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Nominating and Awards Policy

The Nominating/Awards Committee is composed of 6 elected members. Three individuals will be elected every other year, and Nominating/Awards Committee members shall serve a term of two years. The election shall be by plurality. The member who receives the most votes shall be Nominating Chair-Elect for the first year and shall be the chair for the second year. Each member must sign a confidentiality statement prior to the applicant review process. The Board liaison for Nominating/Awards Committee is the Past President who should be copied on all communications.

AWARDS/NOMINATIONS TIMELINE

Note: Academy deadlines change annually. Be alert to notices from Texas Academy executive director, Academy mailings, and Academy website regarding affiliate awards submission deadlines, dates, and guidelines.

Refer to master calendar for approximate deadlines.

AWARDS

AWARDS COORDINATOR

- The Awards Coordinator is appointed by the President and shall not be an elected member of the Nominating/Awards Committee. The Awards Coordinator shall work with the Nominating/Awards Committee to:
 - Solicit nominees for awards according to the master calendar schedule.
 - Review, evaluate, score, rank and select nominees using pre-established criteria
- This guideline describes the process involved to participate and maintain the Academy Affiliate and Texas Academy Awards Program. Candidate submissions to the Academy will be facilitated by the Awards Coordinator.
- The Academy Affiliate Awards include:
 - Recognized Young Dietitian of the Year (RYDY) – one for each Region
 - Recognized Dietetic Technician of the Year (RDTY)
 - Emerging Dietetics Leader (EDL)
 - Outstanding Dietetics Student (ODS), and
 - Outstanding Dietitian of the Year (ODY), known as the Texas Distinguished Dietitian
- The Texas Academy Awards include the
 - Bluebonnet Award
 - Texas Academy Media Award
 - Texas Distinguished Scientist Award
 - Outstanding Nutrition Education Award
 - Outstanding Preceptor
 - Veteran
 - Newcomer

SCORING PROCESS FOR AWARDS

- Committee members evaluate each nomination packet using criteria and scoring system determined by the Awards Coordinator.
- Coordinator sends each committee member a cover letter with deadline, instruction sheet, and tally form in an Excel file.
- Nominating/Awards Committee members complete scoring, individually without discussing candidates with other committee members, and submit vote to AC by deadline via email.
- Scoring sheets shall only be shared with the Awards Coordinator to avoid bias in the selection process and to assure a fair selection process.
- In the event of a tie, (more than one nomination appears qualified to receive an award), a conference call will be conducted among the committee to determine the selection.
- Committee members, who feel they are too personally associated with a candidate, may be excused from scoring the nominations for that award after contacting the Awards Coordinator.
- Committee members who have been nominated for an award will be excused from scoring the nominations for the same award.
- Scores are calculated by Awards Coordinator to determine award recipients.
- Awards Coordinator notifies the president and Executive Director of award selections.
- Awards Coordinator notifies awards recipients of the selection.

AWARDEE RECOGNITION

- Awards Coordinator submits all appropriate awardee data sheets to the Academy
- Discuss recognition event at Annual Conference with ACE Planning Committee
 - Coordinate with management staff the type of physical awards to provide to awardees
 - RYDY, RDTY, EDL, ODE, ODS, Media Award, and Distinguished Scientist; larger item for Distinguished Dietitian and Bluebonnet
 - President welcomes attendees
 - Awards Committee Chair emceeds' awards portion of program
 - Award recipients are allowed one guest for which ceremony meal fees are waived. Additional guests may attend for a fee by communicating with Awards Coordinator and Executive Director.
 - Designate a photographer at the event to capture awardees receiving their award.
- Awards Coordinator submits post for Texas Academy newsletter highlighting awardees

NOMINATIONS

CALL FOR NOMINATIONS

- Electronic call for nominations by the Texas Academy Executive Director at the direction of the Nominating Committee Chair to the Nominating Committee and all names listed on the Texas Academy Leadership List (to include BOD, all committee members, and committee chairs), requesting suggestions for nominees for the offices of President- Elect, Treasurer-Elect (elected in alternating years), Nominating Committee, Communications Director-at-Large, Region Director-Elect and Delegates. Communication should include:
 - Qualifications and Considerations for Nomination for State Officers
 - Link for electronic capture of nominations
- The Chair of the Nominating Committee is responsible for coordinating the inclusion of Foundation request for suggestions for Foundation nominations in this call for nominations, and for coordinating all other Foundation ballot information to go out with the opening of the Texas Academy election.

- Any committee member who is personally associated with a candidate as a current student, professor, family member, and or employee or employer will be excluded from participating in the ranking for that nominee.
- If more than two candidates are slated for a ballot position, the Nominating/Awards Committee evaluate using a criterion and scoring system determined by the Nominating Chair. The top two scored candidates will be included on the ballot.
- Scores are calculated by the Nominating Committee Chair to determine officer slate.
- Nominating Committee Chair notifies the president and Executive Director of slate.
- Nominating Committee Chair notifies members of the slate as well as those not selected and confirms absence conflict of interest.

