

Revised: 09-29-22

Work of the Committee

The main responsibility of the Nominating Committee is to the presentation of a ballot comprised of the best qualified, forward-thinking individuals with demonstrated personal, interpersonal and leadership skills for leading the organization towards its vision and strategic direction.

The committee divides its time and focus between process and outcomes. The committee utilizes the Rules for Dialogue and Deliberation to conduct business and enhance committee member engagement. Subcommittees are used for specific tasks, when needed.

The committee also supports other activities to assure that qualified nominees are available to be considered for ballot selection. This requires establishing and maintaining a pool of candidates and creates a pipeline for future leaders by being forward thinking.

Participation in leadership professional development opportunities is used to network and explore resources for coaching members on available pathways to leadership positions within the organization and to identify emerging leaders.

Academy organizational groups are encouraged by the committee to use task forces to create opportunities for leadership growth and involvement in the Academy. The committee strives to influence other parts of the organization in their leadership development activities.

Determine Qualifications and Skill Sets

The committee determines and maintains the list of qualifications, characteristics and skill sets to assure the needs of the strategic plan are established for all elected officers and officials.

The committee collaborates on a regular basis with Board of Directors (BOD), House of Delegates (HOD), Accreditation Council for Education in Nutrition and Dietetics (ACEND), and the Commission on Dietetic Registration (CDR) in reviewing and refining position qualifications and skill sets and considers refinements as needed. Input into the development of qualifications and skill set criteria are provided to each organizational unit by the committee and vice versa. The committee works with these groups to share leadership database information, develop leadership skills and create a pipeline of future leaders.

The expected annual outcome of the committee is a ballot including members with:

- *Vision & Leadership:* The ability to see the big picture and the courage to set direction to achieve the organization's vision and mission
- *Stewardship:* The integrity to serve the interest and pursue the goals of the organization
- *Knowledge:* Understanding of the organization's constituents, its operations and organization
- *Diligence:* Dedication and commitment to the organization's goals
- *Collegiality:* Possessing a sincere and respectful attitude toward colleagues and their views

This outcome is considered in the development and maintenance of qualifications and skill sets.

Leadership Statement

Leadership is the ability to inspire and guide others toward building and achieving a shared vision. Academy leaders shall model the way with a mindset for transformation, innovation, invention,

adaptability, empowerment and risk-taking. This leadership mindset will enable the Academy and its members to embark on a path toward a successful future.

Determine Information Needed from Nominees

The committee develops, updates, and uses assessment tools to objectively measure and validate nominee skills, leadership and professional experiences and contributions to select the best qualified, forward-thinking individuals for leading the Academy towards its vision and strategic direction.

The Nominating Committee obtains nominee information via the Nominee Biographical Information Form, nominee CVs, interviews and personal knowledge, when applicable.

The nominee biographical information form is aligned with documentation of demonstrated skill sets, leadership and professional experiences, and contributions to enhance the effectiveness of the material review process. All nominees who accept their nomination must complete a Nominee Biographical Information Form that is used to assist the Nominating Committee in selecting candidates and for developing the ballot information.

Call for Nominations

The committee communicates with all stakeholders within the Academy (Academy members and CDR credentialed practitioners) to identify a diverse and inclusive yet representative group of nominees.

The committee utilizes on an ongoing basis networks and relations with Academy groups (DPGs/MIGs, ACEND, CDR, HOD, BOD), committees/task forces and Affiliates to identify and nominate individuals representing diverse backgrounds, cultures, perspectives, gender, and tenures.

The Nominating Committee is encouraged to make nominations. The committee may use the prerogative to identify and nominate individuals based on documented knowledge of skill sets throughout the nomination and slate selection processes. The committee surveys individuals declining nominations to discern reasons. Reasons for declining nominations are monitored.

The committee performs gap analysis of Board of Directors needs (current vs. future). This is done early in the nomination process to ensure that viable nominees are available for consideration.

Select President/Treasurer/Speaker Nominee Interviewees

The committee reviews president/treasurer/speaker nominee information to determine which nominees warrant an interview to obtain further information about the nominee.

