

Behavioral Health Nutrition DPG Guiding Principles

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Behavioral Health Nutrition DPG Guiding Principles

NAME

This dietetics practice group (DPG) of the American Dietetic Association (ADA), as outlined in Article X, Section 1 of the ADA Bylaws, shall be known as Behavioral Health Nutrition, hereafter also referred to as BHN.

MISSION

Leading the future of dietetics practice in the care of persons with eating disorders, mental illnesses, intellectual and developmental disabilities, and addictions.

VISION

BHN members are the most valued source of food and nutrition services for persons with addictions, mental illnesses, intellectual and developmental disabilities, and eating disorders.

GOALS

1. To promote nutritional health in persons with intellectual/developmental disabilities, eating disorders, mental illnesses, and addictions, through the use and promotion of ADA Standards of Practice (SOP) and Standards of Professional Performance (SOPP) for Dietitians in Behavioral Health.
2. To promote the use of SOP and SOPP for Dietitians in Behavioral Health by dietetics students and educators as a guide to developing competency in this area of practice.
3. To identify member needs and to help members meet those needs through a program of continuing education.
4. To support and advance programs that promote the nutritional health of persons with mental illness, intellectual/developmental disabilities, eating disorders, and addictions.
5. To communicate advances in nutrition research that promote the understanding and achievement of nutritional health in persons with addictions, mental illnesses, intellectual/developmental disabilities, and eating disorders.
6. To function within the guidelines set forth in the Bylaws of the American Dietetic Association and the DPG Policy and Procedure Manual.

MEMBERSHIP

Membership in BHN is limited to members of ADA. ADA Members officially listed as BHN members have the same rights and privileges as set forth in the ADA Bylaws, and have corresponding rights and privileges in the conduct of business of BHN DPG. Dues are set each ADA fiscal year by the BHN Executive Committee.

FISCAL YEAR

The fiscal year of BHN DPG shall be in accordance with the ADA fiscal year (June 1 to May 31.)

ELECTED OFFICERS

Elected officers of BHN will be members of ADA and BHN, and will consist of Chair, Chair-elect, Past Chair, Secretary, Treasurer and Nominating Committee Chair. All officers take office when the elected officers of ADA assume their office (June 1). Candidates for elected office have demonstrated commitment to team decision-making, and interest in and involvement with BHN affairs for no less than three years, preferably having served as chair of a committee.

- 1. Chair.** Chair serves for one (1) year. Functions:
 - a. Serves as Chair and voting member of BHN and its Executive Committee.
 - b. Has general powers of supervision and active management of BHN.
 - c. Presides over meetings of the Executive Committee and/or members.
 - d. Appoints the chair(s) and members of any special committee(s) of the DPG and defines the reporting mechanism and function of the special committee(s) to the Executive Committee.
 - e. Serves as liaison to the ADA Practice Team and the Professional Issues Delegate.
 - f. Oversees BHN events at ADA Food & Nutrition Conference & Expo (FNCE).
 - g. Communicates with membership on pertinent issues via newsletter, Web site, and listserv.
 - h. Performs other duties as specified in current job description.
- 2. Chair-elect.** Chair-elect serves for one (1) year. Functions:
 - a. Performs 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.
 - b. Appoints the chairs and members of all standing committees to serve during the Chair-elect's term as Chair.
 - c. Prepares the BHN Program of Work (POW) for the term of office as Chair.
 - d. Plans, organizes, and coordinates FNCE educational programs that will occur during term as chair.
 - e. Communicates with membership on pertinent issues via newsletter, Web site, and listserv.
 - f. Performs other duties as specified in the current job description or as designated by the Executive Committee.
- 3. Past Chair.** Past Chair serves for one (1) year. Functions:
 - a. Serves as an ex officio, non voting member of the Nominating Committee.
 - b. Serves as Awards Chair, coordinating all aspects of BHN award activities.
 - c. Performs other duties as specified in the current job description or as designated by the Executive Committee.