QUALIFICATIONS AND CONSIDERATIONS FOR NOMINATIONS FOR SLATE OF OFFICERS

- President-Elect
 - Active or Retired Active Member in the Texas Academy of Nutrition and Dietetics.
 - President-Elect-- must have served as at least one of the following within the past seven (7) years:
 - Member of the Board of Directors (BOD) of Texas Academy or Texas Academy Foundation.
 - Chair of a Texas Academy committee.
 - Region Director.
 - Reasonably sure of availability for office; i.e., situated to give time to the Association work, or willingness on the part of the employer to permit time for the performance of duties in office for three consecutive years. Serves as President-Elect on the Board of Directors one year, then President one year and then Past President the third year.
- Treasurer-Elect
 - Active or Retired Active Member in the Texas Academy of Nutrition and Dietetics.
 - The Treasurer, Director-at-Large – must have served as at least one of the following within the past seven (7) years:
 - Chair or member of a Texas Academy committee
 - Member of the Texas Academy Board of Directors
 - Member of the Academy Board of Directors
 - Member of an Academy dietetic practice group Board of Directors
 - Committee chair in an equivalent level of a Region Director in Texas
 - Committee chair in an equivalent level of a Texas Academy or Academy dietetic practice group
 - Treasurer is Chair of the Finance Committee. For this reason, it would be an advantage to select persons who have held positions of responsibility involving financial matters and budget planning.
 - Reasonably sure of availability for duties of office for three consecutive years.
- Delegates
 - Active or Retired Active Member in the Texas Academy of Nutrition and Dietetics.
 - Chair of a Texas Academy committee.
 - Member of the Board of Directors (BOD) of Texas Academy, TANDF, or Academy.
 - Member of the Board of Directors (BOD) of an Academy Dietetic Practice Group (DPG) or Member Interest Group (MIG).
 - Texas Academy Delegate to Academy.
 - May be re-elected for a second term.
 - Reasonably sure of availability for duties of office for a term of three consecutive years. Delegates may not serve more than two consecutive terms.
- Region Director-Elect

- o Active or Retired Active Member in the Texas Academy of Nutrition and Dietetics for at least two years.
- o Leadership experience in the dietetics profession.
- o Reasonably sure of availability for duties of office for three consecutive years.
- Nominating Committee Chair or Member
 - o Active or Retired Active Member in the Texas Academy of Nutrition and Dietetics.
 - o Should have wide knowledge of abilities and contributions of members of the association who have held office or have made major contributions through committee activity at the district and state levels.
- All candidates must be in good standing as a member of Texas Academy.
- Terms of Office - The terms of office begin on the first day of the fiscal year (June 1st). The President, President-Elect, and Past President shall serve for a term of one year or until their successors assume office. The President-Elect and President automatically succeed to the office of President and Past President, respectively, upon completion of their predecessor's term. If the office of President is vacated, the President-Elect automatically succeeds to the office of President. The Chair of Delegates and Texas Academy Foundation Director serve one-year terms. The Treasurer and Directors-at-Large will serve two-year terms. The Directors-at-Large will serve no more than three consecutive terms. The Chair of Delegates shall serve no more than two consecutive terms. The Regional Director-Elect will serve a three-year term. All Board members must remain residents of Texas throughout their term or offer their resignation to the Board of Directors (Texas Academy Bylaws).

ELECTION

- The Nominating Committee will adhere to procedures outlined in the association bylaws.
- The Nominating Committee Chair may submit the slate to the Past President for presentation to the board of directors, as appropriate.
- The Nominating Committee Chair will collect a bio, CV/resume, and headshot from all slate candidates and provide to Executive Director.
- Executive Director will design electronic voting platform and include in the Texas Academy newsletter at the discretion of the Nominating Committee Chair.
- The election ballot should remain open to members for a minimum of 14 days and no more than 30 days.

BALLOT PRODUCTION AND PROCESSING

- The Texas Academy Executive Director shall be responsible for creating an electronic ballot and posting biographical information of all names on the ballot on the Texas Academy website. A printed ballot will be made available to anybody who requests one.
- Only active, retired, student and international members will be eligible to vote.
- The online voting process will be coordinated to ensure there is only one-time ballot selection per Academy member number.
- A blast mail will be sent out to all eligible voting Academy members indicating that the election is open. The election must be open for no more than 30 days prior to the close of the election.
- A blast email will go out stating that the online election is closed.
- Within two weeks of the election, the Executive Director shall be responsible for providing the Past President and Nominating Chair the electronic results which shall consist of the following:
 - o An online review of the results and/or
 - o A printed copy of the results
- The Nominating Committee Chair shall inform all candidates of the results of the election via email.