Interview Selected President/Treasurer/Speaker Nominees

Committee members volunteer to be liaisons to nominees selected for the interview. The role of the liaison is to contact the interviewee prior to the interview for any questions, introduce the interviewee at the interview.

A set of behavior-based interviewing questions for each position are developed by the committee and used during the interview. The same questions for a given position are asked of the interviewees for that specific position.

Interviews with nominees are conducted allowing for interactive follow-up questions between the interviewers and the interviewee to prompt for more information and enhance the relevance of interviews.

Recording of interviews, audio or visual, is not recommended, as the practice may deter individuals from pursuing ballot positions requiring an interview and stifle openness. Nominating Committee members may take their own notes to assist in slate selection discussions. Committee members debrief after the interviews to discuss the process and next steps.

Review Nominee Information

Prior to the slate selection meeting, the headquarters staff resource compiles the nominee biographical information forms submitted for the open positions on the ballot. As part of the candidate selection process for positions on the Board of Directors, the Nominating Committee will be reviewing relevant social media activity for each nominee, with the assistance of the Strategic Communications Team, to ensure the individual adheres to the [code of ethics](#) as well as the Academy's [social media policy](#).

Biographical and any additional information for all nominees is reviewed by the full committee prior to the selections meeting. To strengthen the evaluation and selection process for candidates, the Nominating Committee assigns nominees for Board of Directors positions on the ballot to individual committee members to perform a deeper review of the potential candidate and share the results with the full committee for discussion during the slate selection meeting (see Nominee Review Program).

Select Candidates on Ballot

The committee evaluates, screens, and selects candidates for the ballot.

Committee Vision

Commitment to Inclusion, Diversity, Equity, and Access (IDEA) and presentation of a ballot comprised of the best qualified, forward-thinking individuals with demonstrated personal, interpersonal and leadership skills for leading the organization towards its vision and strategic plan.

Demonstrated skills and professional experiences are the primary focus in the selection process while maintaining a commitment to furthering a diverse and inclusive membership. Candidate interviews, nominee biographical information forms, CVs, documented nominee personal, interpersonal and leadership skills and professional experiences and contributions are viable components of the selection process. The committee uses assessment tools to objectively measure and validate nominee skills, leadership and professional experiences and contributions to select the best qualified, forward-thinking individuals for leading the Academy towards its vision and strategic plan.

Inclusion, Diversity, Equity, and Access Definition

The Academy encourages IDEA by striving to recognize, respect and include differences in ability, age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession.

General Ballot Criteria

1. No person will hold simultaneously more than one elected office in the Academy.
2. Persons elected to the House of Delegates may not simultaneously hold another office giving that person more than one vote in the House of Delegates.
3. An individual serving in a nationally elected Academy/DPG/MIG/or CDR position will not be eligible to be considered for the national Academy/DPG/MIG/or CDR ballot where terms of service would overlap.
4. Members of the Nominating Committee will not be eligible to be a candidate for the positions of President-elect, Speaker-elect or Treasurer-elect on the Academy national ballot for a period of three years post service and all other Academy national ballot positions for a period of one year post service.
5. According to the Academy Foundation Bylaws, a current Foundation Board member is not eligible to be a candidate for a position on the Academy national ballot unless their term on the Foundation is ending that program year.
6. No person will be eligible to serve more than one term in the same office except as otherwise specified in the Bylaws or the House of Delegates Policy and Procedure Manual. Nominating Committee members cannot be elected to serve for more than one three-year term on the Nominating Committee.
7. Officers and other elected officials will hold office until the end of the fiscal year following the election of their successors.
8. By accepting the candidacy on the national ballot, individuals agree, if elected, to serve the full term required of the position.
9. Former Academy staff members will not be eligible to serve in an elected or appointed position for a period of three years after leaving employment. The individual must have left employment in good standing.
10. If a candidate selected for the ballot is found to be not qualified or in violation of the campaign rules, the candidate may be removed from the ballot by the affirmative vote of two-thirds of the full Nominating Committee.

