



National  
Kidney  
Foundation™

# Council on Renal Nutrition

## **RULES AND REGULATIONS**

**Amended April 2016**

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# **COUNCIL ON RENAL NUTRITION OF THE NATIONAL KIDNEY FOUNDATION**

## **RULES AND REGULATIONS**

### **Article I        NAME**

The name of this organization shall be The Council on Renal Nutrition (hereinafter referred to as CRN).

### **Article II        PURPOSE**

The purpose and functions of the CRN shall be as follows:

- A. To act as an advisory council to the National Kidney Foundation (hereinafter referred to as NKF) on matters concerning renal nutrition.
- B. To develop programs for public education, and to disseminate information concerning the nutritional aspects of chronic kidney disease, dialysis, transplantation, and related disorders.
- C. To develop and promote a continuing education program to further the education of registered dietitians, physicians and other interested health professionals.
- D. To adhere to and promote the public policy of NKF as related to nutritional problems.
- E. To establish improved nutritional care for people with chronic kidney disease, renal allografts and genitourinary disease through liaison with other professional organizations, development of critiques, publications of position papers and other activities.

### **Article III        DUES**

Dues are considered current upon payment of the assessed annual professional membership fees of NKF and specification of the Council on Renal Nutrition as desired Council for membership.

### **Article IV        MEMBERSHIP**

#### **Section 1: Regular Members**

Any registered dietitian (RD) as defined by the Commission on Dietetic Registration, and / or licensed dietitian (LD) as defined by the licensing state, and / or international dietitian with the equivalence of the aforementioned and who is a NKF member, upon payment of dues shall become a Regular Member of CRN. Regular Members are those who have paid their annual dues and are members in good standing and shall have full voting privileges.

#### **Section 2: Honorary Members**

Any person, upon recognition by the CRN Executive Committee of special service rendered to the CRN for unusual work or interest in the field of renal nutrition, may be chosen by a majority vote of the CRN Executive Committee, to be honored at the CRN Clinical Meeting. They shall not have the privilege of voting, holding office or serving as chairperson on CRN committees. Any honorary member may, however, attend such CRN meetings and participate

in discussion therein.

### **Section 3: Special Members**

Special members shall not have the privilege of voting, holding office (locally, regionally, or nationally), or of serving as chairperson of committees of CRN. Special Members may be active committee members for a local, CRN-affiliated organization. They may not hold an elected office with a local or national CRN-affiliated organization. Special members shall include:

- A. Liaison Members: Any professional person chosen to serve as an official representative of a specific organization to CRN will be considered a Special Member.
- B. Medical Advisor: Any person chosen by the CRN Executive Committee to serve in an advisory capacity will be considered a Special Member.
- C. Others: Persons interested in the nutritional aspects of kidney disease, such as Registered Dietetic technicians (DTR), dietetic interns and non-dietitians representing corporations, will be considered Special Members of CRN.

### **Section 4: Charter Members**

Those CRN members who actively participated in the founding and initial development of CRN and who currently do not hold elective office in CRN will be considered Charter members. Charter members shall have the privilege of voting, holding office or of serving as chairperson of committees of CRN as long as they maintain regular membership in CRN.

### **Section 5: Journal of Renal Nutrition Editor**

The Journal of Renal Nutrition (JREN) Editor shall serve as a non-voting, ex-officio member of CRN Executive Committee. In other words, shall not have the privilege of voting, holding office or serving as chairperson on CRN committees, but may attend CRN Executive Committee meetings and participate in discussion therein.

## **Article V      COMMITTEES**

There shall be Standing Committees and Special Committees in CRN.

### **Section 1: Standing Committees**

There shall be the following Standing Committees: Executive Committee, Rules and Regulations Committee, Nominating Committee, Membership Committee, Clinical Meetings Committee, Awards Committee, Research Grant Committee, Quality Assurance Committee, Patient Public Education Committee and CRN Renalink Committee.

Chairpersons of the Standing Committees shall be chosen by the CRN Chairperson, from the Executive Committee, unless otherwise specified herein.

