

## **Dietitians in Business and Communications DPG**

### **Guiding Principles**

#### **Name**

This dietetic practice group (DPG) of the Academy of Nutrition and Dietetics (the Academy), as outlined in Article X, Section 1 of the Academy Bylaws, will be known as Dietitians in Business and Communications hereafter also referred to as DBC DPG.

#### **Goals**

The purpose of DBC DPG is to support the strategic plan of the Academy; to identify continuing education needs for its members and to plan and implement programs and activities to meet these needs; and to provide a means of networking among dietetic professionals having an interest in a career in business and communications.

#### **Membership**

1. Membership DBC DPG shall be limited to members of the Academy.
2. All members of the Academy officially listed as DBC DPG members have the same rights and privileges as set forth in the Academy Bylaws and shall have corresponding rights and privileges in the conduct of business DBC DPG.
3. All Academy members whose DBC DPG dues are not in arrears shall receive all benefits of the dietetic practice group.
4. Dues are set each Academy fiscal year by the DBC DPG Executive Committee, including any student membership rates.

#### **Fiscal Year**

The fiscal year of DBC DPG will be in accordance with the Academy fiscal year (June 1 – May 31).

#### **Elected Officers**

1. The elected officers of DBC DPG will consist of a Chair, Chair-elect, Delegate, Treasurer, Past Chair, Secretary, and Nominating Committee Members. All officers will take office when the elected officers of the Academy assume their office (June 1).
2. Qualifications. Candidates for elected office shall have demonstrated commitment to team decision-making, interest in and involvement with DBC DPG affairs within the last 5 years, preferably having served as chair of a committee.
3. Functions and terms.

The Chair will serve for one (1) year and will:

- A. Serve as the chair of the DBC DPG and its Executive Committee.
- B. Have the general powers of supervision and active management of DBC DPG.
- C. Preside over meetings of the Executive Committee and/or members.
- D. Appoint the chair and members of all committees of the DBC DPG and define the reporting mechanism and function of the committees to the Executive Committee.
- E. Serve as the liaison to the Academy DPG/MIG Relations Team and the DBC delegate to the Academy House of Delegates.
- F. Authorizes contracts and service agreements.
- G. Co-manages Executive Director.
- H. Performs other duties as specified in the current job description.

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The Chair-elect will serve for one (1) year and will:

- A. Serve as a member of the Executive Committee.
- B. Perform the functions of the office of Chair in the Chair's absence or when the Chair is unable to perform the functions of the Chair as determined by the Executive Committee.
- C. Appoint committee chairs and members of all standing committees to serve during the Chair-elect's term as Chair.
- D. Prepare the program of work (POW) for the term of office as Chair based off the three-year strategic plan.
- E. Plan, organize and coordinate educational program at the Food & Nutrition Conference & Expo™ (FNCE®) or work with others to facilitate planning of events.
- F. Co-manages Executive Director.
- G. Perform other duties as specified in the current job description or as designated by the Executive Committee.

The Past Chair will serve for one (1) year and will:

- A. Serve as a member of the Executive Committee.
- B. Serve as ex-officio, non-voting member of the Nominating Committee.
- C. Assist Chair-Elect with review of the three-year strategic plan.
- D. Responsible for preparing the DBC annual report for the previous fiscal year.
- E. Perform other duties as specified in the current job description or as designated by the Executive Committee.

The Treasurer will serve for two (2) years and will:

- A. Serve as a member of the Executive Committee.
- B. Advise the Executive Committee in the preparation of the annual budget of DBC DPG, approve the collection and disbursement of all monies and authorize contracts and service agreements.
- C. Report the financial status of DBC DPG to members annually.
- D. Perform other duties as specified in the current job description or as designated by the Executive Committee.

The Secretary will serve for two (2) years and will:

- A. Serve as a member of the Executive Committee.
- B. Be responsible for ensuring the minutes of meetings of the DBC DPG Executive Committee are recorded, reviewed and filed at the Academy Headquarters and the DBC Office.
- C. Maintain official documents of DBC DPG including Guiding Principles.
- D. Perform other duties as specified in the current job description or as designated by the Executive Committee.

