

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc

MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2011 Winter Meeting

January 29 & February 2, 2011

Las Vegas Hilton Hotel
Las Vegas, Nevada

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January 29 & February 2, 2011

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PRINCIPAL MOTIONS
TECHNICAL ACTIVITIES COMMITTEE
 January 29 & February 2, 2011

NO.	PAGE	MOTION
1	3	the draft minutes of the TAC 2010 Fall Meeting be approved as drafted
2	4	No changes are to be made to the technical committee structure at this time to distinguish between corresponding members that regularly attend Society meetings and those that do not.
3	5	Volume 2: Standing Rules – General Rules, Board, Council and Committees and Volume 3: Manual of Procedures for Officers and Directors of the Rules of the Board be updated to include the new Multidisciplinary Task Group committee type as indicated in Attachment B .
4	5	TAC Manual of Procedures (MOP) be updated to include the new Multidisciplinary Task Group committee type as indicated in Attachment C .
5	5	TAC Reference Manual be updated to include the new Multidisciplinary Task Group committee type as indicated in Attachment D .
6	6	TC/TG/TRG Manual of Procedures (MOP) be updated to include the new Multidisciplinary Task Group (MTG) committee type as indicated in Attachment E .
7	8	TAC approves the conversion of TG1.Exergy – from a TG to a TC with the following new number and the same title and scope:
8	9	TAC approves an outreach program be established by the Society for sharing training materials developed by TC 7.6 – Building Energy Performance and TC 7.3 – Operation and Maintenance Management with other interested organizations.

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NEW ACTION ITEMS
TECHNICAL ACTIVITIES COMMITTEE
 Winter 2011 Meeting – Jan 29-Feb 2, 2011

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Page</u>
1	Silvetti	Include MTG designation in the TC Training presentation for Montreal	4
2	Weston/Staff	Include slots for MTG designee and alternate(s) in the TC roster update form as new potential position	4
3	Weston/Staff	Create roster update form and roster for MTGs based on format used now for TCs but with only positions for chair, vice chair, voting members and alternates	4
4	Fricke	Follow up with TC 2.4 on a potential new MTG they wish to form.	4
5	Thomas	Send reminder to section heads to submit roster update forms by February 28, 2011	6
6	Thomas/Vaughn	Record roster webinar presentation and roster update FAQs and make available on TC webpage	6
7	Section Heads	Identify TCs in your section that noted in Las Vegas that there were some programs in their area of expertise for which they had no prior knowledge of their existence.	7
8	Thomas	Update TC webpage with the Roster Training presentation.	7
9	Baxter	Brief TCs and section heads on the new MTG committee structure, procedures, forms, etc.	7
10	McQuade	Develop a Section Head tool to track section activities and trends based input from TC activity feedback form	7
11	Crawley	Discuss with Don Brundage and TRG7 how to get the UFAD Design Guide project substantially completed by Montreal meeting	7
12	Section heads	Remind all TC Chairs to complete and post the TC website or distribute via e-mail their draft Las Vegas minutes within 60 days after the meeting.	8

13	Adams	Determine if TCs 10.4 and 10.9 should disband or merge	8
14	Section Heads	Emphasize to the TCs the benefit to using the "TC Help Wanted" web page and requests that can be posted for the benefit of all.	8
15	Adams	Schedule conference call with TCs 10.1, 10.5 and 10.7 to discuss who should take responsibility for walk-in refrigerated cases.	8
16	Vaughn	Schedule 10 minutes at the TC Chair training session in Montreal for CEC to discuss program issues and concerns with TCs	8
17	Wilkin/McQuade	TC 8.8 has not had a quorum in two meetings. Discuss with Cynthia Gage the idea of incorporating their responsibilities into the Refrigeration Committee or another TC	9
18	Vaughn	Investigate the question "Does a <u>non-voting</u> TC vice chair become a <u>voting member</u> if he/she assumes the chair position in a meeting?" with the Society Parliamentarian	9
19	Section heads	Poll TC Chairs in section to see if they would support a proposed mixer in Montreal with YEA , CTTC, Standards or other groups to help recruit new members for the TCs and SSPCs	9

CARRY-OVER ACTION ITEMS

Fall 2010 Meeting - September 28, 2010

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
1	Grondzik	Help to coordinate the new support efforts to Standard 62.1, which are underway within EHC and the new TRG4. IAQP, in response to Tech. Council Action Item #7 from the Albuquerque meeting.	On-going
7	Section Heads	Work with section to develop one or more requests for grassroots member help for a TC by 3/1/2011 (new date) that could be used to help launch the "TC Help Wanted" request list prior to Las Vegas meeting	On-going

CARRY-OVER ACTION ITEMS
Annual Meeting – June 26 & 30, 2010

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
1	Culp	Check with TC 1.5 on a method to improve the roster update macro for MS-Excel workbook	On-going
6	Vaughn	Set up webinar with AMS staff experts to determine best way to proceed with roster updates given AMS constraints.	On-going
7	Culp	Propose to TC 7.6 and 7.9 that they head-up the effort to develop a guideline on integrated building design and maintenance for high performance buildings	On-going
8	Crawley	Work with TG7.UFAD leadership to see what can be done to help expedite the completion of the revision to the ASHRAE UFAD Design Guide	On-going

LIST OF ATTACHMENTS

- ATTACHMENT A: 2010-2011 TAC MBOs
- ATTACHMENT B: Updates to Rules of the Board (ROB), Vol. 2 & 3, to implement MTGs
- ATTACHMENT C: Updates to TAC Manual of Procedures (MOP) to implement MTGs
- ATTACHMENT D: Updates to TAC Reference Manual to implement MTGs
- ATTACHMENT E: Updates to TC/TG/TRG MOP to implement MTGs
- ATTACHMENT F: Draft “Bullet List” of Suggested Practices for Section Heads
- ATTACHMENT G: Section Head Breakfast/Meeting Reminders



American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc

MINUTES

TECHNICAL ACTIVITIES COMMITTEE

Hilton Hotel
Las Vegas, NV
January 29 & February 2, 2011

MEMBERS PRESENT:

Charles Wilkin, *Chair*
Charles Culp, *Vice Chair*
Victor Penar, *Section 1*
Brian Fricke, *Section 2*
William Murphy, *Section 3*
Walter Grondzik, *Section 4*
Gus Mastro, *Section 5*
John Dunlap, *Section 6*
Dru Crawley, *Section 7*
William McQuade, *Section 8*
Tom Lawrence, *Section 9*
Eric Adams, *Section 10*
Patrick Hughes, *Liaison Coordinator*
Theresa Weston, *Roster Coordinator*
Van Baxter, *Special Assignment Coord.*
Brian Silveti, *Training Coordinator*
Samir Traboulsi, *BOD Ex-O*
Bill Bahnfleth, *Coord. Officer*

GUESTS:

Ross Montgomery
Martha Hewett
Don Brundage
Bryan Becker

ASHRAE STAFF:

Claire Ramspeck, *DOT*
Mike Vaughn, *MORTS*
Tara Thomas, *AA*

MEMBERS NOT PRESENT: None

A. CALL TO ORDER & INTRODUCTIONS

Chair Wilkin called the meeting to order at 8:00 a.m. on January 29, 2011. Members, staff and guest attended as recorded above.

