



The Association of Correctional Food Service Affiliates

2024 OFFICER NOMINATION FORM

VICE PRESIDENT-ELECT/TREASURER

REGION I DIRECTOR • REGION III DIRECTOR

I/We Nominate _____

as a candidate for the office of _____

***THE CANDIDATE HAS READ THE JOB DESCRIPTION FOR WHICH THE INDIVIDUAL HAS APPLIED
AND IS WILLING TO ACCEPT THESE RESPONSIBILITIES UPON ELECTION.***

Candidate's Name _____

Candidate's Title _____

Agency/Institution Address _____

City _____ State _____ Zip _____

Work Phone _____ FAX _____

Email _____ Home Phone _____

QUALIFICATIONS

For Vice President-Elect/Treasurer - Currently a member of ACFSA in Good Standing for three (3) years?

☐ YES ☐ NO

For Regional Director - Currently a member of ACFSA in Good Standing for one (1) year?

☐ YES ☐ NO

DATE JOINED (Month and Year) _____

OFFICES HELD

International Board of Directors: OFFICE(S) HELD _____ YEAR(S) _____

Chapter Office: CHAPTER _____ OFFICE(S) HELD _____ YEAR(S) _____

Nominator's Name _____

Nominator's Signature _____ Date _____

Contact Phone _____ Email _____

Please submit application with a picture of candidate and a 100 word summary to appear on form.

Summaries of more than 100 words will be edited down to 100 words.

Candidate will also be required to follow campaign guidelines.

**INFORMATION ON REVERSE
SIDE MUST BE COMPLETED**

DUE BY: MAY 1, 2024



The Association of Correctional Food Service Affiliates

2024 OFFICER NOMINATION FORM

PROFESSIONAL PARTNER LIAISON - EQUIPMENT & SUPPLIES

I/We Nominate _____

as a candidate for the office of _____

***THE CANDIDATE HAS READ THE JOB DESCRIPTION FOR WHICH THE INDIVIDUAL HAS APPLIED
AND IS WILLING TO ACCEPT THESE RESPONSIBILITIES UPON ELECTION.***

Candidate's Name _____

Candidate's Title _____

Agency/Institution Address _____

City _____ State _____ Zip _____

Work Phone _____ FAX _____

Email _____ Home Phone _____

ELIGIBILITY DETERMINATION

For Professional Partner Liaison - Currently a Professional Partner of ACFSA in Good Standing for one (1) year?

☐ YES ☐ NO

DATE JOINED (Month and Year) _____

HAS SERVED ONE COMPLETE TERM AS

☐ *International Professional Partner Liaison - Year* _____

☐ *Regional Professional Partner Liaison - Year* _____

☐ *State Professional Partner Liaison - Year* _____

☐ *International Committee Chair - Year* _____

Nominator's Name _____

Nominator's Signature _____ Date _____

Contact Phone _____ Email _____

Please submit application with a picture of candidate and a 100 word summary to appear on form.

Summaries of more than 100 words will be edited down to 100 words.

Candidate will also be required to follow campaign guidelines.

**INFORMATION ON REVERSE
SIDE MUST BE COMPLETED**

DUE BY: MAY 1, 2024

QUALIFICATIONS FOR OFFICERS FOR THE BOARD OF DIRECTORS

I. Candidates for the office of Vice President-Elect/Treasurer:

- A. Shall have served for one complete year (prior to the return date on the nomination form) as a member of the International Board of Directors, Chapter President, or International Chairperson.
- B. Shall be a foodservice or institutional member in good standing (dues paid for one year).
- C. Shall have been a member of the ACFSA for three consecutive years including the year of election.
- D. Must have a completed nomination form submitted by the due date specified.
- E. Must provide credentials as well as written permission from their superior to accept the position.
- F. Must be willing to accept the position if elected.