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#### **Other Elected Officials**

1. Nominating Committee. Four (4) Nominating Committee members, in addition to the Past Chair, who serves as ex-officio, non-voting member of the Nominating Committee, are elected on the DBC DPG ballot. Nominating Committee members serve for two (2) years. The candidate receiving the most votes becomes Nominating Chair-Elect and then Chair.
  - a. The Nominating Chair is responsible for notifying all candidates of the results of the election.
  
2. Delegate. The Delegate serves for three (3) years and may be elected to one additional 3-year term. The Delegate candidate must have served on the DBC Executive Committee within the past five (5) years.

Qualifications include:

  - A. Academy member in the Active Practitioner classification.
  - B. Demonstrated ability to network and communicate with one's peers and colleagues.
  - C. Demonstrated leadership in an area of practice and professional issues of the Academy.
  - D. Demonstrated ability to represent member's issues.
  - E. Previous DBC leadership experiences providing an understanding of the DPG and its membership.
  - F. Expertise in practice area.

#### Functions of the Delegate:

- A. Serves as a voting member of the Executive Committee (EC).
- B. Serves as the official DBC liaison to the HOD, representing and advocating for the needs and issues of DBC members.
- C. Serves as a member of the House of Delegates (HOD).
- D. Participates in HOD activities to identify and prioritize trends in the profession.
- E. Participates in HOD and BOD committees and task forces as assigned.
- F. Performs functions, as needed, to assist in facilitating the work of the HOD.
- G. Networks and reflects the issues of the area of practice represented.
- H. Serves as a technical expert on practice area represented.
- I. Identify and propose to the HOD initiatives in area of practice represented.
- J. Performs other duties as may be assigned by the Speaker.
- K. Encourages and promotes diversity and inclusivity.
- L. Serves as the official DBC liaison to the Academy Policy Initiatives and Advocacy Group office and advocates for the needs and issues of DBC members.

All officials will take office when the elected officers of the Academy assume their office.  
The Nominating Committee will function as defined in these Guiding Principles.

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#### **Report to Members**

1. An annual report of the previous fiscal year activities is created for the purpose of presenting financial and program of work outcomes. Report is submitted to DPG/MIG Relations Manager for review.
2. The report is distributed to all DPG members by October 31<sup>st</sup> of each year in electronic format.

#### **Governance**

1. The Executive Committee of DBC DPG will be the governing body of the dietetic practice group and will be responsible for the development, implementation, and evaluation of the program of work/ annual operating plan, fiscal affairs, and actions of DBC DPG.
2. Composition. The Executive Committee will consist of the Chair, Chair-elect, Treasurer, Past Chair, Secretary, and Nominating Committee Chair, Delegate. These seven members are voting members of the Executive Committee.
  - A. The Membership Chair, Business Development Chair, Marketing & Communications Chair, Education Chair, and Student EC member shall serve as non-voting members of the Executive Committee.
3. Functions. The Executive Committee will:
  - A. Develop and monitor the program of work / annual operating plan.
  - B. Provide for responsible fiscal planning, controlling and directing financial affairs.
  - C. Manage all vendors/contractors.
4. Meetings. The Executive Committee will meet at least twice a year (in person or conference call).
5. Quorum. A simple majority of the voting members of the Executive Committee will constitute a quorum for the transaction of business at any meeting of the Executive Committee. Chair has to provide a vote if a vote takes place.
6. Committees. Appointments to committees of the Executive Committee will be for one (1) year, with an option to serve for additional years. The Chair-elect will appoint chairs and members of all committees to serve during the Chair-elect's term as Chair except as otherwise specified in these Guiding Principles. If deemed appropriate, sub-committee appointments may be selected based on needs of the Executive Committee.

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#### **Nominations, Elections and Vacancies**

DBC will define in the Guiding Principles whether the DPG will hold a contested election, present a single slate for elected offices, or a combination thereof.

