

**Dietitians in Business and Communications DPG**  
**Guiding Principles**  
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## **DIETITIANS IN BUSINESS AND COMMUNICATIONS DPG GUIDING PRINCIPLES**

### **Name**

This dietetic practice group (DPG) of the American Dietetic Association (ADA), as outlined in Article X, Section 1 of the ADA 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 American Dietetic Association; 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 ADA.
2. All members of the American Dietetic Association officially listed as DBC DPG members have the same rights and privileges as set forth in the ADA Bylaws, and shall have corresponding rights and privileges in the conduct of business DBC DPG.
3. All ADA members whose DBC DPG dues are not in arrears shall receive all benefits of the dietetic practice group.
4. Dues are set each ADA fiscal year by the DBC DPG Executive Committee.

### **Fiscal Year**

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

### **Elected Officers**

1. The elected officers of DBC DPG will consist of a Chair, Chair-elect, Treasurer, Past Chair, Secretary, and Nominating Committee Members (s). All officers will take office when the elected officers of ADA 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, preferably having served as chair of a committee or as a Regional Networking Coordinator.
3. Chair. The Chair will serve for one (1) year.  
Functions. The Chair 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 ADA Practice Team and the ADA Professional Issues Delegate.
  - F. Perform other duties as specified in the current job description.
4. Chair-elect. The Chair-elect will serve for one (1) year.  
Functions. The Chair-elect 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 the chair and members of all standing committees to serve during the Chair-elect's term as Chair.
  - D. Prepare the program of work for the term of office as Chair.
  - E. Plan, organize and coordinate educational program at the ADA Food & Nutrition Conference & Expo.
  - F. Perform other duties as specified in the current job description or as designated by the Executive Committee.
5. The Past Chair will serve for one (1) year.  
Functions. The Past Chair will:
- A. Serve as a member of the Executive Committee.
  - B. Serve as a ex-officio, non-voting member of the Nominating Committee.
  - C. Perform other duties as specified in the current job description or as designated by the Executive Committee.
6. Treasurer. The Treasurer will serve for two (2) years.  
Functions. The Treasurer 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 DBC DPG members annually.
  - D. Perform other duties as specified in the current job description or as designated by the Executive Committee.
7. Secretary. The Secretary will serve for two (2) years.  
Functions. The Secretary will:
- A. Serve as a member of the Executive Committee.
  - B. Be responsible for ensuring that the minutes of meetings of the DBC DPG Executive Committee are recorded, reviewed and filed at the ADA Headquarters and the DBC Office.
  - C. Direct that the official ballot is distributed to members electronically.
  - D. Notify each candidate for office of the election results.
  - E. Maintain official documents of DBC DPG including Guiding Principles.
  - F. Perform other duties as specified in the current job description or as designated by the Executive Committee.

### **Other Officials**

1. Nominating Committee. Two (2) Nominating Committee members, in addition to the Past Chair, who serves as an ex-officio, non-voting member of the Nominating Committee, are elected on the DBC DPG ballot. Nominating Committee members serve for one (1) year. The candidate receiving the most votes becomes Nominating Chair.

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

2. Regional Networking Coordinators (RNC). Regional Networking Coordinators will be appointed and serve for two (2) years. A Regional Networking Chair will be appointed by the Chair-elect -to hold office when the

Chair-elect becomes Chair. The Regional Networking Chair will serve as a member of the Executive Committee.

Qualifications. Candidates for appointments shall have demonstrated an interest in and involvement with DBC affairs, preferably having served as chair of a committee or as a committee member.

Functions. The Regional Networking Coordinators and Regional Networking Chair will:

- A. Provide services and local meeting support to members in their area.
- B. Assist the Nominating Chair in soliciting candidates for national and DBC offices.
- C. Perform other duties as designated by the Executive Committee or as specified in current job description.

### **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.
2. The report is distributed to all DPG members by October 31<sup>st</sup> of each year and may be in print and/or 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, fiscal affairs, and actions of DBC DPG.
2. Composition. The Executive Committee will consist of the Chair, Chair-elect, Treasurer, Past Chair, Secretary, Nominating Committee Chair, and Regional Networking Chair. These seven members are voting members of the Executive Committee.
3. Functions. The Executive Committee will:
  - A. Develop and monitor the program of work.
  - B. Provide for responsible fiscal planning, controlling and directing financial affairs.
  - C. Provide leadership.
4. Meetings. The Executive Committee will meet at least twice a year (in person or conference call).
5. Quorum. A simple majority of the members of the Executive Committee will constitute a quorum for the transaction of business at any meeting of the Executive Committee.
6. Committees. Appointments to committees of the Executive Committee will be for one (1) year. 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. Committee chairs and members may be reappointed.

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

The DBC Nominating Committee will decide 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 Association 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. 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 Practice 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. It is the philosophy of the Association to maximize the number of individuals participating in elected leadership positions, and to encourage all elected leaders to devote the maximum time and attention to their positions. For this reason, DBC DPG elected officers may not except in extraordinary circumstances, simultaneously hold an elected or appointed executive position in another DPG, an elected ADA office, or an elected office in a related ADA organizational unit (e.g. affiliate or district association).
- 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.
- 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. Ballots are disseminated electronically and/or by mail to the voting members: voting is held during the same time frame as the National ADA Election process.
- b. Votes will be tallied electronically with addition of any paper ballots by the Practice Team Coordinator (teller).
- c. Only ballots received by midnight of the designated date for the closing of the polls are counted. Mailed ballots are screened for five business days after the election's official closing date for valid postmarks. 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 Secretary will receive the results of the DPG election.
- f. The Secretary has the responsibility of notifying candidates of election results.
- g. The results of the election will be announced in the official publication of DBC, the DBC Dimensions.
- h. The Practice 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. Past Chair. In the event of a vacancy of the Past Chair, that position will remain vacant until the next election.
  - f. Nominating Committee Chair or member. The Executive Committee will appoint a successor.
5. Removal of Elected Officers and Other Officials (see Organizational policy, 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 ADA 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 Dimensions* that will be provided to all members electronically and/or in print.

**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 ADA Practice 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  
 7/08 revised  
 2/09 revised