



Updated April 11, 2019

## **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 both the Nomination form and Intent to Run found online at [www.acfchefs.org/elections](http://www.acfchefs.org/elections) and return it to [elections@acfchefs.net](mailto:elections@acfchefs.net) or fax 904-940-0741 before December 1.

2. 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 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](mailto: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.

### **Slate**

The definition of a slate is more than one 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 Bylaws; Article IV, Section 1 (dated July 31, 2015).



### **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 Culinarians 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 the Federation Administrator ([elections@acfchefs.net](mailto:elections@acfchefs.net)). The Administrator will forward complaint to the Nominations & Elections Committee Chairman for their review and response.
- Complaints concerning ethical behavior will be handled by the Ethics Committee. Please submit complaints electronically to Executive Director ([executivedirector@acfchefs.net](mailto:executivedirector@acfchefs.net)) 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**

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 (attached to the Intent to Run form at [www.acfchefs.org/elections](http://www.acfchefs.org/elections) ) 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 maximum of up to six (6) teleconferences and at a maximum of up to four (4) face-to-face meetings. Both teleconferences 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.
      - i. 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.
  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](http://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](http://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](#) (dated August 2010).

Candidates shall review and agree to abide by the tenets of the [Code of Ethical Conduct](#) (dated July 2011).

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.

### **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:**

- Thoroughly review all information contained within this packet.
  - Submit (electronically) the following materials to the Federation Administrator at [elections@acfchefs.net](mailto:elections@acfchefs.net) within five (5) business days of being declared an eligible candidate.
1. 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 online and provided to voting delegates after final approval.

2. A biography shall be in a Word attachment (500 words or less) and is subject to editing by NCR editor; candidates will have the opportunity to review and give final approval.
3. A professional photograph (headshot) in chef whites and toque. Please submit in JPG format.
4. It is suggested that the candidate should keep a copy of all materials.

#### **General Information**

1. Candidate's campaign statement and photograph will appear online on the ACF website.
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 two 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. Use of this list is intended for election purposes only. These lists do not include email addresses. Slate candidates running for national office will receive one national one-time-use mailing list. Vice Presidential slate candidates will receive a list for their particular region's one-time-use mailing list.
6. Candidate will have an opportunity to send two emails that will be written by them and 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 January 1<sup>st</sup> and April 30<sup>th</sup> 2019. An entire slate will have the opportunity to send two emails between January 1<sup>st</sup> and April 30<sup>th</sup> 2019.

7. Candidates shall be allowed to state their platform at a 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 National office. If a candidate cannot attend the regional conference, they are permitted to videotape themselves and send the recording to ACF. A slate shall appoint one representative from the slate to state the platform of the slate on their behalf. Candidates must purchase an event badge to have access to the regional conference.
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. If a candidate is running unopposed they will have the opportunity to speak at the business meeting and send emails to respective membership.
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. The candidate is liable if someone posts after the campaign cut-off date i.e. if someone posts something after the fact, the candidate has 24 hours, upon notification to the Nominations and Election committee to notify the original poster to remove the item.
11. 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 2019 National Convention.

### **Campaigning Rules and Regulations**

1. The Candidate must observe all campaign regulations.  
Failure to do so may result in disqualification of the candidate by the Nominations and Elections Committee.
2. Candidates shall not use extraordinary measures to procure a vote (i.e., corporate-sponsored gifts, personal gifts, etc.) that infers votes are being bought.
3. Candidates may attend chapter meetings, at their own expense and with the approval of that chapter's president, to present their backgrounds and platforms.



4. 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.
5. 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.
6. 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.
7. Candidates may, in their absence, appoint a member in good standing to represent them at the Regional Conferences Business Meeting. That person may not be a current member (or honorary member) of the Board of Directors, the ACFEF Board of Trustees or the American Academy of Chefs (AAC) Board.
8. 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.

#### **FORMS FOR NOMINATIONS**

- A. [National Officer Candidate Nomination Form and Candidate's Intent to Run Form](#)
- B. [ACF Core Set of Values](#)
- C. [ACF/ ACFEF Conflict of Interest Form](#)