



American Culinary Federation Nominations and Elections Committee Policies & Procedures Updated February 22, 2022

American Culinary Federation, Inc. • Attention: Administration • 6816 Southpoint Pkwy, Ste 400 • Jacksonville, FL 32216 • (800) 624-9458 • www.acfchefs.org

The Nominations and Elections Committee shall facilitate the nominations process and supervise the election of the National and Regional Officers within the American Culinary Federation (ACF) in accordance with policies and procedures established by the Board of Directors.

About the ACF and these Procedures:

The American Culinary Federation (ACF) is a nonprofit New York corporation that is tax exempt under Section 501(c) (6) of the Internal Revenue Code and is the premier professional chefs' organization in North America. We are the standard of excellence for the culinary industry, advancing and promoting professionalism, leadership and collaboration.

The committee shall accept nominations from eligible ACF members, verify the qualifications of the nominees and present the list of qualified nominees to the ACF Executive Director for publication purposes at the close of nominations.

Member Election Process Special Elected Committee Members:

- The Nominations and Elections Committee, Internal Audit Committee and Ethics Committee shall be considered an elected committee as stipulated in the American Culinary Federation Bylaws.
- Nominations and Elections Committee elections are held on odd years.
- Ethics Committee and Internal Audit Committee elections are held on even years.
- The elected committees shall each have five (5) members, one (1) from each region and a Chair.
- Each respective committee member will be elected by Chapter Presidents of compliant chapters within their region.
- The Chair cannot run for both Chair of respective Committee and serve as a regional committee member in the same term.
- Candidates are not official unless Intent to Run Form is received at the National Office by mail or email by the set deadline annually.
- There will be ten (10) business days designated voting period in which all Chapter Presidents of compliant chapters in the region will be eligible to vote.
- Winners will be notified by the ACF National Secretary as results are verified.
- A Committee Election page will be placed on ACFCHEFS.org once all candidates have been vetted, that will contain each vetted candidate's name, photo and biography. This information will be accessible to members.

Timeline for Committee Chair Elections:

- Elections will occur between March and April of relevant years.
- Intent to run activities will occur in March
- Election activities will occur in April
- (See attached Special Elections Guidelines for full election processes)



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Qualifications:

The Special Elected Committees shall be comprised of five (5) members as stipulated in the American Culinary Federation Bylaws. They will be subject to the following qualifications:

- They shall be current paid members and maintain such status while holding office.
- They shall be a Professional Culinarian or Senior Professional Culinarian member.
- They shall be a member of a chapter and reside within the region to which they have been elected to serve.
- The Committee members shall not hold any other elected national office or serve on any other committee and/or commission. The elected member will resign their position prior to the commencement of their term.
- Complete Anti-Harassment training and complete Conflict of Interest Form prior to commencement of term.
- Comply with current ACF Travel Policy

Term of Office:

- The Committee Members and Chair shall be elected to a full two-year (2) term and may run for an additional one (1) term for the same office serving another two-year (2) term, serving for no more than a total of four (4) years in a position.
- The start of the term begins the first Monday following the ACF National Convention

Limitation of Authority:

- The committee shall have no authority as the following:
- The filling of vacancies in the Board of Directors or in any committee.
- The fixing of compensation of the members of the Board of Directors for serving on the Board of Directors or on any committee.
- The amendment or repeal of the Bylaws or the adoption of new bylaws.
- The removal of any officer, director or ACF member.
- The amendment or restatement of the Certificate of Incorporation.
- The adoption of a plan or merger or consolidation with another corporation.

Rules:

- The Committee shall accept the Policies and Procedures to govern their activities and give input on any future changes to these procedures.
- These Policies and Procedures shall be approved by the ACF Board of Directors prior to their effective date.

Conflict of Interest and Confidentiality:

- All committee members must adhere to and sign the ACF Conflict of Interest and Confidentiality statement prior to their term of service.



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Anti-Harassment:

- All committee members must comply with the ACF Anti-Harassment policy and complete training as required

Travel:

- Shall attend any ACF Board meeting, Board of Governors' meeting, Summits, National Convention, recognized Commission or Committee meeting as requested by the ACF National President.
- If requested, he/she shall report and attend any of these meetings of the ACF Board of Directors' meetings and the Board of Governors at the expense of the ACF.

Travel Expense:

- All members will abide by the ACF Travel Policy when making any travel plans which are approved by the national office.