B. ADDITIONS AND/OR CHANGES TO THE AGENDA

Chair Wilkin reviewed the agenda and an item was added under Agenda Item J – Special Activities Coordinator - to discuss with Martha Hewett concerns regarding TRG7.UFAD.

C. ACTION ITEM TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS

Chair Wilkin requested that William McQuade track the action items. The action items from the fall meeting and carry-over action items from previous meetings were reviewed for status.

ACTION ITEMS

Fall 2010 Meeting - September 28, 2010

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
1	Grondzik	Help to coordinate the new support efforts to Standard 62.1, which are underway within EHC and the new TRG4. IAQP, in response to Tech. Council Action Item #7 from the Albuquerque meeting.	On-going
2	Baxter	Develop ideas on how to better coordinate efforts from multiple TCs on larger cross-cutting issues	Complete
3	Staff	Invite CEC to speak again for about 10 minutes at the beginning of the TC chair Training session on Sunday Morning in Las Vegas about changes to the Society Program and how TC can get more involved. Suggest CEC also provide handout or web posting for additional information in order to help minimize presentation time to 10 minutes.	Complete
4	Wilkin/Baxter	Discuss with CEC in Las Vegas the idea of a dedicated program slot or two for an integrated program topic at each meeting which is supported by multiple TCs to incentivize greater TC to TC collaboration.	Complete
5	Wilkin	Discuss with CEC in Las Vegas the suggestion from TC 5.6 that a permanent track for Fundamentals and Life Safety be established at each meeting regardless of theme for the meeting	Complete
6	Staff/Thomas	Color highlight TC input fields in the 11-12 roster update workbooks to simplify data entry for TCs and to help reduce mistakes and confusion.	Complete
7	Section Heads	Work with section to develop one or more requests for grassroots member help for a TC by 3/1/2011 (new date) that could be used to help launch the "TC Help Wanted" request list prior to Las Vegas meeting	On-going
8	Vaughn	Work with ASHRAE website staff to develop "Help Wanted" section to TC webpage that can be used to solicit help from ASHRAE chapters and CTTC for specific TC activities that are needed or to be started within the next 6-12 months	Complete

CARRY-OVER ACTION ITEMS
Annual Meeting – June 26 & 30, 2010

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
1	Culp	Check with TC 1.5 on a method to improve the roster update macro for MS-Excel workbook	On-going
6	Vaughn	Set up webinar with AMS staff experts to determine best way to proceed with roster updates given AMS constraints.	On-going
7	Culp	Propose to TC 7.6 and 7.9 to head up the effort to develop a guideline on integrated building design and maintenance for high performance buildings	On-going
8	Crawley	Work with TG7.UFAD leadership to see what can be done to help expedite the completion of the revision to the ASHRAE UFAD Design Guide	On-going

D. APPROVAL OF MINUTES

It was moved and seconded that,

- (1) the draft minutes of the TAC 2010 Fall Meeting be approved as drafted

MOTION #1 PASSED 15-0-0 CNV

E. CHAIR'S REPORT

The following items were presented by the chair and discussed:

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval – No motions were presented at the TAC 2010 Fall Meeting that required approval by a higher body within the Society.
- b) New or Carryover Action Items Assigned to TAC by Tech. Council
 1. AI# 7 ABQ – An action item was assigned to Walter Grondzik to help to coordinate the new support efforts to Standard 62.1, which are underway within EHC and the new TRG4. IAQP during the 2010 Tech Web/Conference Call. This action item is still on-going.
 2. AI# 4 TW'10 – Consider new category designations (VM, NVM, CM, and PCM) for TC/TG/TRG member
The pros and cons to adding a new “non-voting” member category to the TC rosters to distinguish between corresponding members that regularly attend Society meetings and those that do not in response to Tech. Council Action Item #4 from the fall 2010 meeting were discussed. The additional burden and complexity this would place on an already challenging roster update process for TC members would outweigh the potential benefits at this time.

It was moved and seconded that,

- (2) No changes are to be made to the technical committee structure at this time to distinguish between corresponding members that regularly attend Society meetings and those that do not.

MOTION #2 PASSED 15-0-0 CNV

3. AI# TW'10 – Support TechC MBO 1.1 - Propose methods for improving coordination of effort among technical committees.

TAC has proposed a new ASHRAE technical committee type entitled Multidisciplinary Task Group (MTG). MTGs are intended to replace the current technical steering committees under Technology Council and are formed when the Society has determined a need for activity in a field of interest that encompasses the expertise of TCs from two or more sections and/or from non-TC groups such as SSPCs or outside organizations. Each TC and non-TC group whose field of interest falls within the MTG defined scope, or is added after the MTG starts, shall have a voting representative on the MTG. The functions of an MTG may include Handbook, Program, Publications, Research, and Standards as required by their specific charge, but the customary function of the MTG will be to coordinate those activities within the TCs represented on the MTG.

Action Item #1 <Silvetti> Include MTG designation in the TC Training presentation for Montreal

Action Item #2 <Weston/Staff> Include slots for MTG designee and alternate(s) in the 2012-2013 TC roster update form as new potential position

Action Item #3 <Weston/Staff> Create roster update form and roster for MTGs based on format used now for TCs but with only positions for chair, vice chair, voting members and alternates

Action Item #4 <Fricke> Follow up with TC 2.4 on a potential new MTG they wish to form.

c) New Members Council Referrals:

1. Motion 41 (10/24/10) – ASHRAE requested to publish design climate data for Medellin, Columbia in HOF – Referred directly to TC 4.2 and SSPC 169

TC 4.2 is beginning to update the handbook data for the 2013 volume through Research Project 1613-RP. The source of the climate data is the World Meteorological Organization. If the data for Medellin, Columbia is not sufficient from this source, TC 4.2 has offered to review any local data that the chapter may have access to for city of Medellin, Columbia. TC 4.2 and SSPC 169 are also working on instructions for how to add new locations from around the world to the weather data documentation that can be incorporated into the training documentation for all ASHRAE chapters and regions.

Secretary's Note:

A draft frequently asked question (FAQ) has been prepared by TC 4.2 since the Las Vegas meeting to address the issue of weather data missing from the handbook and Standard 169 from some localities. See <http://tc42.ashraetcs.org/faq.html#7> for additional information.

d) New Information Items:

1. Free WiFi available in all Las Vegas Convention Center Meeting Rooms for this Society meeting only

e) MBOs

Mr. Wilkin reviewed and summarized the MBOs for 2010-2011 – See **Attachment A**

F. BOD EX-OFFICIO & COORDINATING OFFICER (Traboulsi & Bahnfleth)

Mr. Traboulsi and Mr. Bahnfleth thanked the committee members for their volunteer service to the Society. They also expressed interest in learning more about the new multidisciplinary task group (MTG) committee type that TAC has been developing this Society year.

