



## Special Committees Election Guidelines

### **Purpose:**

These guidelines seek to provide important information concerning eligibility and campaigning procedures which govern the ACF Special Committees Election for prospective ACF Special Committee candidates at the American Culinary Federation (ACF).

### **Qualifications:**

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

- They shall be currently paid members in good standing 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 in 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.
- Comply with current ACF Travel Policy
- Complete Conflict of Interest (COI), Non-Disclosure Agreement (NDA), and Anti-Harassment training prior to commencement of term.
- Comply with current ACF Travel Policy

### **Term of Office:**

- All committee members shall be appointed or elected to one (1) four (4) year term. Re-election or appointment to the same position is not permitted. A former officer may seek a different position after their term has been concluded per the terms aligned to ACF's governance cycle as defined in Article IV of these Bylaws.
- The start of the term begins the first Monday following the ACF National Convention.

### **General Responsibilities and Guidelines:**

#### Ethics Committee

- Develop, review, and recommend policies related to ethical behavior, conflicts of interest, and professional conduct.
- Review and address reported ethical concerns or violations in a fair and confidential manner.
- Provide advice and recommendations to the ACF Board or leadership on ethical matters as requested.
- Oversee annual disclosures of potential conflicts of interest by board members, staff, and volunteers.



- Promote awareness and understanding of ethical standards through communication and training.

#### Financial Advisory and Internal Audit Committee

##### Investment Guidance

- Provide investment guidance for the organization's funds.
- Establish an investment strategy and policy that defines risk tolerance and return objectives.
- Select, evaluate, and monitor investment advisors and financial institutions.

##### Internal Audit and Controls

- Oversee the adequacy and effectiveness of internal control systems and financial procedures.
- Review findings from internal or external audits and ensure appropriate corrective actions are implemented.
- Assess compliance with financial policies, regulations, and ethical standards.

##### Budget and Policy Review

- Review and recommend approval of the annual operating and capital budgets.
- Advice on financial policies, accounting practices, and fiscal procedures.
- Evaluate major financial transactions and commitments to ensure alignment with organizational goals.

##### Reporting and Accountability

- Report regularly to the ACF Board of Directors on financial status, audit results, and investment performance.
- Ensure transparency and accountability in all financial matters.

#### Candidate Checklist:

All forms are interactive and can be found online at [www.acfchefs.org/elections](http://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. The deadline for all information is December 1st, prior to the election. Incomplete packets will not be accepted.

Submit (electronically) the following materials to [elections@acfchefs.org](mailto:elections@acfchefs.org) by May 25th 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](mailto: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). A resume will not be accepted.
- A professional photograph (headshot) in chef whites and toque / Professional Business attire. Please submit it in JPG format.



- Provide one (1) Intent to Run Form. Multiple Intent to Run Forms will not be accepted. The first form submitted will be the accepted 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](mailto: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 Special Committee Member requires 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 need to be submitted electronically to [elections@acfchefs.org](mailto:elections@acfchefs.org) by May 25th. The Administrator will forward all materials to the Nominations and Elections Committee for their approval and acceptance.
- 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 Chair.
- 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 for such a decision.

#### Notification of Eligibility:

- The Nominations and Elections Committee shall verify candidates' eligibility upon receipt of the required documentation and notify candidates 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 [elections@acfchefs.org](mailto:elections@acfchefs.org) within seven (7) days of said findings. The Executive Liaison will review your request and forward it to the Nominations and Elections Chair and Committee. Please submit your letter electronically.

#### Voting:

##### Regional Committee Member Voting:

- The electorate for Committee members is Chapter Presidents of compliant chapters of the region in which the candidate is running.



- All regional elections will be held by electronic ballot.
- There will be two (2) weeks to accept nominations and two (2) weeks to vote electronically.

**Runoff Guidelines:**

- A runoff will occur in the case of a tie or if the majority is not reached for all Committee positions where 50% of voting interests plus one (1) is required for a candidate to be elected.
- In the case of a runoff 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 electronically.

**Special Elections:**

- In the event a Committee member is unable to serve out his/her term, the respective Regional Vice President shall call for a special election.
- In the event the Chair is unable to serve out his/her term, the National Secretary shall call for a special election.
- There will be a notice for all Professional Culinarian and Senior Professional Culinarian members in the region in which the vacancy is located.
- There will be a two (2) week designated Intent to Run period and five (5) business days to vote electronically.
- Special Election terms begin immediately after voting is completed and verified.