GUIDING PRINCIPLES

NAME
This member interest group (MIG) of the Academy of Nutrition and Dietetics (Academy), as outlined in the Academy Bylaws, shall be known as Disabilities in Nutrition and Dietetics MIG hereafter also referred to as Disabilities MIG for its short name (and DND for its 3-letter abbreviation).

MISSION
Empower members to be leaders in promoting accessible and inclusive nutrition guidance and nutrient-rich food for individuals with disabilities and empower individuals with disabilities to achieve full access and inclusion into dietetic education programs, thrive as contributing dietetic practitioners, and serve as professional leaders.

VISION
A world where individuals with disabilities have accessible and inclusive nutrition guidance, nutrient-rich food to optimize health, and equitable access and inclusive opportunities to become active and fully contributing dietetic practitioners.

PURPOSE
Create a community of Academy members — students, interns, dietetic practitioners, and other nutrition and public health professionals — who have disabilities, work with patients/clients with disabilities, and/or educate students/interns with disabilities or are interested in these topics.

MEMBERSHIP
1. Membership in Disabilities MIG is limited to members of the Academy.
2. Academy members officially listed as Disabilities MIG members have the same rights and privileges as set forth in the Academy Bylaws, and have corresponding rights and privileges in the conduct of business of Disabilities MIG.
3. Academy members whose Disabilities MIG dues are not in arrears receive all benefits of the MIG.
4. Dues are set each Academy fiscal year by the Disabilities MIG Executive Committee (EC), including any student and retired membership rates.

Approved 4/25/2024
FISCAL YEAR
The fiscal year of Disabilities MIG shall be in accordance with the Academy fiscal year (June 1 to May 31).

ELECTED (VOTING) LEADERS
The seven elected leaders of the Disabilities MIG, which comprise the Executive Committee and hold voting rights, consist of the Chair, Chair-Elect, Past Chair, Secretary, Treasurer, Nominating Committee Chair, and House of Delegates Delegate. These seven leaders of the Disabilities MIG must be in the Academy’s active or retired membership categories. All elected leadership terms begin when the elected officers of the Academy assume their office (June 1). Candidates for elected positions have demonstrated commitment to team decision-making, interest in and involvement with Disabilities MIG affairs, preferably for several years and having served as chair of a committee of the Disabilities MIG.

See Disabilities MIG Position Descriptions for further details on qualifications, requirements and responsibilities for each of these positions.

1. Chair: Serves three years with the first year as Chair-Elect, the second as Chair, and the third year as Past Chair. General functions of the Chair:
   a. Serves as a voting member of the EC and has the general powers of supervision and active management of the Disabilities MIG.
   b. Presides over Disabilities MIG EC meetings.
   c. Confirms with the Disabilities MIG EC any appointments of special committee leaders and the reporting mechanism and function of these positions/committees.
   d. Serves as a liaison to the MIG Relations Team.

2. Chair-Elect: Serves three years with the first year as Chair-Elect, the second year as Chair, and the third year as Past Chair. General functions of the Chair-Elect:
   a. Serves as a voting member of the EC and participates in EC meetings.
   b. Performs the functions of the office of Chair of the Disabilities MIG in the Chair’s absence or when the Chair is unable to perform the functions of the Chair as determined by the EC.
   c. In collaboration with the Treasurer, prepares the Disabilities MIG program of work (POW) annual budget for their term of office as Chair.

3. Past Chair: Serves three years with the first year as Chair-Elect, the second year as Chair, and the third year as Past Chair. General functions of the Past Chair:
   a. Serves as a voting member of the EC and participates in EC meetings.
   b. Leads the annual review process to update the Guiding Principles as needed.
   c. Serves as an ex-officio, non-voting member of the Nominating Committee.
   d. Prepares the annual report of the Disabilities MIG for the previous fiscal year.