G. VICE CHAIR'S REPORTa) Proposed MOPs, ROB and Reference Manual Changes – MBO #21. ROB, TAC MOP, TAC Ref. Manual

The vice chair reviewed the Rules of the Board (ROB) and prepared a summary of changes that he recommends should be made to the ROB on TAC's behalf.

It is moved and seconded,

- (3) That Volume 2: Standing Rules – General Rules, Board, Council and Committees and Volume 3: Manual of Procedures for Officers and Directors of the Rules of the Board be updated to include the new Multidisciplinary Task Group committee type as indicated in **Attachment B**.

BACKGROUND: The above changes to the Volume 2 and 3 of the Rules of the Board are required to account for a proposed new ASHRAE technical committee type under TAC entitled Multidisciplinary Task Group (MTG). MTGs are intended to replace the current technical steering committees under Technology Council and are formed when the Society has determined a need for activity in a field of interest that encompasses the expertise of TCs from two or more sections and/or from non-TC groups such as SSPCs or outside organizations. Each TC and non-TC group whose field of interest falls within the MTG defined scope, or is added after the MTG starts, shall have a voting representative on the MTG. The functions of an MTG may include Handbook, Program, Publications, Research, and Standards as required by their specific charge, but the customary function of the MTG will be to coordinate those activities within the TCs represented on the MTG.

MOTION #3 PASSED: 16-0-0 CV

It is moved and seconded,

- (4) That the TAC Manual of Procedures (MOP) be updated to include the new Multidisciplinary Task Group committee type as indicated in **Attachment C**.

BACKGROUND: The above changes to the TAC MOP are required to account for a proposed new ASHRAE technical committee type under TAC entitled Multidisciplinary Task Group (MTG). MTGs are intended to replace the current technical steering committees under Technology Council and are formed when the Society has determined a need for activity in a field of interest that encompasses the expertise of TCs from two or more sections and/or from non-TC groups such as SSPCs or outside organizations. Each TC and non-TC group whose field of interest falls within the MTG defined scope, or is added after the MTG starts, shall have a voting representative on the MTG. The functions of an MTG may include Handbook, Program, Publications, Research, and Standards as required by their specific charge, but the customary function of the MTG will be to coordinate those activities within the TCs represented on the MTG.

MOTION #4 PASSED: 16-0-0, CV

It is moved and seconded,

- (5) That the TAC Reference Manual be updated to include the new Multidisciplinary Task Group committee type as indicated in **Attachment D**.

MOTION #5 PASSED: 16-0-0 CV

2. TC/TG/TRG Manual of Procedure

The vice chair reviewed the TC/TG/TRG MOP and prepared a summary of changes that he recommends should be made to implement the new Multidisciplinary Task Group committee type, and editorial changes to generally update the document.

It was moved and seconded,

- (6) That the TC/TG/TRG Manual of Procedures (MOP) be updated to include the new Multidisciplinary Task Group committee type as indicated in **Attachment E**.

MOTION #6 PASSED: 16-0-0, CV

b) TAC Current FY 10-11 Expenses and Budget and FY 11-12 Draft Budget

The vice chair reviewed TAC's current fiscal year expenses and draft budget for FY11-12. The draft FY11-12 budget currently includes \$5.4k in funds that could be allocated to outside services such as efforts to develop and online roster update tool.

H. ROSTER COORDINATOR

- a) 10-11 Roster Issues?
 b) Review & Improve 11-12 Roster Update Workbook – (Wilkin, Weston, Staff) – **MBO #3**
 c) Goals for 11-12 Rosters - (Weston, Section Heads, Staff) – **MBO #4**

Action Item #5 <Thomas> Send reminder to section heads to submit roster update forms by February 28, 2011

d) Roster Automation Feasibility

Staff reported that two options are being explored for improving the roster update process. One option would be create a web interface tool and data quarantine space for TC chairs and TAC that ties directly to the Society's association management software (AMS, Avectra-NetForum) and database. The other option would be to create a custom web interface tool that reads the AMS database and walks the TC chair through the roster update process step-by-step and then saves the data for review and approval by TAC and staff. Staff would then enter the approved update information into the AMS database as they do now manually.

I. TRAINING COORDINATOR

- a) TC Websites & Google Groups/Sites Webinars for TCs – Status
 For the last two meetings, TAC and the Electronic Communications Committee (ECC) have encouraged TCs, TGs, and TRGs to take advantage of Google Groups/Sites as a tool for online collaboration using an instruction handout prepared by ECC. Several TCs have taken advantage of this opportunity and have already set-up their own Google Group/Sites
 b) Roster Update Webinars for TC chairs- Status
 Staff staged two webinars on how to complete the roster update workbook

Action Item #6 <Thomas/Vaughn> Record roster webinar presentation and roster update FAQs and make available on TC webpage

- c) Training plans for Las Vegas - Track and Encourage Attendance
- d) TAC New Member Training – Rosters (30 minutes) (Silvetti/Thomas)

Action Item #7 <Section Heads> Identify TCs in your section that noted in Las Vegas that there were some programs in their area of expertise for which they had no prior knowledge of their existence.

Action Item #8 <Thomas> Update TC webpage with the Roster Training presentation

J. SPECIAL ACTIVITIES COORDINATOR

- a) New Assignments:

Action Item #9 <Baxter> Brief TCs and section heads on the new MTG committee structure, procedures, forms, etc.

1. Develop “bullet list” of suggested practices for SH working with TCs – MBO #5
A summary of these items is listed as **Attachment F**
2. New Council Referrals - **TC/TG/TRG Assignments?**

Action Item #10 <McQuade> Develop a Section Head tool to track section activities and trends based input from TC activity feedback form

- b) On-going Assignments:

1. ASHRAE UFAD Design Guide Revision/Update – TRG7-UFAD – Status?
TRG7-UFAD estimates they are 75-80% complete with the updated Design Guide. The TAC Section Head instructed the TRG to have a complete draft by Montreal. ASHRAE will support the TRG with electronic meeting resources between now and the Montreal meeting.

Action Item #11 <Crawley> Discuss with Don Brundage and TRG7 how to get the UFAD Design Guide project substantially completed by Montreal meeting

2. Pharmaceutical and Bulk Chemical Application Information Needed – TC 9.11 Clean Spaces Design Guide – Status?

K. LIAISON COORDINATOR

- a) TAC Inter-society Liaisons – Update to list of liaisons
The liaison list was reviewed and Hughes expects to have updates in June 2011

L. SUNDAY’S SECTION MEETINGS/BREAKFAST AND REMINDERS

- a) Liaison Speaking Guidelines (TAC chair conveys to all Liaisons prior to Las Vegas)
- b) Section Head Meetings Sunday A.M. – Finalize draft agenda (see attached prelim. Draft)
- c) Potential Reminders
 1. 2010-2011 Hightower Award Recipient – Gary Phetteplace, TC 6.2 & 6.8
 2. 11-12 Roster update process & TC input deadline
 3. TC/TG/TRG Chair’s Training Workshop Reminder
 4. Location of Section Head Mailboxes & Free WiFi Access at this Society meeting
 5. Upcoming Advanced Energy Design Guide (AEDG) Broad Peer Reviews
 6. Special effort to welcome new members, and visitors (potential members), particularly international members, to TC meetings
 7. Useful TC/TG/TRG Chair Information on ASHRAE website
 8. Status on Tech. Council Steering Committees (BIM, AEDGs, Bldg. Performance Metrics).