At the time of the selections meeting, candidates for major offices are considered first. The full Nominating Committee is used to select the slate of candidates. The Nominating Committee will not pair candidates on the ballot to solely achieve ethnic, gender and geographic diversity.

The Nominating Committee selects candidates for the following positions, with the exception of the positions for the Commission on Dietetic Registration (CDR). The CDR Commissioners will select and notify the candidates for the CDR positions on the ballot.

Note: some positions are not elected annually. Academy Nominating Committee Staff will confirm positions needed annually by the Board of Directors (BOD), the House of Delegates (HOD), and the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

- **President-elect** (1 position, 3 year term)
- **Treasurer-elect** (1 position, 3 year term)
- **BOD Director-at-Large** (1 position, 3 year term)
- **HOD Speaker-elect** (1 position, 3 year term)
- **HOD Director** (1 position, 3 year term)

- **HOD At-Large Delegate: Nutrition and Dietetic Technician, Registered** (1 position, 3 year term)
- **HOD At-Large Delegate: 30 Years of Age or Under** (1 position, 3 year term)
- **HOD At-Large Delegate: Retired** (1 position, 3 year term)
- **Nominating Committee: National Leader** (4 positions, 3 year term)
- **Nominating Committee: National Leader in Practice for 15 years or less** (1 position, 3 year term)
- **Nominating Committee: National Leader with BOD experience in the past 10 years** (3 positions, 3 year term)
- **ACEND Practitioner Representative, Registered Dietitian Nutritionist** (1 position, 4 year term)
- **ACEND Practitioner Representative, Nutrition and Dietetic Technician, Registered** (1 position, 4 year term)

The CDR Nominating Committee will select candidates for the following positions on the CDR slate and call and confirm each CDR candidate and follow up with a written communication. In addition, a notification in writing will be sent from the CDR Nominating Committee to those individuals not selected for the CDR ballot. The CDR Nominating Committee will forward to the Nominating Committee the slate of candidates for the following CDR positions, as needed, prior to the Academy Nominating Committee's annual slate selection meeting for inclusion on the national ballot sent to all CDR credentialed practitioners. *Note: some positions are not elected annually. CDR Nominating Committee Staff will confirm positions needed annually by the CDR.*

- **CDR Registered Dietitian Nutritionist (RDN)** (3 year term)
- **CDR Nutrition and Dietetic Technician, Registered (NDTR)** (3 year term)
- **CDR Nominating Committee Registered Dietitian Nutritionist (RDN) Representative** (3 year term)
- **CDR Certified Specialist Credentialed Representatives** (3 year term)
- **CDR Advanced Practice in Clinical Nutrition Representatives** (3 year term)

Contact Candidates on Ballot

Nominees selected as candidates for office are called to inform them of the expectations and responsibilities related to the office for which they have been nominated and to obtain oral acceptance of their nominations. Nominees not selected for the positions of president-elect, speaker-elect and treasurer-elect will be called by their Nominating Committee member liaisons to notify them of the results of the ballot selection and inform them their biographical information will be included in the leadership database for committee and task force appointments and by future Nominating Committees. Nominating Committee members are assigned to place calls to remainder of the nominees. The chair contacts presidential nominees. Information as to whether the individual nominee was selected for the slate or not is provided in writing with a letter of confirmation. Other opportunities for leadership are communicated to nominees not selected.

The committee shares the names of persons who were considered qualified but not placed on the previous ballot with various organizational units to encourage leadership development.

Campaign Rules

The committee is charged with developing, disseminating, reviewing, and updating campaign rules ([see Campaign Rules](#)).

Publicize Slate

The Committee will submit a slate of candidates in writing to the Academy President within thirty (30) days after its scheduled selection meeting. This slate, signed by at least nine (9) members of the Committee, will be published no later than the month of January following the selection meeting, together with a notice of the procedure for making nominations by petition ([see Ballot Petition Process](#)). Petition candidates must be indicated as such on the slate and ballot.