Membership of the Standing Committee shall be CRN members in good standing who shall be appointed to the committee by the chairperson of the committee, with the approval of the CRN Chairperson, unless otherwise set forth herein. The Chairperson of CRN shall serve as an

ex-officio member of all committees except the Nominating Committee.

Members of all Standing Committees shall serve for a one year term commencing forty five (45) days prior to the Spring Clinical Meeting of the CRN and terminating forty-five (45) days prior to the next Spring Clinical meeting of the CRN or until successors have been selected and qualify, unless otherwise set forth herein. All Committee members can serve additional terms, as deemed suitable by the chairperson of the committee.

## **Section 2: Special Committees**

The Chairperson of CRN and the CRN Executive Committee, by majority vote, may appoint special committees as deemed necessary. Members of special committees need not be members of CRN, although chairpersons of such committees shall be CRN members.

## **Section 3: Executive Committee**

The Executive Committee shall perform such duties as are necessary to carry on the business and functions of the CRN between Clinical Meetings (CM).

The Executive Committee shall consist of voting members, as well as non-voting members. Voting members of the CRN Executive Committee will be included in the CRN budget, at the discretion of the CRN EC Chair and Chair-Elect, for the purposes of meeting to carry out the duties described herein. Non-voting members will not routinely be included in the CRN budget.

Voting members shall be: Chairperson, Chairperson-elect, Immediate Past-Chairperson, five (5) Regional Representatives (or their alternate, in their absence), the CRN Clinical Meetings (CM) Chairperson.

Non-voting advisory, Executive Committee members shall be: Liaison members from professional organizations or other NKF Councils, Medical Advisors, Alternate Regional Representatives (unless replacing the regular Regional Representative), Clinical Meeting Co-Chair, Archivist/Historian.

Non-voting Executive Committee members will not be supported financially by the NKF or CRN, unless otherwise stated herein.

## **Section 4: Rules and Regulations Committee**

The Rules and Regulations Committee shall consist of all EC members attending the Spring Clinical Meeting and be responsible for periodically reviewing the Rules and Regulations of the CRN, and shall recommend changes to the Rules and Regulations. The Rules and Regulations Committee shall, submit any changes to the NKF Bylaws and Policies Committee for its approval.

The Rules and Regulations Committee shall generally formulate and review basic policies and purposes of the CRN.

## **Section 5: Nominating Committee**

The Nominating Committee shall consist of six (6) members and shall be responsible for

receiving nominations from the CRN membership, as set forth herein and for reviewing those nominations in order to prepare a slate of officers for the election of said officers. The Chairperson of this committee will be the Immediate Past-Chairperson of CRN. Other members of this committee shall be as follows: a) the CRN Chairperson-Elect shall be a member of this committee and serve as Chairperson of the Nominating Committee in the event that the Immediate Past-Chairperson cannot serve in this capacity; b) the five (5) Regional Representatives. Members of the Nominating Committee shall serve for one year beginning 45 days prior to the Spring Clinical Meeting and ending 45 days prior to the next Spring Clinical Meeting. The CRN Chairperson will act as a tie breaker as needed.

#### **Section 6: Membership Committee**

The Membership Committee shall be responsible for obtaining and organizing CRN membership and for working with NKF staff to recruit new members and maintain membership records. The Chairperson of this committee will be appointed by the CRN Chairperson.

#### **Section 7: CRN Spring Clinical Meetings (SCM) Program Planning Committee (Renal and Clinical Dietitian Program Planning Committee)**

The CRN-SCM Program Planning Committee shall be responsible for planning and organizing the overall program for the CRN tracks of SCM in conjunction with the other NKF Councils. The CRN Chairperson shall appoint the Chairperson of this committee. The CRN-SCM Program Chairperson (Renal and Clinical Dietitian\_Program Chair) shall appoint a Co-Chairperson from their Program Planning Committee with the approval of the CRN Chairperson.

#### **Section 8: Awards Committee**

The Awards Committee shall be responsible for the administration of CRN awards as established by the CRN Executive Committee. Awards shall include, but not be limited to, the CRN Recognized Renal Dietitian of the Year Award, CRN Regional Recognized Dietitian Award, Outstanding Service Award, Susan Knapp Award, Kopple Award, and other special awards as determined by the CRN Executive Committee. The Chairperson of this committee will be appointed by the CRN Chairperson.