II. Candidates for the office of Secretary:

- A. *Shall be a foodservice or institutional member in good standing (dues paid for one year).*
- B. *Shall be currently holding or shall have previously held office at a chapter, state, regional or international level or shall have served as International Chairperson.*
- C. *Must have a completed nomination form submitted by the due date specified.*
- D. *Must provide credentials as well as written permission from their superior to accept the position.*
- E. *Must be willing to accept the position if elected.*

III. Candidates for the office of Regional Director:

- A. Shall be a foodservice or institutional member in good standing (dues paid for one year).
- B. Shall be currently holding or shall have previously held office at a chapter, state, regional or international level or shall have served as International Chairperson.
- C. Must have a completed nomination form submitted by the due date specified.
- D. Must provide credentials as well as written permission from their superior to accept the position.
- E. Must be willing to accept the position if elected.

IIV A candidate for the office of Professional Partner Liaison - Food:

- A. Shall be a professional partner or associate professional partner whose membership has been in active status for one year prior to the return date on the nomination form.
- B. Shall have served at least one term as Regional Professional Partner (Vendor Liaison), State Professional Partner (Vendor Liaison), International Professional Partner (Vendor Liaison) or International Committee Chair.
- C. Must have a completed nomination form submitted by the date specified.
- D. Must be willing to accept the position if elected.

- Job descriptions are available upon request from any member of the Board.

NOMINATION AND ELECTION PROCEDURE

The purpose of this policy is to establish a procedure governing nomination and international ACFSA elections.

I. Nominations

- A. Nominations are according to ACFSA by-laws.
- B. Nomination forms (enclosure) will be sent to the International Office and forwarded to the Chair of the Nominating Committee. The Nominating Committee consists of the Past President and the Regional Directors.
- C. Nominations will be reviewed for eligibility by the committee. In the event that there are not two qualified candidates for each office, the committee will work to find qualified candidates to submit to the Board of Directors for review.

- D. The Past President will forward an official list of candidates to the Vice President.

II. Ballots

- A. Ballots will be prepared by the International Office and sent out by the designated date.
- B. All current members of the ACFSA will be mailed a ballot. Foodservice or institutional members will receive a ballot for Executive Officers and Regional Director positions. Professional Partners will receive a ballot for Professional Partner Representatives.
- C. All ballots will be on letterhead and checked off of a list of eligible respondents. No photocopies are permitted.
- D. Elections will be conducted by secret ballot.
- E. Ballots are to be returned in a sealed single inside envelope by the designated date. The outside envelope will be required to have a legible signature or symbol and a printed name on the outside. This is essential in order to verify those who have voted.
- F. The signatures on the outside envelope of the ballot will be validated by the Vice President.
- G. The envelopes will be given to an independent person/company selected by the Board of Directors for counting. The person/company will present an official tabulation to the Past President and the Vice President.

III. Announcement of Results

- A. The official results will be sent to the President who will notify the rest of the Board of Directors.
- B. The President will send an official letter to the winning candidate and the candidate's sponsor. Letters also will be sent to the other candidates.
- C. Official results will be announced at the International Conference.

IV. Candidates are to follow Campaign Policy Guidelines

V. Time Frames

March: Nomination forms appear.

May 1: Completed Nomination Forms are to be postmarked by midnight.

May 10: An official e-ballot will be sent to each voting member in good standing (dues paid on May 1) and posted on-line in the member only section for those without e-mail addresses.

May 24: All ballots must be submitted.

June 5: All Candidates are notified of results via phone or fax by the President. The President will send a letter of congratulations to the winners and their supervisors and letters to the other candidates thanking them for running for the office. The Board of Directors will be notified of election results.

August: International Conference. The Chair of the Nominations Committee will announce the official results at the beginning of the conference. Officers will be installed at the international banquet and the new Board will convene at the next official meeting of the Board.

VI. Offices

This year we are seeking nominations for:

Vice President-Elect/Treasurer, Region I Director & Region III Director and Equipment & Supplies Partner Representative.

CAMPAIGN GUIDELINES

The purpose of this policy is to set forth guidelines and Association procedures under which the Association of Food Service Affiliates will monitor campaigns of persons nominated for International and Chapter Offices.

I. The Association of Correctional Food Service Affiliates cannot support candidates for State, Regional or International Offices.

- A. Association funds cannot be utilized to purchase postage or supplies to support candidates.
- B. ACFSA International or Chapter letterhead or a copy of the letterhead cannot be utilized in support of candidates.

II. Personal recommendations on personal stationery, using personal finances, are acceptable. Current Board of Directors members on the chapter or international level are not to use their Board title in personal recommendations.