
4. It is the Candidates responsibility to ensure the appropriate information is received by the Nominations and Elections Committee at elections@acfchefs.org.

Included in this packet are:

1. Guidelines to be used for all National Officer candidate positions.
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 send email to elections@acfchefs.org



National Officer Candidate Guidelines & Forms

National President
National Secretary
National Treasurer
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 ACF National Officer Election for prospective national officer candidates at the American Culinary Federation (ACF).

National Officer Guidelines:

The Definition of Eligibility is defined by the American Culinary Federation (ACF) Bylaws; Article IV, Section 1 (dated August 1, 2021).

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, including President, an ACF member shall:

- Have held Professional Culinarian privileges for at least five (5) consecutive years and must maintain a Professional Culinarian status while holding office.
- Have served for at least two (2) years, within the past five (5) years as:
 - An elected Chapter President; or
 - A Special Elected National Committee Chair; or
 - A sitting or past member of the Board of Directors
- Have attended two (2) National Conventions prior to his/her election within the last five (5) years.
- Be ACF-certified.

Slate:

The definition of a slate is more than one (1) individual running together on a united platform. All candidates on a slate must meet the Definition of Eligibility as defined by the American Culinary Federation (ACF) Bylaws; Article IV, Section 2 (dated August 1, 2021).

Duties/Job Descriptions:

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

Expenditures:

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

- Complaints concerning campaign procedures, to include social media, will be handled by the Nominations and Elections Committee. Please submit complaints electronically to executivedirector@acfchefs.org. The Executive Director will forward the complaint to the Nominations and Elections Committee Chairman for their review and response.
- Complaints concerning ethical behavior will be handled by the Ethics Committee. Please submit complaints electronically to executivedirector@acfchefs.org, who will forward the complaint to the Ethics Committee Chairman for their review and response.
- The Nominations and Elections Committee has the authority to disqualify candidates or take other disciplinary action deemed necessary.

General Responsibilities and Guidelines:

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

- Support growth and enhancement of the culinary profession as defined in the ACF Mission, Vision and Values as detailed in the ACF Strategic Plan.
- Participate in the development of the ACF strategic plan as well as the implementation and continued evolution as appropriate.
- Act in the federation's best interest in board decisions.
- Maintain confidential information discussed and presented at their meetings and Executive Sessions.
- Perform due diligence to attend, fully participate and represent the best interest of the ACF and ACFEF on all issues raised in Board meetings, based on careful analysis of agendas and supporting material.
 - Prepare for each board meeting by:
 - Utilizing the Board agenda process to submit pertinent discussion items for Board consideration.
 - Submitting reports for board review.
 - Thoroughly reviewing all agenda materials.
 - Read and have a working knowledge of financial statements
 - Read past board meeting minutes.
- The annual meeting schedule typically consists of a maximum of up to six (6) teleconferences and meetings. Both teleconferences and face-to-face meetings are defined as board meetings (updated October 2019).
 - All Board of Directors are expected to attend all meetings.



- At a minimum of four (4) teleconferences and two (2) face-to-face board meetings is required to remain a Board Member in good standing.
- Recommend to the Executive Director potential supporters for financial or in-kind contributions to ACF.
- Actively recruit new members for the ACF.
- Keep-up-to date on developments in the culinary field and the community at large.
- 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.
- Actively involved in grassroots/chapter in region.
- Hold at a minimum, a quarterly conference call for chapter presidents.
- At a minimum, send a quarterly newsletter to all members in region.

Nominator Information:

- Current ACF chapter members with voting privileges may nominate qualified members for President, Secretary or Treasurer, and any qualified member from his/her region for Vice President of that region.
- A current National Member with voting privileges may nominate qualified members for President, Secretary or Treasurer.
- 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 complete all information requested using only the space provided. The forms should not be altered in any way. Additional information will not be considered. Deadline for **all information** is December 1 in the year prior to the election. Incomplete packets will **not** be accepted.

Submit (electronically) the following materials to elections@acfchefs.org by December 1 deadline.

- 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 elections@acfchefs.org and is subject to editing by the ACF Marketing Team. Candidates will have the opportunity to review and give final approval. Statements will be published online and provided to voting delegates after final approval.



- A biography shall be in a Word attachment (500 words or less) and is subject to editing. Candidates will have the opportunity to review and give final approval. A resume will not be accepted.
- A professional photograph (headshot) in chef whites and toque / Professional Business attire. Please submit in JPG format.
- Candidates shall complete and return the ACF/ACFEF Conflict of Interest (COI) Disclosure Form.
- Provide one (1) National Officer Candidate Nomination Form. Multiple nomination form recommendations are not required.
- Provide one (1) Intent to Run Form.
- Candidates must acknowledge the receipt of acceptance/decline letter from the Nominations and Elections Chair by sending a reply email to elections@acfchefs.org.
- Candidates shall review and agree to abide by the tenets of the Culinarians' Code (dated August 2010).
- Candidates shall review and agree to abide by the tenets of the Code of Professional Ethics (dated June 2020).
- It is strongly suggested that the candidate keep a copy of all materials.

