

## CNM DPG GUIDING PRINCIPLES

This dietetic practice group (DPG) of the Academy of Nutrition and Dietetics (Academy), as outlined in Article X, Section 1 of the Academy Bylaws, shall be known as Clinical Nutrition Management, hereafter also referred to as CNM.

These Guiding Principles may be amended by a majority vote cast by voting members of DPG EC. The proposed amendment(s) must be given in writing to the DPG Academy Relations Team for review and approval at least 30 days before the date which the amendment(s) is to be voted on.

### VISION/MISSION

*Vision:* Members positively influence healthcare through nutrition leadership.

*Mission:* Empower and support leaders to advance nutrition practices in healthcare.

### STRATEGIC PLAN

- Current DPG goals may be found on the [CNM Strategic Plan](#), which is updated every 3 years.
- Progress is reported annually through the Strategic Plan Roadmap Report

### MEMBERSHIP

- Membership in CNM is limited to members of the Academy.
- Academy Members officially listed as CNM members have the same rights and privileges as set forth in the Academy Bylaws and have corresponding rights and privileges within CNM.
- Academy members with current CNM dues receive all benefits of the DPG.
- Dues are set each Academy fiscal year by the CNM Executive Committee (EC).

### FISCAL YEAR

- CNM fiscal year (FY) shall be in accordance with the Academy FY (June 1 to May 31).
- Newly elected and appointed EC members take office on June 1<sup>st</sup>.
- A transition meeting between incoming and outgoing officers for hand-off should occur in May or June each year.

### GOVERNANCE

1. The CNM EC is the governing body and is responsible for the development, implementation, and evaluation of the strategic plan, program of work (POW), and CNM actions/activities.
2. EC Participation: Only members in the **PRACTITIONER** and **RETIRED** categories are eligible to be nominated for elected positions. Members in the **STUDENT** and **ASSOCIATE** categories may only hold appointed positions.
  - A. **Voting Members:**
    - a. Chair (elected position; 1-year term)
    - b. Chair-Elect (elected position; 1-year term)
    - c. Immediate Past Chair (elected position; 1-year term)
    - d. Secretary (elected position; 2-year term)
    - e. Treasurer (elected position; 2-year term)
    - f. Nominating Chair (elected position; 2-year term with 1st year as chair-elect)
    - g. Delegate to the Academy House of Delegates (elected position; 3-year term)

- B. **Non-Voting Members (all appointed positions unless noted):**
  - a. Nominating Committee Members (elected positions; 2-year term)
  - b. Newsletter Managing Editor (appointed position, 2-year renewable term)
  - c. Newsletter Features Editors
  - d. Policy and Advocacy Leader (PAL)
  - e. Nutrition Services Payment Specialist
  - f. Diversity Liaison
  - g. Research Chair(s)
  - h. Food & Nutrition Informatics Sub-Unit Chair and Vice-Chair
  - i. Fundraising Chair
  - j. Professional Development Chair
  - k. Members Service Chair
  - l. Communications Committee Chair and Website Monitor
  - m. Quality and Process Improvement (QPI) Sub-Unit Chair and Vice Chair
  - n. Pediatric Management Sub-Unit (CNM Peds) Chair and Vice Chair
  - o. DPG Relations Manager (assigned by the Academy)
  - p. Any CNM Committee members may participate as non-voting members
  
- 3. Meetings: The EC meets twice a year in person (at the CNM Symposium and FNCE®) and by monthly conference call with the option to cancel as determined by the Chair.
  
- 4. Quorum: A simple majority of 4 of the 7 EC voting members constitutes a quorum.
  
- 5. Committees:
  - A. At the end of the FY, the Chair-Elect appoints committee chairs for vacating positions for the following FY and assists the committee chairs in appointing committee members. Committee chairs and members may be reappointed. Should a committee chair not complete duties for the prior year, a new chair is appointed.
  - B. Standing Committees
    - a. Nominating Committee
    - b. Fundraising Committee
    - c. Policy and Advocacy Committee
    - d. Reimbursement Committee
    - e. Research Committee
    - f. Professional Development Committee
    - g. Member Services Committee
    - h. Communications Committee
  - C. The Chair may appoint ad hoc committees to execute special projects as needed.