9. CEC proposed or recently implemented technical program changes
10. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)
11. ASHRAE Google Groups/Sites tools for TCs/TGs and TRGs
12. Send requests in for new "Help Wanted" section on technical committee page of ASHRAE website
13. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings
14. Upcoming Program Submission Dates
15. Upcoming Forums, Workshops, and Conferences
16. Border Entry/Exit Requirements for 2011 Annual Meeting in Montreal, Canada

A summary information on items listed above is provided as **Attachment G**

M. SECTION HEAD REPORTS

- a) Updates on any Special Assignments assigned to TCs in section
- b) Improve TC Websites – **MBO #1**

Action Item #12 <Section heads> Remind all TC Chairs to complete and post the TC website or distribute via e-mail their draft Las Vegas minutes within 60 days after the meeting

- c) Status on 11-12 Roster Update Workbook Submissions – TC deadline Tuesday 2/1/11
- d) Proposed New TC/TG/TRGs, or Merges
 1. TG1.EXER request to be TC in section other than Section 1

It was moved and seconded,

- (7) TAC approves the conversion of TG1.Exergy – from a TG to a TC with the following new number and the same title and scope:

Title: Technical Committee 7.4 – Exergy Analysis for Sustainable Building (EXER)

Scope: TC 7.4 is concerned with all exergy aspects of energy and power utilization of systems and equipment for comfort and service, assessment of their impact on the environment, and development of analysis techniques, methodologies and solutions for environmentally safer, sustainable low-exergy buildings

MOTION #7 PASSED: 12-0-0, CNV

Action Item #13 <Adams> Determine if TCs 10.4 and 10.9 should disband or merge

Action Item #14 <Adams> Schedule conference call with TCs 10.1, 10.5 and 10.7 to discuss who should take responsibility for walk-in refrigerated cases.

- e) Proposed Name and Scope Changes - None
- f) Other Problems & Issues for TAC action or information
 1. Improve TC/CTTC communications to find out what CTTC can do to help TCs – **MBO #6**
 - Any "Help Wanted" Requests from TCs?

Action Item #15 <Section Heads> Emphasize to the TCs the benefit to using the “TC Help Wanted” web page and requests that can be posted for the benefit of all.

Action Item #16 <Vaughn> Schedule 10 minutes at the TC Chair training session in Montreal for CEC to discuss program issues and concerns with TCs

It was moved and seconded,

- (8) TAC approves an outreach program be established by the Society for sharing training materials developed by TC 7.6 – Building Energy Performance and TC 7.3 – Operation and Maintenance Management with other interested organizations.

Background:

TC 7.6 requests that TAC propose to Tech Council that Tech Council coordinate with Publishing and Education Councils (utilizing appropriate staff members) to establish an outreach program for sharing Energy Management training materials (TC7.6) as well as O&M training materials (TC7.3) with other interested organizations, including but not limited to IFMA, BOMA, ASHE, FEMP, GSA, etc.

MOTION PASSED: 12-0-0 CNV

2. Propose methods for improving coordination of efforts among TCs – **MBO #7**

Action Item #17 <Wilkin/McQuade> TC 8.8 has not had a quorum in two meetings. Discuss with Cynthia Gage the idea of incorporating their responsibilities into the Refrigeration Committee or another TC

Action Item #18 <Vaughn> Investigate the question “Does a non-voting TC vice chair become a voting member if he/she assumes the chair position in a meeting?” with the Society Parliamentarian

3. The need for TC 6.1 Feedback on Suggested Edits to Handbook Chapter 46 – Valves (Dunlap)

N. UNFINISHED BUSINESS

No unfinished business to discuss at this time

O. NEW BUSINESS

The next meeting of TAC will be held in Montreal, Canada. The meeting is scheduled to start on Saturday, June 25th at 8:00 am.

Action Item #19<Section Heads> Poll TC Chairs in section to see if they would support a proposed mixer in Montreal with YEA , CTTC, Standards or other groups to help recruit new members for the TCs and SSPCs

P. REVIEW NEW ACTION ITEMS

ADJOURN

Technical Activities Committee

2010-2011 MBOs

Chair: Charles C. Wilkin, PE

Date: July 1, 2010

Objective	Planned Completion Date	Fiscal Impact	Responsible Member	Status	Comments
1. Improve TC website performance. As of WM 2010, 46% of TC's had functioning, up to date websites with complete information. Raise this to at least 60%.	2011 AM	None	Section Heads	Start 7/1/10	Review results of TC website survey at each society meeting. Emphasize to TC's that this is one of the evaluation criteria for TC performance. Proactive support is needed from ASHRAE staff to achieve higher percentage of TC websites.
2. Maintain TC MOP to match TAC changes to the TC MOP criteria. Revise TAC Reference Manual if necessary.	2011 AM	None	Vice Chair (Culp)	In Progress	Mark-up to TC MOP will be discussed at fall meeting.
3. Review Roster Update Workbook and suggest improvements.	2011 WM	None	Chair and Roster Coordinator (Weston) and Staff	In Progress	Review Roster Update Workbook and provide suggestion to assist TC/TG/TRG Chairs and Section Heads in facilitating the update process and to meet Roster Update deadlines
4. Get 95% of Rollover Rosters turned in by 2/28/11, and remainder turned in by 3/31/11. All rosters completed and distributed by 5/15/11	Ongoing	None	Section Heads with Roster Coordinator (Weston) and Staff	Start 2011 WM	Rosters and roster update process will be emphasized to TC Chairs at Section meetings and TC chair training. Staff tracking reports on roster update status will be issued weekly to TAC for frequent follow-up with TCs. Note "ongoing" – unlike most goals, achieving this once will not necessarily mean that it will always be achieved in the future.
5. Develop "bullet list" of suggested practices for Section Heads in working with TC/TG/TRG's	2011 WM	None	Chair, Vice Chair, and Special Activities Coordinator (Baxter)	Start 7/1/10	Section Heads may refer to the list of suggested practices as a guide to working with TC/TG/TRG's. The list is intended to be a guide for new and experienced TAC members and can be updated as needed.
6. Improve TC/CTTC communication to find out what CTTC can do to help TC's	2011 WM & 2011 AM	None	Chair, Vice Chair, and Section Heads	Start 7/1/10	The purpose of the TC /CTTC communications is to ask TC/TG/TRG's to be pro-active in utilizing CTTC as a resource in finding assistance in finding new members for TC's, reviewers for various TC tasks, and other issues as needed.
7. Propose methods for improving coordination of effort among Technical Committees	2011 AM	None	Section Heads	Start 7/1/10	Emphasize networking between TC/TG/TRG's to utilize expertise of other committees.