The Academy and CDR slate of candidates will be announced together to the Academy membership and posted on the election website. Any candidate disclosures will be linked to the candidate list on the www.eatright.org/elections webpage but not linked to the ballot.

The Academy ballot, prepared by the headquarters staff resource under the direction of the Nominating Committee chair, is available to voting members as designated in the Academy Bylaws, not less than thirty (30) days before the closing of the polls.

Each candidate is required to send an electronic photo to be used for publicity purposes related to the ballot. Biographical information is published as submitted by the nominees. Candidate video statements will be submitted for each position as part of the biographical information form and available for voters to view on the election website and ballot. Candidate names will be published listing only educational degrees, CDR issued credentials, state nutrition and dietetics licensure titles and Academy fellow designations. The election website and ballot will then indicate a disclaimer stating: *The ballot lists self-reported educational degrees, CDR issued credentials, state nutrition and dietetics licensure titles and Academy fellow designations. Please view the candidate's biographical information form and/or website for other credentials.*

The Nominating Committee works with Academy's Marketing and Strategic Communications Teams on an annual basis to develop strategies encouraging members to vote in national election. The nomination and election marketing/communications plan is reviewed by the committee and evaluated. The Nominating Committee annually evaluates voting trends and assists in identifying triggers to develop effective strategies to increase voting.

Elect Leaders

The national Academy election is run on an external web-based election platform and is managed by a third-party vendor. The Nominating Committee and staff do not have ability to change or adjust any voting data. The ballot is available for electronic voting in February of each year. Absentee ballots are available only to those who will not have internet access during the voting period. The ballot may be requested by contacting nominations@eatright.org. Only ballots submitted or postmarked by midnight of the designated date for the closing of the polls will be counted. Ballots can be submitted by mail or electronic voting only. After the close of the polls the election results are tallied and verified by the third-party vendor and a report is sent electronically to the Chair of the Nominating Committee. A majority of the votes cast shall determine an election. In the event of a tie, the election will be determined by lot.

Contact Candidates on Ballot Regarding Results

Members of the Nominating Committee are informed of the election results via email. Members of the Nominating Committee must confirm that this email was received. All candidates are notified of their election results via a phone call by a designated Nominating Committee member. Candidates for the position of president-elect will be contacted by the Nominating Committee Chair. Only the results of that slate will be shared via phone. ALL elected candidates must be reached by phone prior to release of results to members or any area of the Academy.

Once all elected candidates are contacted, a letter will be sent electronically to all candidates on the ballot indicating the results.

Publicize Election Results

Results of the election are kept confidential until all candidates are contacted. Results are then shared with the Board of Directors and the Nominating Committee. The results of the election will be announced in a publication of the Academy. To protect the confidentiality of the voting results for individual members, only the percentage of votes received are provided to candidates who ask. The number of votes either candidate received will not be shared.

Evaluation

The committee evaluates annually the nomination and election process. Interviewees, candidates, members and committee members each complete an evaluation of the nomination and election process. The results of the evaluations are reviewed by the committee during a debriefing conference call and/or summer planning meeting. Improvements are made as needed.

Other Work of the Committee

The committee divides its time and focus between process and outcomes. The committee utilizes the Rules of Operations for conducting business and enhancing engagement. Subcommittees are used for specific tasks, when needed.

The main responsibility of the Nominating Committee is to the presentation of a ballot comprised of the best qualified, forward-thinking individuals with demonstrated personal, interpersonal and leadership skills for leading the organization towards its vision and strategic plan.

The Nominating Committee also supports other activities to assure that qualified nominees are available to be considered for ballot selection. This requires establishing and maintaining a pool of candidates and creates a pipeline for future leaders by being forward thinking. The committee refines and updates on an ongoing basis the committee's leadership database to help identify members' leadership development and volunteering needs. Collaborate on year-round basis with Academy groups (DPGs/MIGs, ACEND, CDR, HOD, BOD), committees and Affiliates in sharing leadership database information to develop leadership skills and create a pipeline of future leaders. The organization units are encouraged by the committee to use task forces to create opportunities for leadership development and involvement in the Academy.