Approved 4/25/2024
4. **Secretary.** The Secretary serves two years with their election occurring in years that alternate with the Treasurer. General functions of the Secretary:
   a. Serves as a voting member of the EC and participates in EC meetings.
   b. Obtains monthly leader reports from EC and assists Chair in creating monthly EC meeting agenda.
   c. Records the minutes of meetings of the EC.
   d. Submits final documents to the Disabilities MIG Website Coordinator for archiving.

5. **Treasurer.** The Treasurer serves two years with their election occurring in years alternating with the Secretary. General functions of the Treasurer:
   a. Serves as a voting member of the EC and participates in EC meetings.
   b. Advises the EC in the preparation of the Disabilities MIG annual POW.
   c. Approves the collection and disbursement of monies.
   d. In collaboration with the Chair, reviews Independent Contractor Agreements and Letters of Agreement, prior to final approval by DPG/MIG Relations team.
   e. Reports the financial status of the Disabilities MIG to the EC at all meetings of the EC and in the Annual Report.

6. **Nominating Committee Chair.** The Nominating Committee Chair serves three years with the first year as Volunteer Coordinator (non-voting), the second year as Nominating Committee Chair-elect (non-voting), and the third year as Nominating Committee Chair (voting). General functions of the Nominating Committee Chair:
   a. Serves as a voting member of EC and participates in the EC meetings.
   b. Responsible for leading annual election efforts of the Disabilities MIG, in accordance with election rules and schedule as set forth by the Academy.
   c. Assists the Chair-Elect in identifying potential members for appointed leader positions.

7. **Delegate.** The Delegate serves three years. General functions of the Delegate:
   a. Serves as a member of the House of Delegates to represent the Disabilities MIG.
   b. Serves as a voting member of the EC and participates in EC meetings.
   c. Solicits, addresses, and communicates member issues and concerns to House Leadership Team.
   d. Performs functions, as needed, to assist in facilitating the work of the HOD.
   e. Performs other duties as may be assigned by the Speaker of the HOD.

**APPOINTED (NON-VOTING) LEADERS**
Additional officials may be appointed to positions as determined by the MIG Executive Committee and approved by the MIG Relations team. Qualifications must be consistent with Academy Bylaws, functions/responsibilities, length of term. Additional officials shall be outlined in the MIG Organizational Chart and must have approved positions descriptions in place.

**REPORT TO MEMBERS**

Approved 4/25/2024
1. An annual report of the previous fiscal year activities that presents financial and strategic program of work outcomes is prepared by the Past Chair with assistance from the EC. The annual report is submitted to the Disabilities MIG EC for its approval, and to the MIG Manager for review and Academy approval.

2. The report is made available to all Disabilities MIG members by October 31 of each year on the website.

GOVERNANCE
1. The EC of the Disabilities MIG is the governing body of the MIG and is responsible for the development, implementation, and evaluation of the strategic program of work, fiscal affairs, and actions of the Disabilities MIG.

2. Functions of the EC:
   a. Develops and monitors a strategic program of work.
   b. Provides for responsible fiscal planning, controlling and directing financial affairs.
   c. Provides leadership.
   d. Provides training for successors.

3. Meetings: The EC meets a minimum of six times per year (in person or by conference call) with the option to meet more frequently.

4. Quorum: A simple majority of the voting members of the EC (attendance of at least four of the seven voting members) constitutes a quorum for the transaction of business at any live meeting (in person or virtual) of the EC.

5. Committees or Teams. The Chair-Elect (with input from the Nominating Committee, Chair, Secretary, and other members of the EC) appoints members of all standing committees or teams to serve during the Chair-Elect’s term as Chair except as otherwise specified in these Guiding Principles.

STANDING COMMITTEES OR TEAMS
1. **Nominating Committee** consists of three elected members – Nominating Committee Chair, Nominating Committee Chair-Elect, and Volunteer Coordinator – with the Nominating Committee Chair serving as Chair of the committee. One individual will be elected each year to serve as the Volunteer Coordinator for the first of a progressive three-year term. The second year they will serve as Nominating Committee Chair-Elect, and the final year will serve as Nominating Committee Chair. This committee conducts the nomination process for annual elections (and special elections if needed), and other specific duties as assigned by the EC as outlined in the position descriptions.