AM – Annual Meeting WM – Winter Meeting

Volume 2: Standing Rules – General Rules, Board, Council and Committees and Volume 3: Manual of Procedures for Officers and Directors of the Rules of the Board

Change Legend

MTG Substantive Changes

Other Substantive Changes

Editorial Changes

2.106 INTERSOCIETY RELATIONSHIPS

2.106.001 Intersociety

F. Appointments to represent the Society in a specific research area shall be made by the chairman of the Research Administration Committee, and those to represent a specific technical area (except standards) shall be made by the chairman of the Technical Activities Committee, with the advice of the TC, TG, MTG or TRG or panels at interest, with the advice of the Director of Technology and with the approval of the Coordinating Officer. (See section 8.1.1 of Manual of Procedures for Officers and Directors, RAC ROB and TAC ROB.) (91-06-23-15)

2.300 COUNCILS

PUBLISHING AND EDUCATION COUNCIL

2.302.002 Special Publications

This council is authorized to fund development of special publications when requested to do so by TCs, TGs, MTGs, and TRGs with such approvals contingent upon: (a) recognized need; (b) potential for sales income; and (c) budget constraints. This Council will inform the Technology Council of its intent to approve such requests.

2.400 COMMITTEES

2.421 Research Administration

2.421.003 Recommended Qualifications for New RAC Members

2.421.003.1

Appointments to the Research Administration Committee (RAC) reflect very highly on the appointees' demonstrated leadership qualifications and prior contributions to ASHRAE. These individuals are charged only with conduct of the essential research and student-aid programs. New RAC members initially serve in two capacities. First, they are assigned as Research Liaisons to one or more of ten technical sections, with responsibilities for coordinating the research activities of the committees within their section. Second, they are also appointed to one of two RAC subcommittees, each assigned specific functions with regard to the research program, long-range planning functions. To perform these duties, candidates must be both willing and able to volunteer substantial effort and to provide or arrange for requisite support. (06-01-25/26-33) The following criteria are suggested to screen candidates:

A. Experience

1. Candidates shall be current members of the Society, in Member grade or higher, and have been active members for a minimum of five years. (ROB Vol. 2)

2. Candidates normally will have served on more than one Technical Committee (TC), Task Group (TG), Multidisciplinary Task Group (MTG) or Technical Resource Group (TRG), for an aggregate of ten or more committee years.

3. All members of this committee should have significant experience with ASHRAE research activities in one or more technical committee (TC), task group (TG), or standing standards project committee (SSPC). (07-06-27-29)

4. Candidates should have regularly attended Winter and Annual Society meetings for a minimum period of five years. An occasional absence does not disqualify a candidate who had regularly attended these meetings for a correspondingly longer period, provided that the absences do not suggest a pattern that would interfere with an RAC appointment.

5. Whenever possible, candidates having also previously served on other Standing Committees should be considered.

B. Conflicts - Individuals expected to serve on other Standing Committees or currently serving their first year (or subsequent years if reappointment is likely) as chairman of a TC/TG/MTG/TRG, or as vice chairman of a TC/TG/MTG/TRG should not be further considered for RAC appointments for the year under consideration.

2.421.004.2 Research Plan (08-06-25-15A)

C. This committee shall prepare a research implementation plan, based on input from the Research Advisory Panel, TC/TG/MTG/TRGs, standing committees, SPCs and councils, assigning research priorities as a basis for subsequent approval of work statements, evaluation of research projects and recommendation of contract awards. (99-01-28-65/06-01-25/26-31)

2.421.004.8 Intersociety Representatives

Appointments to represent the Society in a specific research area (except Standards) shall be made by the chairman of the RAC with the advice of the TC, TG, MTG or TRG or panel at interest, with the advice of the Director of Technology and with the approval of the coordinating officer. (ROB 100-114-001 [6]) Instructions for their voting shall be given to them by their committee with the proviso that, if there is a new activity, this will first be reported to the Board for its consideration so that the Board will not be giving blanket delegation of authority, but will have approved in advance the character, scope and general contents of this activity. Thereafter, it will be the duty of the committee involved to instruct the intersociety representative as to how to vote to accomplish this. (91-06-23-15) The Board ex-officio member shall be responsible for referring to the Board of Directors actions taken by the intersociety representatives. (62-06-27-07) (See also MOP for Officers and Directors and Standards Committee ROB.)

2.428 Technical Activities

2.428.001.2 This committee shall coordinate the technical activities of the Society including appointment, development and oversight of the Technical Committees, Task Groups, Multidisciplinary Task Group (MTG), and Technical Resource Groups.

2.428.002 MEMBERSHIP

2.428.002.2 Qualifications (98-06-25-35/06-06-29-20/08-06-25-15A)

All members shall have served on at least one technical committee (TC), task group (TG), multidisciplinary task group (MTG) or technical resource group (TRG) as a voting member for an aggregate of three or more committee years sometime prior to joining TAC.

Individuals expected to serve on other standing committees or currently serving as chairman or vice chairman of a TC/TG/MTG/TRG should not be considered for election to TAC for the year under consideration

2.428.003 OPERATION

2.428.003.3

Appointments to represent the Society in a specific technical area (except standards) shall be made by the chairman of the Technical Activities Committee with the advice of the TC, TG, MTG or TRG or panel at interest, with the advice of the Director of Technology and with the approval of the coordinating officer. (ROB 100-114-001 [6])

3.400 MANUAL OF PROCEDURES FOR OFFICERS AND DIRECTORS

8. REPRESENTATIVES AND AMBASSADORS

8.1 REPRESENTATIVES

8.1.1 REPRESENTATIVES NOMINATED BY TECHNICAL COMMITTEES

Appointments to represent the Society in a specific research area shall be made by the chairman of the Research Administration Committee, and those to represent a specific technical area (except standards) shall be made by the chairman of the Technical Activities Committee, with the advice of the TC, TG, MTG or TRG or panels at interest, with the advice of the Director of Technology and with the approval of the Coordinating Officer. (ROB 2.421.004.7)

3.500 PROCEDURES FOR ASHRAE STANDARDS ACTIONS

4. APPROVAL OF PROPOSED STANDARDS

4.1 Responsibility

The Standards Committee is responsible for formation of project committees and the development, preparation, interpretation, revision, reaffirmation, withdrawal – and submittal to the Board of Directors for approval ASHRAE Standards Actions. The Board of Directors or its designee will counsel and offer guidance to the Standards Committee on policy level standards.

Each member of the Standards Committee, except the chair and vice chair, is appointed by the chair to one or more subcommittees. These subcommittees are responsible for:

- assuring the timely maintenance of existing standards in accordance with ASHRAE procedures; forming interpretations committees for standards when project committees do not exist; considering requests for development of joint sponsorship agreements; and acting in coordination with cognizant ASHRAE Technical Committees, Task Groups,

Multidisciplinary Task Group or Technical Resource Groups (TC/TG/**MTG**/TRG) to recommend reaffirmation or withdrawal of standards.