#### **Section 9: Research Grant Committee**

The Research Grant Committee shall be responsible for establishing guidelines for grant applications, and for establishing a Research Grant Review Committee for approving and administering grant monies, with input and approval from NKF. The Chairperson of this committee will be appointed by the CRN Chairperson.

#### **Section 10: Patient and Public Education Committee**

The Patient and Public Education Committee shall promote the purpose and goals of CRN by fostering and developing public education, resources, and relations within the community through channels of communication and working in cooperation with the Public Education Committee of NKF, business, industry, and other allied health organizations. The Chairperson of this committee will be appointed by the CRN Chairperson.

### **Section 11: Quality Assurance Committee**

The Quality Assurance Committee is currently inactive and may be re-activated at the discretion of the CRN Chairperson.

The Quality Assurance Committee shall be responsible for fostering the goals of CRN by promoting Quality Assurance activities in the nutritional care of individuals with chronic kidney disease. The Chairperson of this committee will be appointed by the CRN Chairperson.

### **Section 12: CRN Renalink Committee**

The CRN *Renalink* Committee will consist of the Regional Representatives, the Alternate Regional Representatives, the local CRN Contacts. The Chairperson of this committee will be appointed by the CRN Chairperson. The CRN Renalink Editor will be responsible for coordinating editing and formatting CRN's portion of *Renalink*. The Immediate Past Chair shall serve as Renalink Co-editor.

## **Article VI THE OFFICERS**

### **Section 1: The Officers**

The Officers of CRN shall be a Chairperson, Chairperson-elect, Immediate Past-Chairperson, five (5) Regional Representatives (one from each CRN/NKF region), five (5) Alternate Regional Representatives, CRN Clinical Meetings (CM) Chairperson, and CRN-CM Co-Chairperson, and Historian/Archivist.

### **Section 2: Chairperson**

The Chairperson shall preside at all meetings of the CRN and its Executive Committee and shall serve as an ex-officio member of all other Standing Committees, except the Nominating Committee, and other committees as requested by NKF. The CRN Chairperson shall be responsible for reporting the CRN activities to the NKF Board of Directors as called upon to do so. The Chairperson shall perform and do all acts and duties incidental to the position of chairperson of CRN and is responsible for other such duties as requested by the CRN membership and/or its' Executive Committee.

The CRN Chairperson shall hold elected office for one year as part of a three-year commitment as stated under Section 3.

### **Section 3: Chairperson-elect**

The Chairperson-elect will serve 3 years: the first year as Chairperson-elect; the second year as Chair, and the third year as Immediate Past-Chairperson.

During the first year, as Chairperson-elect, the elected individual shall become familiar with the duties of the Chairperson and shall, in the absence of the Chairperson, perform such duties and shall also have such other duties and responsibilities as assigned from time to time by the Chairperson and/or the CRN Executive Committee. The Chairperson-elect shall keep minutes of all meetings, conference calls and transactions of the CRN Executive Committee.



The Chairperson-elect must have current or previous experience as a member of the CRN Executive Committee to be eligible for nomination and subsequent election to this office.

#### **Section 4: Immediate Past-Chairperson**

The Immediate Past-Chairperson of CRN shall serve as a voting member of the CRN Executive Committee and shall provide assistance and guidance to the current CRN Chairperson and/or Executive Committee. The Immediate Past-Chairperson shall be chairperson of the CRN Nominating Committee and shall have such other duties and responsibilities as assigned from time to time by the Chairperson.

The Immediate Past-Chairperson shall hold office for a term of one (1) year, and will relinquish these responsibilities and voting privileges attending this position 45 days prior to the CRN Business Meeting at the Annual Meeting, one (1) year later.

#### **Section 5: Regional Representatives**

Each CRN Region, which coincides with the regions designated by NKF, shall have one (1) elected Regional Representative, as set forth herein. Regional Representatives from Regions I, III, and V will be elected in odd years and Regions II and IV in even years. The Regional Representatives must reside within the CRN Region from which elected. The Regional Representative shall serve as a voting member of the CRN Executive Committee.