4. **Treasurer.** Treasurer serves for two (2) years. Election will occur in years alternating with the Secretary. Functions:
 - a. Advises the Executive Committee in the preparation of the annual BHN budget.
 - b. Approves the collection and disbursement of all monies.
 - c. Authorizes BHN contracts and service agreements.
 - d. Reports the financial status of the DPG to the EC at least quarterly and as requested by Chair.
 - e. Reports the financial status of BHN to DPG members at least annually.
 - f. Performs other duties as specified in the current job description or as designated by the Executive Committee.
5. **Secretary.** Secretary serves for two (2) years. Election will occur in years alternating with Treasurer. Functions:
 - a. Records the minutes of Executive Committee meetings, and of BHN membership meetings, according to current issue of DPG Officer Orientation Manual.
 - b. Works with ADA on distribution of the official ballot to members by mail or electronically. (See "Nominations, Elections and Vacancies")
 - c. Notifies each candidate for office of the election results.
 - d. Maintains official documents of BHN including Guiding Principles.
 - e. Performs other duties as specified in the current job description or as designated by the Executive Committee.
6. **Nominating/Awards Committee Chair.** Nominating/Awards Committee Chair serves for one (1) year. Functions:
 - a. Serves as a voting member of the Nominating/Awards Committee.
 - b. Participates in trainings, meetings, and teleconferences as provided by ADA for DPG leadership.
 - c. Performs duties as outlined in "Nominations, Elections and Vacancies" of these Guiding Principles, and duties as outlined in job description.
 - d. Performs other duties as needed or assigned.

APPOINTED LEADERS

All appointed leaders of BHN shall be members of ADA and BHN.

1. **Newsletter Editor.** The Newsletter Editor is appointed by the Chair and may serve an indefinite number of one (1) year terms. Newsletter editor reports to DPG Chair. Functions:
 - a. Responsible for the production and distribution of 4 issues of BHN DPG newsletter per fiscal year within ADA policies, protocols, and guidelines, including those published in DPG Policy and Procedure Manual and ADA Newsletter Approval Process (2007). See “**Publications**” in these Guiding Principles.
 - b. Recommends to BHN EC all outsourced newsletter services providers.
 - c. Serves as a member of the Newsletter Committee.
 - d. Upon completion of term ensures that all files are provided to the incoming Newsletter Editor and acts as a resource to that person.
2. **Assistant Newsletter Editor.** The Assistant Newsletter Editor is appointed by Chair and may serve an indefinite number of one (1) year terms and reports to DPG Chair. Functions:
 - a. Assists the Newsletter Editor with completing tasks necessary for the production of 4 issues of the DPG newsletter per year.
 - b. Assumes responsibility for publication of DPG newsletter in the event that the Newsletter Editor is unable to complete her term.
 - c. Performs other duties as specified in the current job description or as designated by the Executive Committee.
3. **Public Policy Chair.** Functions:
 - a. Communicates public policy issues to the Executive Committee.
 - b. Communicates with membership on public policy issues via newsletter, Web site, and listserv.
 - c. Participates in annual Public Policy Workshop in Washington, D.C. and report events to membership.
 - d. Performs other duties as specified in the current job description or as designated by the Executive Committee.
4. **Membership Chair.** Functions:
 - a. Fosters positive relationships between members of BHN and its leaders.
 - b. Communicates with BHN members on pertinent issues via newsletter, Web site, and listserv, FNCE Showcase, and member surveys.
 - c. Leads efforts toward increasing membership.
 - d. Performs other duties as specified in the current job description or as designated by the Executive Committee.
5. **Resource Professionals (RP).** Functions:
 - a. Represents one of the BHN Practice areas of Developmental Disabilities, Substance Abuse, Eating Disorders, or Mental Illness. There will be one RP from each of the four (4) BHN areas of practice.
 - b. Promote member dialog on practice-related issues via newsletter, Web site, and listserv.
 - c. Serve as BHN spokesperson to BHN members for assigned practice area.
 - d. Performs other duties as specified in the current job description or as designated by the Executive Committee.
6. **Awards Chair.** Past Chair will serve as Awards Chair. Functions:

Coordinate all aspects of BHN awards activity.

7. Student Liaison. Functions:

- a. Networks with students and professionals to improve the quality of BHN operations.
- b. Promotes the mission and goals of ADA and BHN within the community of ADA Student Members, and educators.
- c. Identifies for BHN officers and leaders the needs of BHN Student Members and educators.

COMMITTEES

Appointments to committees of the Executive Committee are for one (1) year. The Chair-elect appoints 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.