6 CRITERIA FOR APPROVAL AND WITHDRAWAL OF ASHRAE STANDARDS

6.2.1 Approval

Approval of standards action by the ASHRAE Board of Directors shall be preceded by formally voted recommendations by the project committee and the Standards Committee. The Board of Directors' action is subject to appeal. When a project committee (PC) does not exist, a designated subcommittee of StdC may act in lieu of a PC, with the advice of the cognizant TC/TG/**MTG**/TRG, to recommend reaffirmation or withdrawal of a standard or to add a second system of units to a standard, thereby making the standard useable in either SI or IP units. (See **Standards Action**, App. A.)

6.2.2 Maintenance of Standards

When a PC does not exist, a designated subcommittee of StdC shall (a) form Interpretation Committees to respond to requests for interpretation, and (b) with the advice of the cognizant Technical Committee, Task Group, **Multidisciplinary Task Group** or Technical Resource Group, shall provide recommendations to the Standards Committee concerning the need for reaffirmation or withdrawal, or the need to form a new project committee to revise a standard. (See TC, TG, **MTG** and TRG, App. A.)

APPENDIX A: DEFINITIONS, ABBREVIATIONS AND ACRONYMS, AND CLASSIFICATIONS

cognizant TC/TG/MTG**/TRG::** the ASHRAE Technical Committee, Task Group, **Multidisciplinary Task Group** or Technical Resource Group within whose scope a particular standard's technical content most logically falls. The cognizant TC/TG/**MTG**/TRG provides technical advice to the Standards Committee when a Standard Project Committee does not exist.

Multidisciplinary Task Group (MTG): a committee of technical experts appointed by TAC when the Society has determined a need for activity in a field of interest that encompasses the expertise of TCs from two or more sections and/or from non-TC groups such as SSPCs or outside organizations. Each TC and non-TC group whose field of interest falls within the MTG defined scope, or is added after the MTG starts, shall have a voting representative on the MTG. The functions of an MTG may include Handbook, Program, Publications, Research, and Standards as required by their specific charge, but the customary function of the MTG will be to coordinate those activities within the TCs represented on the MTG

MTG Multidisciplinary Task Group appointed by TAC

TC/TG/**MTG**/TRG a TC, TG, **MTG** or TRG

3.960 Chapter Technical Publications

(ROB 600-140-001)

PART 1 PURPOSE

The Society encourages chapters to initiate research and technical information activities which may result in Chapter Technical Publications. Such activities shall be conducted under the supervision and direction of the Technical Activities Committee and the appropriate TC/TG/**MTG**/TRG.

PART 2 PROCEDURES

2.0 A Chapter desiring to initiate such an activity shall submit a copy of the outline of the proposed technical publication to the Director of Technology for appropriate technical review. The Director of Technology will submit it to the appropriate TC/TG/**MTG**/TRG for review, advice, assistance and approval. Copies will be sent to the cognizant Section Head, Chair of TAC, Manager of Technical Services and Director of Publications.

2.1 The TC/TG/**MTG**/TRG chair~~man~~ shall promptly review the outline and make recommendations concerning it to the Section Head. Upon approval of the Section Head the TC/TG/**MTG**/TRG Chair shall appoint a subcommittee of the TC/TG/**MTG**/TRG to review the proposed activity, provide advice and assistance, and to finally recommend whether the activity shall be approved.

2.2 The subcommittee shall keep the TC/TG/**MTG**/TRG and the Director of Technology informed of the progress of the work by providing copies of the minutes of its meetings and progress reports.

2.2.1 If the activity leads to the preparation of a Technical Publication, copies of all drafts shall be submitted to the TC/TG/MTG/TRG Chairperson. Sufficient copies of a final draft shall be submitted to the Chairperson for review by the TC/TG/MTG/TRG

2.2.2 The TC/TG/MTG/TRG shall review and evaluate the draft and recommend action by the TAC.

2.3 The TAC, upon the recommendation of TC/TG/MTG/TRG may recommend approval of a proposed Chapter Technical Publication to Technology Council which will recommend action by the Board of Directors, consistent with Section 7.7.6 of the Society Bylaws.

2.4 The publication, if authorized, shall clearly give credit to the Chapter and to the Chapter Committee which performed the work. The publication shall be printed in a format acceptable to the TAC and the Director of Publications at no expense to the Society. One (1) copy of the publication shall be provided, without charge, to each of the following: the Director of Technology, the Director of Publications, and the Chair of the TC/TG/MTG/TRG.

TAC Manual of Procedures (MOP)**Change Legend**

MTG Substantive Changes

Other Substantive Changes

Editorial Changes

SECTION A – TECHNICAL ACTIVITIES COMMITTEE – GENERAL

Part 1 Technical Activities Committee

A1.1 The Technical Activities Committee (TAC) shall supervise and assist in the formation and operation of technical committees (TCs), task groups (TGs), multidisciplinary task group (MTGs), and technical resource groups (TRGs), including determining scopes and membership.

A1.2 The Technical Activities Committee shall coordinate and cooperate with other committees whose activities involve TCs, TGs, MTGs and TRGs, such as Chapter Technology Transfer, Handbook, Program, Refrigeration, Research Administration, Special Publications, and Standards in order to achieve the Society's objectives.

B2.6 The TAC Chair shall, after consultation with the Section Heads, appoint a Chair for each Technical Committee, Task Group, Multidisciplinary Task Group, and Technical Resource Group. The TC/TG/MTG/TRG Chair shall preferably have served at least one term as Vice Chair or Secretary and may be appointed for one or more one-year terms, but not normally to exceed two consecutive terms.

B2.6.1 An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/MTG/TRG makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.

B2.6.2 The TAC Chair shall thank retiring TC/TG/MTG/TRG Chairs for their services.

B2.7 Members of TC/TG/MTG/TRGs shall be appointed by the TAC Chair from nominations made by the current TC/TG/MTG/TRG Chair and endorsed by the Section Head. Members of TC/TG/MTG/TRG are appointed normally for a maximum of four consecutive one-year terms.

B2.7.1 An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/MTG/TRG makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.

SECTION E – SECTION HEADS

Part 1 Selection

E1.1 A Section Head is a member of TAC who has been designated by the Chair to supervise the TCs, TGs and TRGs that are assigned to a Section.

E1.2 The MTG Section Head is a member of TAC who has been designated by the Chair to supervise the MTGs in the MTG Section.

Part 2 Section Head Responsibilities

E2.1 Each Section Head shall be responsible for the coordination and development of the activities of the TCs, TGs and TRGs within his/her Section and shall provide liaison between them and TAC.

E2.2 The MTG Section Head shall be responsible for the coordination and development of the activities of the MTGs within the MTG Section and shall provide liaison between them and TAC. The MTG scope may also involve interactions with other Councils, and those interaction activities shall be managed by the MTG Section Head and reported through TAC to Technology Council

Part 2 Broad Peer Review of Special Publications

F2.1 The Chair of TAC shall be notified by staff on a regular basis of all new special publications that are in development at the TC/TG/MTG/TRG level. The TAC Chair, in consultation with TAC members, shall then determine whether a publication

requires a broader peer review by members of other TC/TG/MTG/TRGs per the broad peer review procedure described in Appendix F of the TC/TG/MTG/TRG MOP.