2. Additional standing committees may be established by the Executive Committee and approved by the DPG/MIG Relations Team. Committee charges must be in place prior to

Approved 4/25/2024
volunteers being appointed. Committee charges should include composition, function, position descriptions, elected or appointed by whom, and length of time of work. All committees should be reflected in the MIG Organizational Chart.

**NOMINATIONS, ELECTIONS, AND VACANCIES**
The Disabilities MIG will hold a contested election for each open elected position, if possible. If it is not possible to present a contested ballot, a single slate for elected leaders, or a combination thereof, will be presented to Disabilities MIG membership.

1. The option of a petition process for a candidate is the right of the membership. Members must follow the Academy guidelines for the petition of the addition of a person to the ballot. The Nominating Committee receives and reviews the petitions to appear on the ballot.

2. General criteria.
   a. Nominees for elected Disabilities MIG offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office. Disabilities MIG nominees, who would simultaneously hold an elected or appointed position in an affiliate or district association, or an appointed position with another DPG/MIG, or an Academy committee, are eligible to be considered for elected positions in Disabilities MIG.
   b. Members of the Nominating Committee are not eligible to be a candidate for an elected office in Disabilities MIG for one year after completion of their leadership position.
   c. Student and Associate members are not eligible to be a candidate for an elected office in Disabilities MIG.
   d. Elected leaders of the Disabilities MIG may not serve more than one full term in the same elected office consecutively with the exception of House of Delegates Delegate who may serve for two consecutive terms.
   e. Elected leaders of the Disabilities MIG hold office until the end of the fiscal year (May 31) following the election of their successors.

3. Ballots and voting.
   a. Ballots are disseminated electronically to the Disabilities MIG members who are eligible to vote. Voting is held during the same time frame as the national Academy election process.
   b. Votes will be tallied electronically.
   c. A plurality of the votes cast constitutes an election.
   d. In the event of a tie vote, the election is determined by lot (i.e., by random selection) facilitated by the Nominating Committee Chair.
   e. Disabilities MIG members will be notified of the official results of the Disabilities MIG election in a timely manner.
4. Vacancies in the positions of elected leaders. If any of the following positions become vacant, the unexpired term will be filled in the following manner:
   a. Chair: The Chair-Elect will succeed to the office of Chair and will serve until the end of the second fiscal year after said vacancy occurs. The Past-Chair position shall remain vacant during the second term.
   b. Chair-Elect: A special election will be conducted electronically at the earliest possible date.
   c. Chair and Chair-Elect: If vacancies occur simultaneously, a special election by the Disabilities MIG membership will be conducted electronically at the earliest possible date. In the interim, the Secretary will serve as Chair.
   d. Past-Chair: The Past-Chair position shall remain vacant for the remainder of the term. Responsibilities not requiring an EC vote shall be delegated to other leaders as determined by the Chair and Chair-Elect.
   e. Secretary, Treasurer, Nominating Committee Chair, Nominating Chair Elect, Nominating Committee Volunteer Coordinator, Delegate: A special election will be conducted electronically at the earliest possible date.
   e. All other positions shall be filled by appointment by the MIG Chair.

5. Removal of elected leaders and other officials will abide by Organizational policy O-10, Process for Removal of DPG/MIG Elected Officers and Other DPG/MIG Officials. Any elected leader, appointed leader, or volunteer may be removed through action initiated by the EC, if in their judgment, the best interests of the MIG will be served. The EC will act in accordance with Academy Bylaws (Article IV, Section 8), policies and procedures. The removal of an elected leader, appointed leader, or volunteer will be without prejudice to the contract rights, if any, of the leaders so removed.

AMENDMENTS
The Disabilities MIG Guiding Principles may be amended by a majority of the votes cast by the voting members of the Disabilities MIG EC with input from the appointed leaders. The proposed amendment(s) must be given in writing to the MIG Manager and DPG/MIG Director for review and approval at least 30 days before the date on which the amendment(s) is to be voted.