Each Regional Representative shall represent the CRN in their respective Regions and shall communicate the substance of the actions taken and policies adopted by the CRN Executive Committee to the CRN members in their Regions.

The Regional Representatives shall serve as liaison to local CRN groups within their respective Region and shall assist these Regional groups in any way possible, especially in organization and development of new, local CRN affiliated groups. In this capacity, the Regional Representative shall be responsible for communicating the suggestions and requests of those CRN members in their Region to the CRN Executive Committee and/or other CRN Standing Committees as needed.

Each Regional Representative shall contribute information of interest from regional CRN members and/or groups to the Communications Chair and the CRN Renalink Editor for publication.

Each Regional Representative shall be responsible for communicating with and maintaining an active, working relationship with the elected Alternate Regional Representative from her/his Region.

Regional Representatives shall be members of the Nominating Committee and, therefore, responsible for promoting nominations from the CRN membership, as set forth herein, and reviewing these nominations in order to prepare a slate of officers for the election of said officers.

Regional Representatives shall serve a two (2) year term and are eligible for re-election for one (1) consecutive term of office.

## **Section 6: Alternate Regional Representatives**

Each CRN Region shall elect one (1) Alternate Regional Representative, as set forth herein. The Alternate must reside within the CRN Region from which elected. The Alternate shall be a non-voting member of the CRN Executive Committee and as such will not be budgeted for attendance at CRN meetings unless officially substituting for the current Regional Representative, or in some other capacity at the request of the CRN Chairperson.

The Alternate, in the event that the Regional Representative is unable to perform the duties set forth herein, shall assume these duties and responsibilities until the Regional Representative is able to resume these or until the end of the Regional Representative's term in office, whichever applies.

Each Alternate Regional Representative shall assist the Regional Representative in contributing information of interest from the regional CRN members and/or groups to the Communications Chair and the CRN Renalink Editor for publication.

The Alternate shall serve for a term of two (2) years, and is eligible for re-election for one (1) consecutive term of office.

## **Section 7: CRN Spring Clinical Meetings (SCM) Chairperson (Renal and Clinical Dietitian Program Chair)**

The CRN-SCM Chairperson shall be appointed by the CRN Chairperson with the approval of a majority vote of the CRN Executive Committee. The CRN-SCM Chairperson shall be appointed to office for a one (1) year term and may be reappointed for a maximum of an additional one (1) term.

## **Section 8: CRN-SCM Co-Chairperson (Renal and Clinical Dietitian Program Co-Chair)**

A current program committee member who shall assist the Program Chairperson with designated and / or delegated duties. This individual shall become the Program Chairperson if the Chairperson is unable to fulfill their duties. The Co-Chairperson may also be considered by the CRN Chairperson for a future SCM Chairperson appointment. The Co-Chairperson shall be funded to the annual NKF-SCM educational program because of his/her committee involvement, but would not be considered a voting member of the CRN Executive Committee unless they are currently an Executive Committee member.

## **Section 9: Renalink Editor**

The Renalink Editor is a member of the CRN Executive Committee, which may be appointed by the Chair for a 2 year term. Duties relate to supporting CRN contributions to the NKF *Renalink* for professional councils and include attending meetings of professional councils' Renalink editors as scheduled by NKF. The Renalink Editor will obtain, edit and submit to NKF articles for the thrice (3) yearly Renalink publications, following specified deadlines. As appropriate, the Editor completes and submits documentation for CPE credit approval for cover story articles. (A more detailed job description appears in the CRN Handbook)

## **Section 10: Renalink Co-Editor**

The Immediate Past Chair will serve as Renalink Co-Editor for a 1 year term. This position will assist the Editor. The Co-Editor will collaborate with the Editor to ensure timely solicitation,

editing and submission of articles to the *Renalink*.

### **Section 11: Archivist/Historian**

The Archivist/Historian is appointed by the Chairperson to serve a 4-year term as a resource for historical information about NKF-CRN; the Archivist may be reappointed. This individual maintains files of historical interest, including files of the *Renalink* and publications and files related to various CRN offices and activities. This is a non-voting, non-funded position on the CRN Executive Committee.