1. Nominating Committee functions. The Nominating Committee is responsible for:
  - a. Preparing an official ballot or single slate, annually or as otherwise specified in these Guiding Principles.
  - b. Ensuring that the nominees meet the formal eligibility requirements of office and are personally and professionally qualified to effectively represent and further the interests of the Academy and the DPG.
  - c. Presenting at least two candidates if holding a contested election for:
    - i. The office of Chair-elect
    - ii. The office of Secretary, in alternating years
    - iii. The office of Treasurer, in alternating years
    - iv. Each vacancy on the Nominating Committee
    - v. The office of Delegate, every three (3) years
    - vi. Any other elected officers/officials

In the event a tie vote occurs in the Nominating Committee activities, further discussion should ensue. If the tie persists, the Nominating Committee Chair will break the tie.

- d. Preparing a slate of one candidate for each office listed above if presenting a single slate.
  - e. Submitting the ballot/slate to the DPG/MIG Relations Team for review and approval.
  - f. Submitting the final nominations to the Executive Committee for information and for dissemination to the DBC membership electronically and/or in print prior to the voting process.
  - g. Receiving petitions for additional candidates to the ballot/slate.
2. General Criteria.
    - A. DBC nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office. DPG/MIG nominees, who would simultaneously hold an elected office 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 DBC.
    - B. Members of the Nominating Committee will not be eligible to be a candidate for an elected office in DBC DPG.
    - C. No person is eligible to serve more than one full term in the same office consecutively with the exception of the DBC Delegate position which may serve two (2) consecutive terms.
    - D. Elected officers will hold office until the end of the fiscal year following the election of their successors.
  3. Ballots and Voting (see also policy, DPG Elections).
    - a. For contested positions, ballots are disseminated electronically to the voting members: 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).
    - e. The DBC Nominating Committee Chair has the responsibility of notifying candidates of election results.

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- f. The results of the election will be announced in the official publication of DBC, the DBC Dimensions.
  - g. The DPG/MIG Relations Team and DBC Office will be notified of the results.
4. Vacancies in the Positions of Elected Officers. If any of the following offices become vacant, the un-expired term will be filled in the following manner:
- a. Chair. The Chair-elect will succeed to the office of Chair and then will serve until the end of the second fiscal year after said vacancy occurs.
  - b. Chair-elect. A special election by the Executive Committee (or DBC DPG membership) will be conducted.
  - c. Chair and Chair-elect. If vacancies occur simultaneously, a special election by the membership will be conducted electronically or by mail at the earliest possible date. In the interim, the Treasurer will serve as Chair.
  - d. Treasurer and Secretary. The Executive Committee will appoint a successor to fill the un-expired term or a special election may be conducted.
  - e. Delegate. In the event of a vacancy of the Delegate, a special election by the DBC Executive Committee (or DPG membership) will be conducted.
  - f. Past Chair. In the event of a vacancy of the Past Chair, that position will remain vacant until the next election.
  - g. Nominating Committee Chair or member. The Executive Committee will appoint a successor.
5. Removal of Elected Officers and Other Officials (see Organizational policy (O-10), Process for Removal of DPG Elected Officers and Other DPG Officials). Any officer or official may be removed through action initiated by the Executive Committee, if in their judgment the best interests of the DBC DPG will be served. The Executive Committee will act in accordance with Academy Bylaws (Article IV, Section 8), policies and procedures. The removal of an officer or official will be without prejudice to the contract rights, if any, of the officers so removed.

### **Publications**

1. The official publication of DBC DPG will publish the *DBC Insights* that will be provided to all members electronically.

### **Amendments**

1. Method. These Guiding Principles may be amended by a majority of the votes cast by the DPG Executive Committee.
2. Notice. The proposed amendment(s) must be given in writing to the Academy DPG/MIG Relations Team for review and approval at least 30 days before the date that the amendment(s) is to be voted.

1/96 Adopted  
8/97 Revised  
12/02 Revised  
4/03 Revised  
12/03 Revised  
5/3/04 Adopted as Guiding Principles  
5/15/10 Revised  
3/28/13 Revised  
5/28/13 Revised  
6/1/14 revised

7/08 revised  
2/18/09 revised  
5/2011 revised  
2/2012 revised  
1/2019 revised