Attendance Policy:

- All Committee members are expected to participate in the annual audit.
- All Committee members are expected to attend all meetings, which are convened on an as needed basis.
- A Committee member who misses two (2) consecutive meetings will receive a phone call or letter from the Committee Chair regarding their absences.
- Any Committee member absent for three (3) consecutive meetings will come before the Board for review and possible dismissal from the Committee.
- All committee members must be a member in good standing. CEHs will be awarded at the end of each term. Committee members who do not participate in the audit will not be awarded CEH's.

ACF Nominations:

- Nominations for national and regional office shall open at the National Convention every two (2) years in the year prior to the election.
- Nominations will close December 1st of the year prior to the election.
- Any ACF member with Professional Culinarian privileges may nominate qualified members for President, Secretary or Treasurer.
- Any qualified member with professional culinary privileges from his/her region may nominate for Vice President of that region.
- Nominations outside of the ACF National Convention must be in writing and include the nominee's name, chapter affiliation and the position for which he or she is being nominated.
- The nominating person must include their own name and chapter affiliation.
- The Nominations and Elections Committee shall then verify the acceptance of the nominations and qualifications of the nominees. • Qualified nominees will be added to the list of qualified candidates.



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Candidate Guidelines for National Office:

- See attached National Officer Candidates Guidelines and Form

Elections:

- The elections shall be conducted in May of the year preceding the close of the current term of office.
- Electronic voting for National Offices of Treasurer, Secretary and President will be available to current paid Student Culinarian, Culinarian, Professional Culinarian, Senior Professional Culinarian members, as well as National Members who are in the four (4) membership categories.
- The deadline for voting eligibility is March 31st of election year and membership dues must be paid.
- Senior Professional Culinarians shall retain the rights and privileges of the membership category from which they retired, including the right (if any) to vote for national officers and at-large directors.
- In addition, electronic voting for Regional Vice Presidents shall be made available to current paid Student Culinarian, Culinarian, Professional Culinarian, Senior Professional Culinarian members who are members of a chapter in the respective region.
- The voting breakdown is as follows:
 - Professional Culinarians receive one (1) vote
 - Culinarians receive one-half (½) vote
 - Student Culinarians receive one-quarter (1/4) vote

Timeline for Elections:

- Nominations will open at the Board of Governors meeting in the year prior to the election
- Nominations close December 1st of the year prior to the election.
- January 1st, First day for campaigning.
- April 30th at 11:59 pm PST Last day for campaigning.
- May 1st of election year – Electronic voting is open to all eligible voting members (Dues payments must be received prior to April 1 in order to be eligible to vote). • Electronic Ballots must be received by balloting company.
- Results disseminated as soon as feasibly possible unless a runoff is necessary.
- Runoff will occur in the case of a tie or if the majority is not reached for all national board positions where 50% of voting interests plus 1 is required for a candidate to be elected.
- In the case of a runoff for National Officers, the top two candidates with the most votes will be in the runoff.
 - The runoff will take place immediately after the election results are announced.
 - No formal campaigning, as stipulated in these policies and procedures will be allowed.
 - Ballots will be sent by balloting company as soon as feasibility possible, but no more than seven (7) days.



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- All nominations must complete National Officer Candidate Nomination Form and National Officer Intent to Run Form paperwork.
- Candidates are not official unless all paperwork is received at the National Office by mail, email or fax by December 1st.
- Anyone who is not present at the National Convention and wishes to run for National Office may do so by completing National Officer Candidate Nomination Form and National Officer Intent to Run Form paperwork and mailing, emailing or faxing it to the National Office.
- Nomination and Election committee shall communicate voting dates. The timeline will be distributed no later than the second week in January of the year of the elections.
- The balloting company shall inform the committee chair and the Executive Director of the results of the election as soon as feasibly possible after the end of voting.
- The chairperson shall in turn notify the candidates and the Executive Director will inform the President and the remainder of the board. • The nominee for office who received the 50% plus 1 vote for that office shall be declared the winner.
- Results will be announced by the Chair at a meeting to be held at the National Office in which the candidates and Board of Directors are invited to attend. This meeting is also open to the general membership.
- An announcement will be made to the membership via e-mail as soon as feasibly possible after the results have been received and verbally communicated to all of the Board of Directors candidates.
- If there is still a tie after a runoff for first place, it shall be broken by a vote of the Board of Governors at the upcoming National Convention.
- The newly elect officers will be sworn into office by the Immediate Past President at the National Convention.

Special Circumstances:

- Any issues with the nominations and voting process should be reported to the Nominations and Elections Committee Chairperson with a copy to the National Secretary.
- If a national officer is unable to complete his or her term, the Immediate Past President shall immediately assume the duties of that office until a new officer can be elected