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.

Application Review:

- All applications and material for national office candidates needs to be submitted electronically to elections@acfchefs.org by December 1st in the year prior to the election. The Administrator will forward all materials to the Nominations and Elections Committee for their approval and acceptance.
- The candidate can begin campaigning after they are fully vetted and notified thru April 27th but until notification is received from the Nomination and Election Committee, the individual is not an official candidate. The vetting process will begin September 1st.
- 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.
- 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 ten (10) business days after submission of all required materials of such a decision.



Notification of Eligibility:

- The Nominations and Elections Committee shall verify candidates' eligibility upon receipt of the required documentation and notify candidate of the outcome within ten (10) business days.
- All candidates will receive notification (electronically) on behalf of the Nominations and Elections Committee from the Nominations and Elections Chair concerning the status and acceptance of their application for national officer candidacy.
- Candidates may dispute findings by the Nominations and Elections Committee by submitting a written request to executivedirector@acfchefs.org within seven (7) days of said findings. The Executive Director will review your request and forward it to the Nominations and Elections Chair and Committee. Please submit your letter electronically.

General Information:

- Candidate's campaign statement and photograph will appear online on the ACF website. The candidate's statement may be updated throughout the campaign period. Seventy-two (72) hours must be given for updates. There will be no more updates allowed once the ballots have been sent to eligible voters. Send update requests to elections@acfchefs.org
- 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.
- 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 the Elections page of the ACF website for the duration of the campaign **Elections (acfchefs.org)**. Notification that this information has been posted will be placed in two (2) issues of the *The Culinary Insider*. ACF will not be responsible for updating any information.
- 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.
- Candidates shall be entitled to a one (1) 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 (1) time use mailing list. National candidates are entitled to the national one (1) time use mailing list. Use of this list is intended for election purposes only. These lists do not include email addresses. Slate candidates running for national office (President, Secretary and Treasurer) will receive one (1) national one (1) time use mailing list. Regional Vice President's slate candidates will receive a list for their particular region's one (1) time use mailing list.
- Candidates will have an opportunity to send two (2) emails sent by the ACF national office. The email will not be edited by the National Office. A proof will be sent to the candidate who will need to provide written approval prior to sending. The candidate



- emails can be sent between February 1st and April 27th, 11:59 PST. An entire slate will have the opportunity to send two (2) emails between February 1st and April 27th, 11:59 PST. Candidates must provide an email copy a seventy-two (72) hour notice for email requests.
- Candidates may use their personal social media channels to campaign, including use of their personal email address books. The candidate is liable if someone posts after the campaign cut-off date (April 27, 11:59 PST) i.e., if someone posts something after this date, the candidate has twenty-four (24) hours, upon notification to the Nominations and Election committee to notify the original poster to remove the item. Proof of the removal of the post must be sent to Nominations and Elections Chair. If the post is not removed, the candidate may be disqualified.
- Each National office will have a Town Hall meeting scheduled during the first quarter of the election year. The Town Hall is accessible to all ACF voting members. The Nominations and Elections Committee will determine the schedule, the guidelines and format of the Town Hall meetings and will provide appropriate notification to all candidates.
- Candidates will have the opportunity to pre-record a statement to be posted to the ACF Elections webpage. ACF will produce the recorded statements to ensure consistency of the production. A member of the Nominations and Elections Committee will be present during the recording. The Nominations and Elections Committee will determine the guidelines and length of the recording and will provide appropriate notification to all candidates.
- Newly elected national officers are required to be in attendance at the Swearing-In Ceremony at the Presidents Grand Ball (exact date/time TBD) during the National Convention.

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.
- Candidates shall not use extraordinary measures to procure a vote (i.e., corporate-sponsored gifts, personal gifts, etc.) that infers votes are being bought.
- Candidates may attend chapter meetings virtual and in person, at their own expense and with the approval of that chapter's president, to present their backgrounds and platforms.
- Candidates may, with the approval of a chapter president, send campaign material to the chapter president to be disseminated to chapter members.
- Candidates may attend regional 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.
- 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 hosted events during the election cycle, ACF will reimburse for all of the related event expenditures. Expenses not



related to the hosted event and all expenses related to the election will be the responsibility of the candidate and no ACF funds will be utilized.

- Candidates may use their personal social media platforms as part of their campaigns. ACF chapters may repost on behalf of the candidates.
- Candidates may not tag, or post on ACF National hosted social media platforms, to include Facebook, LinkedIn, Twitter or Instagram to post any information connected to their campaign. Use of any ACF National platform may be terms for disqualification. Disqualification of the candidate will be determined by the Nominations and Election committee.
- ACF will allow Chef's Table for candidates to have open discussions with members, during the campaigning time frame. Discussions should remain topic focused, respectful and professional.