## **Article VII ELECTIONS**

CRN elections shall occur according to procedures set forth herein and will consist of elections by the CRN membership-at-large as well as by CRN Regional elections.

### **Section 1: Election by CRN Membership-At-Large**

Election by CRN membership-at-large will occur for the Chairperson-Elect annually by a majority of the return vote electronically as set forth below.

### **Section 2: Regional Elections**

The CRN members in good standing within each of the five (5) CRN Regions will elect one (1) Regional Representative and one (1) Alternate Regional Representative by a majority of the return vote electronically as set forth below.

Each Region will elect one (1) Regional Representative and one (1) Alternate biannually; the elections in Regions I, III, and V will take place during even numbered years and in Regions II and IV during odd numbered years, in an attempt to ensure some continuity in the CRN Executive Committee and its business.

### **Section 3: Nominations**

The Chairperson of the CRN Nominating Committee or her/his designate of that Committee shall serve notice to all CRN Members in good standing, requesting recommendations for nominations for all offices to be filled by the next election. The recommendations must be received by the Chairperson of the Nominating Committee or her/his designate Committee member as dictated by the NKF and CRN Calendar for elections. These recommendations shall be submitted electronically, and shall be accompanied by relevant information and biographical data relating to the candidate's experience and qualifications. The Nomination Committee will be responsible for obtaining an electronic statement of interest from the person being recommended for nomination. Only those CRN members qualifying according to the stipulations set forth herein will be considered for nomination. The ballot shall be approved by a majority vote of the Nominating Committee.

In the event that no persons are suggested for nomination for election to any position pursuant to the procedure set forth herein, the Nominating Committee shall recommend and nominate one or more persons for election to such positions. Nominations may not be made except in the manner set forth herein.

Nominations for Chairperson-elect shall be limited to CRN members in good standing who currently are or have been members of the CRN Executive Committee.

Recommendation for nominations for Regional Representative and Alternate Regional Representative will only be accepted if submitted by a member in good standing from the Region in question. Any person recommended for nomination for the office of Region Representative shall have been active in local CRN activities for a least one (1) year prior to being recommended for nomination (prior service as a local CRN officer or committee chair is strongly recommended). Any person recommended for nomination for the office of Alternate Region Representative shall have been a member of CRN in good standing with a positive working relationship with local CRN and/or other RD professional groups in their area.

#### **Section 4: Election Process**

No less than fifty-five (55) days prior to the Clinical Meeting of the CRN, the Nominating Committee shall send ballots to all CRN members in good standing. The ballot will list the names of all nominees who are official candidates for office; however, the ballot will be divided into two (2) sections. The second section of the ballot will be for Regional elections and although candidates for all Regions having elections will be listed, voters will be clearly instructed to vote for the candidate in their region. Noncompliance with these instructions will negate the voter's entire vote.

No less than forty (40) days prior to the Clinical Meeting of the CRN, votes will no longer be accepted and will be tallied. In the event of a tie, the following procedure will be implemented: No less than five (5) members of the Nominating Committee of the CRN Executive Committee will vote by secret ballot. To maintain an odd number of votes, as needed, the Nominating Committee Chair will either vote or abstain from voting. The Nominating Committee will notify the new officers of their status at that time. The CRN membership will be notified within 60 days of election closure.

#### **Section 5: Terms of Office**

The Chairperson-elect is elected for a 3-year term. This term includes: 1 year as Chairperson-elect; 1 year as Chair; and 1 year as Immediate Past-Chairperson. The Chairperson-elect shall assume office forty-five (45) days prior to the Clinical Meeting and shall advance to Chair and then Immediate Past-Chairperson forty-five (45) days before subsequent Clinical Meetings.

The Regional Representatives shall hold office for a two (2) year term and are eligible for re-election for one (1) consecutive term of office. The term will commence 45 days prior to the Clinical Meeting following the actual election and will end 45 days prior to of the Clinical Meeting two (2) years later.

#### **Section 6: Vacancies in Office**

If any of the following offices become vacant because of resignation, sickness, disqualification or any other reason, the unexpired term shall be filled as follows:

Chairperson: The Chairperson-elect shall perform the duties of the office, as set forth herein, for as long as necessary, which may be until the completion of the Chairperson's term of office.