6. DPG Sub-Units
  - A. Food and Nutrition Informatics
  - B. Quality and Process Improvement (QPI)
  - C. Pediatric Management (CNM Peds)

### **NOMINATIONS, ELECTIONS, AND VACANCIES**

1. Nominating Committee Responsibilities:
  - A. Seeking candidates and preparing the ballot for the following positions (may be contested or single slate for any position):
    - i. Chair-Elect
    - ii. Secretary (alternating years)
    - iii. Treasurer (alternating years)
    - iv. Nominating Committee (filling 2 vacancies each year)
    - v. DPG Delegate to Academy HOD (every 3 years)
  - B. Ensuring nominees meet the formal eligibility requirements of the position
  - C. Submitting ballot to the Academy DPG Relations Manager for review and approval
  - D. Submitting the final ballot to the EC for information and dissemination to the CNM DPG membership prior to the election
2. General Criteria:
  - a. DPG nominees for elected offices may not simultaneously hold an elected position in another DPG/MIG or an elected Academy office.
    - i. Nominees **may** simultaneously hold an **elected** position with an affiliate or district association
    - ii. Nominees **may** simultaneously hold an **appointed** position in an affiliate or district association, another DPG/MIG, or an Academy committee
  - b. Members of the Nominating Committee are not eligible to be a candidate for an elected office in CNM DPG.
  - c. No person may serve more than one full term in the same elected office consecutively. In the event that there is no candidate for an office at the ballot closing deadline, the EC with approval of the DPG Relations Manager may allow an existing EC member to be nominated again.
  - d. Elected officers hold office until the end of the fiscal year for their designated term.
3. Voting:
  - a. The DPG voting process is concurrent with the national Academy elections.
  - b. Voting occurs by the CNM membership electronically through the Academy website.
  - c. Votes are tallied by the DPG Relations Manager.
  - d. A plurality of the votes cast constitutes an election (i.e., the candidate with the majority of the popular vote is the winner).
  - e. In the event of a tie vote, the election is determined by lot (i.e., by random selection).
  - f. Candidates are notified of election results by the Nominating Committee Chair.
  - g. The EC is notified of election results by the Nominating Committee Chair following notification of each candidate.
  - h. Election results are announced to the membership electronically per Academy Guidelines.

4. Vacancies for Elected Positions Between Elections:

If any of the following offices becomes vacant, the unexpired term will be filled as follows:

- a. **Chair:** Chair-Elect will assume the role of Chair and will serve until the end of the second fiscal year after said vacancy occurs.
  - b. **Chair-elect:** A special election by the EC will be conducted.
  - c. **Chair and Chair-elect:**
    - i. If vacancies occur simultaneously, a special election by the DPG membership will be conducted at the earliest possible date.
    - ii. In the interim, Treasurer will serve as Chair.
  - d. **Treasurer and/or Secretary:** The EC may appoint a successor or a special election may be conducted to fill the remainder of the term.
  - e. **Past Chair:** Position will remain vacant until the next election.
  - f. **DPG HOD Delegate:** Special election by the DPG EC will be conducted.
5. Removal of elected officers: Refer to Academy Organizational Policy *Process for Removal of DPG Elected Officers and Other DPG Officials*.

#### REPORT TO MEMBERS

1. An [annual report](#) of the previous fiscal year activities is prepared annually by the Immediate Past Chair to present financial and POW outcomes to members.
2. The report is distributed electronically to all DPG members per Academy guidelines.

#### PUBLICATIONS

The official publication, *Future Dimensions in Clinical Nutrition Management*, of CNM will be published quarterly and provided to all CNM members electronically.

#### CNM ORGANIZATIONAL CHART

The organizational chart will be updated each fiscal year to indicate the change in officers according to the election or change in appointed officers. The Chair will address the Organizational Chart at the first EC meeting of the new year. Updates and changes will be approved by vote from the voting members of the EC. The CNM Secretary will capture all approved revisions and provide to the Website Administrator for posting on the [CNM website](#).

#### 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 DPG/MIG Relations Team for review and approval at least 30 days before the date that the amendment(s) is to be amended by a vote.