TAC Reference Manual**Change Legend**

MTG Substantive Changes

Other Substantive Changes

Editorial Changes

SECTION A – TECHNICAL ACTIVITIES COMMITTEE

Part 1 Charge to the Technical Activities Committee

- A1.1 The Technical Activities Committee (TAC) shall supervise and assist in the formation and operation of technical committees (TCs), task groups (TGs), **multidisciplinary task group (MTG)**, and technical resource groups (TRGs), including determining scopes and membership.
- A1.2 The Technical Activities Committee shall coordinate and cooperate with other committees whose activities involve TCs, TGs, **MTGs** and TRGs, such as Chapter Technology Transfer, Handbook, Program, Refrigeration, Research Administration, Special Publications, and Standards in order to achieve the Society's objectives.
- B2.6 The TAC Chair shall, after consultation with the Section Heads, appoint a Chair for each Technical Committee, Task Group, **Multidisciplinary Task Group**, and Technical Resource Group. The TC/TG/**MTG**/TRGs Chair shall preferably have served at least one term as Vice Chair or Secretary and may be appointed for one or more one-year terms, but not normally to exceed two consecutive terms.
- B2.6.1 An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/**MTG**/TRGs makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.
- B2.6.2 The TAC Chair shall thank retiring TC/TG/**MTG**/TRGs Chairs for their services.
- B2.7 Members of TC/TG/**MTG**/TRGs shall be appointed by the TAC Chair from nominations made by the current TC/TG/**MTG**/TRGs Chair and endorsed by the Section Head. Members of TC/TG/**MTG**/TRGs are appointed normally for a maximum of four consecutive one-year terms.
- B2.7.1 An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/**MTG**/TRGs makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.
- B2.9 The Chair shall be responsible for providing information to Society members to publicize the activities of the Technical Committees, Task Groups, **Multidisciplinary Task Group**, and Technical Resource Groups; and other items of current significant interest concerning the operation of TAC.
- B3.4 No later than 30 days prior to the Annual and Winter Society meetings, the Vice Chair shall prepare and distribute a draft list of reminders about upcoming activity deadlines and deliverables to Section Heads to edit and then distribute to TC, TG, **MTGs** and TRG Chairs.

SECTION D – COORDINATORS

Part 2 Responsibilities of the Liaison Coordinator (LC)

- D2.1 The LC shall promote interaction among TCs, TGs, **MTGs** and TRGs and ASHRAE Standing Committees and Councils through appointed liaisons. As needed to facilitate this coordination, the LC will attend meetings of Standing Committees and Councils at the Winter and Annual Society meetings.

- D2.2 In cooperation with liaisons of other Standing Committees and Councils, the LC shall coordinate activities that involve technology transfer from, TCs, TGs, **MTGs** and TRGs to the rest of the Society and the HVAC industry. A report summarizing these activities shall be submitted to TAC at the Annual Society meeting.
- D2.5 In cooperation with the Electronic Communications Committee, the LC shall review and recommend to TAC electronic communication methods such as web-pages, list-servers, and on-line discussions, for conducting the business of TAC, TCs, TGs, **MTGs** and TRGs and for disseminating information about TAC, TC, TG, **MTG** and TRG activities.
- D2.6 In cooperation with the Electronic Communications Committee, the LC shall annually review and recommend changes to the ASHRAE website policies that apply to TAC, TCs, TGs, **MTGs** and TRGs.

Part 3 Responsibilities of the Special Activities Coordinator

- D3.1 The SAC shall monitor, evaluate and develop improvements to coordinate the annual TC/TG/**MTG**/TRG roster update process and improvements thereto.
- D3.2 The SAC shall review and recommend organization and action plans to meet Strategic Plan Objectives (SPOs) assigned to TAC that involve multiple TCs, TGs, **MTGs** or TRGs.
- D3.3 The SAC with assistance from the Manager of Research and Technical Services shall coordinate support to TC, TG, and TRG webmasters on setting up and managing TC/TG/TRG websites and with posting MTG status information to the ASHRAE website.
- D3.5 As needed, the SAC shall conduct training sessions at the Annual and/or winter meetings for TC/TG/**MTG**/TRG Chairs and Vice Chairs.
- D3.6 The SAC shall coordinate the identification, development, and maintenance of other resources as needed to assist TAC members and TC/TG/**MTG**/TRG Chairs in carrying out their responsibilities.
- D3.7 The SAC shall coordinate responses to “frequently asked questions” (FAQs) assigned to TCs, TGs, **MTGs** or TRGs.

D3.9 The SAC will serve as the Section Head for the MTG section.

SECTION E – SECTION HEADS

Part 1 Selection

- E1.1 A Section Head is a member of TAC who has been designated by the Chair to supervise the TCs, TGs, **MTGs** and TRGs that are assigned to a Section.

E1.2 The MTG Section Head is a member of TAC who has been designated by the Chair to supervise the MTGs in the MTG Section.

Part 2 Organization

- E2.1 Sections are groups of TCs, TGs, **MTGs** and TRGs that have been formed and organized by TAC according to fields of interest or for administrative purposes.
- E2.2 The TCs, TGs, **MTGs** and TRGs are grouped into eleven (11) ~~ten (10)~~ Sections based on their technical scopes as follows:

SECTION 1.0	FUNDAMENTALS AND GENERAL
SECTION 2.0	ENVIRONMENTAL QUALITY
SECTION 3.0	MATERIALS AND PROCESSES
SECTION 4.0	LOAD CALCULATIONS AND ENERGY REQUIREMENTS
SECTION 5.0	VENTILATION AND AIR DISTRIBUTION
SECTION 6.0	HEATING EQUIPMENT, HEATING AND COOLING SYSTEMS AND APPLICATIONS

SECTION 7.0	BUILDING PERFORMANCE
SECTION 8.0	AIR-CONDITIONING AND REFRIGERATION SYSTEM COMPONENTS
SECTION 9.0	BUILDING APPLICATIONS
SECTION 10.0	REFRIGERATION SYSTEMS
<u>SECTION MTG</u>	<u>MULTIDISCIPLINARY TASK GROUPS</u>

Part 3 General Responsibilities

- E3.1 Each Section Head shall be responsible for the coordination and development of the activities of the TCs, TGs, MTGs and TRGs within his/her Section and shall provide liaison between them and TAC.
- E3.1.1 The Section Head shall advise TC/TG/MTG/TRG Chairs of operating policies and procedures of the Society and/or TAC by means of a Manual of Procedures for Technical Committees, Task Groups, Multidisciplinary Task Group and Technical Resource Groups.
- E3.1.2 The Section Head shall represent the interest of his/her Section to TAC and shall be responsible for ensuring that their opinions and views are made known.
- E3.1.3 The Section Head shall arrange for spokespersons, when requested, to represent TC/TG/ MTGs/TRGs before TAC.
- E3.1.4 The Section Head shall establish and maintain contact with liaisons of the standing committees of the Society assigned to his/her Section in order to strengthen and develop the TC/TG/ MTGs/TRGs.
- E3.1.5 The Section Head shall require that each TC/TG/TRG in his/her Section have subcommittees on Research, Program, Handbook, and Standards. Unless their scope specifically includes one of these responsibilities, MTGs are excluded from this requirement.
- E3.1.6 The MTG Section Head shall be responsible for the coordination and development of the activities of the MTGs within the MTG Section and shall provide liaison between them and TAC. The MTG scope may also involve interactions with other Councils, and those interaction activities shall be managed by the MTG Section Head and reported through TAC to Technology Council