Immediate Past-Chairperson: In the event that the Immediate Past-Chairperson position

becomes vacant, the CRN Executive Committee, by two-third majority vote, will appoint an acting Immediate Past-Chairperson to carry out the responsibilities inherent in that position. Chairperson-elect: The CRN Executive Committee, by two-third majority vote, will elect a CRN Executive Committee member to be the "acting" Chairperson-elect and to carry out the responsibilities inherent in that position, until the time of the next election (see Article VI, Section 3). At the time of the next election, the "acting" Chairperson-elect shall NOT succeed to office, but rather, an election for Chairperson and Chairperson-elect will be held.

Regional Representatives: The Alternate Regional Representative shall succeed to the office of Regional Representative to fill the unexpired term of office. An Alternate Regional Representative who succeeds to the office of Regional Representative may be elected to a full term as Regional Representative. The CRN Chairperson shall appoint an Alternate with the advice of the Regional membership. This appointed Alternate will perform the duties of the Alternate as set forth herein until the next CRN election. At the next election, the Region involved will elect an Alternate to complete the term of office of the previously elected Alternate, if this election does not coincide with the end of her/his term as described herein. If the scheduled election does coincide with the end of the previously elected Alternate's term, that Region will elect both a Regional Representative and an Alternate in the election.

Should the offices of Chairperson and Chairperson-elect become vacant at the same time, a special election for both positions shall be conducted at the earliest possible date. In the interim, the Immediate Past-Chairperson shall serve as Chairperson. In the event that the Immediate Past-Chairperson is unavailable to serve, the CRN Chair will appoint an Immediate Past Chair to the position until after the special election. Newly elected officers will serve until the completion of the respective terms of office.

#### **Section 7: Removal from Office**

An officer may be removed from office for nonperformance of duties as outlined in the position's objectives or actions contrary to the interests of the CRN. A 2/3 vote of the Executive Committee and official notification by the Chairperson of the Council is required.

#### **Section 8: Continuing Eligibility for Office**

Each officer shall continue to be eligible to hold elective office only as long as he/she meets the requirements for regular membership. If regular membership cannot be met, the officer may remain in their official capacity for no more than a two-month transition period.

### **Article VIII      AD HOC COMMITTEES**

The Chairperson of the Council may appoint Ad Hoc Committees as it may be deemed necessary. The Chairperson and members of such committees shall serve from the date of their appointment until the next Clinical Meeting of the Council at which time such Committee may again be appointed by the Chairperson.

## **Article IX      CRN BUSINESS MEETINGS**

### **Section 1: Annual Meeting**

An annual Meeting of the CRN shall be held in conjunction with the Clinical Meeting of the NKF, as specified in the NKF Bylaws.

- A. A notice of each Clinical Meeting, stating the time, place and purpose shall be sent to each member of the CRN not less than thirty (30) days prior to such meeting.
- B. Ten percent (10%) of members in good standing at the CRN present at any Clinical Meeting shall constitute a quorum for all purposes, and the action of the majority of the members present shall be the actions of the CRN. Any issue presented at the annual meeting will be voted on electronically after the meeting.
- C. The CRN members present shall transact all business as may properly come before the Clinical Meeting.

### **Section 2: Executive Committee Meeting**

The Executive Committee shall meet at least once each year, once at the time of the NKF Clinical Meetings, and/or via conference call(s) as deemed necessary by the Chairperson. Usually there will be Conference calls of the EC to be held each October unless times are changed by the Chair.

- A. At least twenty (20) days notice of each Executive Committee Meeting shall be given in writing to all members of the Committee.
- B. One-half (1/2) of the voting members of the committee shall constitute a quorum for all purposes. All questions shall be decided by a majority vote of the quorum present.

### **Section 3: Standing and Special Committee Meetings**

All Standing and Special Committees, with the exception of the Executive Committee shall meet as deemed necessary by the chairperson of each committee.

One half (1/2) of the members of each committee shall constitute a quorum for all purposes. All questions shall be decided by a majority vote of the quorum present.

## **Article X      GENERAL**

### **Section 1: Operations**

The CRN shall operate under the Bylaws of the NKF and shall serve as an advisory body to the Foundation.