- 1. Nominating/Awards Committee.** Nominating/Awards Committee will consist of three (3) elected members, one newly elected each year for a three year term, and the Past Chair of BHN-DPG. The Chair of the Nominating/Awards Committee is the most senior member of the three elected members. Should there not be a senior member the committee members will join in agreement as to which member will serve as chair. The Nominating/Awards Committee will function as defined in "Nominations, Elections, and Vacancies" section of these Guiding Principles. The Past Chair of BHN-DPG will coordinate the functions of awards through the members of the Nominating/Awards committee.
- 2. Other Committees.** Other committees will be established as deemed necessary by the Executive Committee, with the chair of such committees appointed by the BHN Chair.

REPORT TO MEMBERS

An annual report of the previous fiscal year activities is created by the Past Chair for the purpose of presenting financial status and program of work outcomes. The report is distributed to all DPG members by October 31st of each year in print and/or electronic format.

GOVERNANCE

The Executive Committee of BHN is the governing body of the DPG and is responsible for the development, implementation, and evaluation of the program of work, fiscal affairs, and actions of BHN.

- 1. Composition.** The Executive Committee consists of the Chair, Chair-elect, Secretary, Treasurer, Past Chair, Nominating Committee Chair, Newsletter Editor, Membership Chair, and Resource Professional Chairs. **Each member of the Executive Committee is a voting member of BHN DPG Executive Committee.**
- 2. Functions** of the Executive Committee:
 - a. Provides leadership for BHN DPG according to stated vision, mission, and goals.
 - b. Develops and monitors BHN Program of Work.
 - c. Provides for responsible fiscal planning, controlling and directing of financial affairs.
 - d. Serves as a voting members of the BHN DPG

3. **Meetings.** The Executive Committee meets at least twice a year (in person or by conference call).
4. **Quorum.** A simple majority of the members of the Executive Committee constitutes a quorum for the transaction of business at any meeting of the Executive Committee.

NOMINATIONS, ELECTIONS, AND VACANCIES (COMMENTS BHN BALLOTS ARE HISTORICALLY COMBINATION BALLOTS SO WOULD SUGGEST TO CHANGE TO COMBINATION BALLOT

- BHN DPG will hold a combination ballot (single and contested) – a mix of some positions having only one candidate and some positions with at least 2 candidates.

1. Nominating/Awards Committee Functions.

The Nominating/Awards Committee is responsible for preparing annually an official ballot by:

- a. 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 ADA and the DPG;
- b. 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/Awards Committee;
 - v. any other elected officers/officials

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

- c. preparing a slate of one or two candidates for each office listed above to present a combination slate;
- d. submitting the ballot/slate to the Practice Team for review and approval;
- e. submitting the final nominations to the Executive Committee for information and for dissemination to the BHN membership electronically and/or in print prior to the voting process; and
- f. receiving petitions for additional candidates to the ballot/slate.

2. General Criteria.

- a. It is the philosophy of the ADA 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, BHN 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/Awards Committee are not eligible to be candidates for elected office in BHN.

3. Ballots and Voting.

(See also ADA policy, “*DPG Elections*” in “*DPG Policy and Procedure Manual*”)

- a. Ballots are disseminated electronically and/or by mail to voting members; voting is held during the same time frame as the National ADA Election process.
- b. Votes are tallied electronically with addition of any paper ballots by the Practice Team Coordinator (teller).
- 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 DPG Secretary will take reasonable and appropriate steps to verify the accuracy and propriety of the teller’s count.
- 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 the DPG.
- h. The Practice Team will be notified of the results.

4. Vacancies in the Positions of Elected Officers.

If any of the following offices 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.
- b. **Chair-elect.** A special election by the Executive Committee (or 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 Secretary will serve as Chair.
- d. **Secretary or Treasurer.** The Executive Committee will appoint a successor to fill the unexpired 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.

5. Removal of Elected Officers and Other Officials.

See ADA *DPG Policy and Procedure Manual* 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 DPG will be served. The Executive Committee will act in accordance with ADA Bylaws Article IV, Section 8. 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 BHN official newsletter will be published quarterly and will be provided to all BHN members electronically and/or in print.
2. The newsletter editorial board shall consist of the ADA Practice Team Manager, DPG Chair, and DPG Secretary.
3. Other publications (books, compact discs, brochures, newsletter inserts, etc.) will conform to these BHN guiding principles and to guidelines set forth in the Bylaws of the American Dietetic Association and in "DPG Policy and Procedure Manual."

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 Practice Team for review and approval at least 30 days before the date which the amendment(s) is to be voted.

Adopted: 9-14-07

Revised: 4-13-09