### **Section 2: Rules and Regulations**

The CRN, while operating under the Bylaws of NKF, shall formulate its own Rules and

Regulations, which shall conform to the NKF Bylaws.

The Rules and Regulations may be amended by the following procedure:

1. Suggested amendments may be made at the time of the Clinical Meeting or in writing at any time to members of the CRN Executive Committee.,
2. All proposed Rules and Regulations changes must be sent to the general membership to review and comment on prior to final approval by the NKF Bylaws and Policies Committee.
3. Based on the received comments, the Executive Committee will formulate any proposed amendments and distribute accompanied by a copy of the comments.
4. Ten (10) days after receipt of the proposed amendment(s) and comments by the Executive Committee the amendment(s) may be voted on and passed by two-thirds electronic vote of the Executive Committee.
5. All CRN Rules and Regulations and amendments must be approved by the NKF Bylaws and Policies Committee prior to becoming effective.

### **Section 3: Policy**

All policies must be approved through the CRN Executive Committee and ratified by a majority of the return vote of the membership. Operational guidelines can be decided upon by the CRN Executive Committee without membership approval to handle the day-to-day working of the CRN.

### **Section 4: Conduct of Business**

The rules contained in "Robert's Rules of Order" shall govern the business of the CRN in all cases to which they are applicable and in which they are not inconsistent with the Rules and Regulations of CRN or the Bylaws of NKF.

### **Section 5: Minutes and Communications**

The minutes of the Executive Committee and all committees shall be open to inspection by the CRN membership. Action of any of these committees may be overridden by majority vote of the membership. Committees may freely communicate with the membership-at-large. Minutes and records of meetings and proceedings of the CRN and its committees shall be maintained and become part of the minutes and records of NKF.

### **Section 6: Funds**

The disbursement of funds which may be made available to the CRN through any source shall be made subject to approval of the Trustees of the NKF upon recommendation of the CRN Executive Committee, through the Health and Scientific Affairs Committee and the NKF Board of Directors.

### **Section 7: Local Council Affiliation**

New local CRN groups may request affiliation at any time with the NKF/CRN by completing the Council on Renal Nutrition Affiliation Form and submitting it to the CRN Membership Chair or the Regional Representative for their geographical area. All active local CRN groups

will re-affiliate with the NKF/CRN in the fall every 2 years. The affiliation process is the responsibility of the Membership Committee as described in the NKF / CRN Executive Committee Handbook.

**Section 8: CRN/NKF Liaison with the Academy of Nutrition and Dietetics Renal Practice Group (ADA/RPG)**

CRN has a formal liaison with the Renal Practice Group (RPG) of the Academy of Nutrition and Dietetics (AND). The purpose of this liaison is to promote communication and cooperation between the groups and to support the mutual goals and activities thereof. The CRN Chairperson or designee serves as the contact person for the liaison.

**Section 9: Conflict of Interest**

All members of the CRN Executive Committee shall avoid any conflict between their respective individual personal and family interests, and the interests of the Foundation. Any individual with a conflict of interest or a potential conflict of interest shall disclose the conflict and shall not vote or otherwise attempt by any means to influence the matter. Any individual with a conflict of interest or a potential conflict of interest shall not be counted to achieve a quorum for the meeting during which the subject in conflict is to be considered. Any person having a conflict or a potential conflict shall retire from the room in which the Committee is meeting and shall not participate in the deliberation or the decision regarding the matter under consideration. The minutes of the meeting shall reflect that a disclosure was made, that the individual abstained from voting, and that the individual was not counted to achieve a quorum.

Members of scientific and medical advisory bodies shall avoid situations or possible conflict of interest in the recommendation of grants to their own institutions.

The member of any institution to which a grant is to be considered shall retire from the room during the course of the discussion and shall not participate in the deliberation or vote on the matter.

Annually, a conflict of interest disclosure statement shall be furnished to and completed by each CRN Executive Committee member who is serving or employed by the Foundation. This policy shall be presented and discussed annually for the information and guidance of the committee. The disclosure statement shall be furnished upon undertaking the duties of any office with the CRN Executive Committee.

April 2016