Part 4 Specific Responsibilities

- E4.1 As needed, the Section Head shall assist the TC/TG/MTG/TRG Chairs in his/her Section to carry out their assigned responsibilities.
- E4.2 No later than February 28 each year, using the roster update process described in E4.3, the Section Head shall furnish the Administrative Assistant for Research and Technical Services with a list of individuals that he/she recommends to be appointed as members of the TC/TG/MTG/TRGs in his/her Section.
- E4.2.1 Each Section Head, before finalizing his/her recommendations, shall consider all the factors associated with the position of member of a TC/TG/ MTG/TRG to ensure that the persons he/she is recommending will serve in the best interest of the Society. The MTG Section Head will also consult with the chairs of the TCs and TGs and non-TC groups that are represented on the MTG to confirm that the TC, TG or non-TC group endorses their designated representatives on the MTG.
- E4.3 Each year, the Section Head shall review rosters prepared by TC/TG/MTG/TRG Chairs in his or her section to verify that the rosters comply with the provisions of Part 2, Membership, of the MOP for TC/TG/ MTG/TRG. The importance of a correct roster cannot be overemphasized: no official committee work can be carried out without a roster, and much committee work could be invalidated if voted on by an improperly constituted committee. The roster update procedure is as follows:

- E4.3.1 Each year prior to the Winter Meeting, staff shall send a “Roster Update Form” to each TC/TG/ MTG/TRG Chair. The forms are to be completed and e-mailed to the Section Heads not later than 9:00 PM on Tuesday of the Winter Meeting.
- E4.3.2 The Section Head shall review the forms submitted by each Chair in his/her Section to ensure that the conditions for TC/TG/ MTG/TRG membership given in the TC/TG/ MTG/TRG MOP are met. If changes are required, the Section Head shall work with the TC/TG/ MTG/TRG Chair to correct the information on the forms until both the TC/TG/ MTG/TRG Chair and Section Head approve the information. The Section Head shall then send the approved forms to the Administrative Assistant for Research and Technical Services no later than February 28.
- E4.3.3 Staff shall create the rosters for the next Society year and send a first draft to the Section Head. The Section Head shall review the draft roster against the input that was provided in the approved Roster Update Form. Corrections shall be sent to staff within two weeks. If no changes are necessary, the Section Head must so indicate. These procedures are repeated until each Section Head has indicated that no further changes are necessary.
- E4.3.4 After each Section Head has indicated to staff that the roster has the correct information staff shall send out appointment letters to each TC/TG/ MTG/TRG member with a copy of the roster for the upcoming Society year. Roster changes after this time must be made using the Emergency Roster Change Procedures and be approved by the Section Head.
- E4.4 No later than 30 days prior to the Technology Weekend meeting of TAC, the Section Head shall review the title, scope, and activities of each TC, TG, MTGs and TRG within his/her section and shall make recommendations to TAC on continuing, merging, or disbanding existing committees, forming new committees, or altering scopes to fulfill the needs of the Society in the areas of responsibility of his/her Section.
- E4.5 For each TAC meeting, the Section Head shall prepare a written or oral Section Head report of actions, problems, and concerns from the TC/TG/ MTG/TRGs in his/her Section to be included in the TAC meeting minutes.
- E4.6 The Section Head or designee shall preside over his/her Section meeting with TC/TG/ MTG/TRG Chairs and Vice Chairs at the Annual and Winter Society meetings. The Section Head shall contact the TC/TG/ MTG/TRG Chairs and Vice Chairs at least 30 days before the Section meeting to remind them to attend. (Guidelines for conducting the Section Meetings are given in Appendix C).
- E4.7 The Section Head shall ensure that each TC/TG/ MTG/TRG in his/her Section distributes its meeting agenda at least 30 days before each Annual and winter meeting, and that the minutes are distributed within 60 days following each meeting.
- E4.8 The Section Head shall periodically review TC/TG/TRG websites in his/her Section for violations of ASHRAE website policies and to ensure that the websites reflect current activities. The Section Head shall communicate website violations and needs for improvement to the TC/TG/TRG Chair. Information on the current activities of MTGs will be posted to a section of the ASHRAE website and will be reviewed periodically by the MTG Section Head to ensure the information is up-to-date, accurate, and complete.
- E4.9 The Section Head shall present a certificate of appreciation to each retiring TC/TG/ MTG/TRG Chair in his/her Section at the Annual meeting. (see B2.6.2)

SECTION F – ANCILLARY RESPONSIBILITIES

Part 2 Broad Peer Review of Special Publications

- F2.1 The Chair of TAC shall be notified by staff on a regular basis of all new special publications that are in development at the TC/TG/ MTG/TRG level. The TAC Chair, in consultation with TAC members, shall then determine whether a publication requires a broader peer review by members of other TC/TG/ MTG/TRGs per the broad peer review procedure described in Appendix F of the TC/TG/ MTG/TRG MOP.

APPENDIX C

OPERATIONAL GUIDELINES FOR SECTION MEETINGS

1. Each TC/TG/MTG/TRG chair and Vice Chair shall meet with his/her Section Head at each Annual and winter meeting. The meeting rooms are listed in the program, and are usually held from 6:30 AM to 8 AM on Sundays.
2. The purpose of the Section meeting is to provide an opportunity for personal communication between the TC/TG/MTG/TRG Chairs and their Section Head on technical and administrative issues facing their section and/or the Society. Liaison members of other standing general committees will also have an opportunity to distribute written announcements to address administrative matters relating to TC/TG/MTG/TRG activities. Liaisons may speak only at the end of the meeting, if time permits.
3. The Section Head shall invite the TC/TG/MTG/TRG Chairs and Vice Chairs to the meeting.
4. The Section Head should conduct the meeting in the same way that he or she would conduct a TC meeting, with the Section Head serving as Chair, the TC/TG/MTG/TRG Chairs serving as voting members, and Vice Chairs serving as corresponding members of the committee. One member shall be designated as Secretary and shall prepare and distribute minutes to summarize the discussion and document specific actions assigned for the next meeting. A quorum shall consist of a majority of the voting members.
5. The Section Head shall send out the meeting agenda at least 30 days before each Annual and Winter meeting, and the minutes within 60 days following each meeting.
6. The Section Head, in collaboration with the TC/TG/MTG/TRG Chairs and Vice Chairs, shall identify Section MBOs for the upcoming year and introduced them at the Annual meeting.
7. Suggested agenda:
 - a. Introduction of TC/TG/MTG/TRG Chairs, Vice Chairs, and guests (5 minutes).
 - b. Review and approval of agenda (2 minutes).
 - c. Review and approval of minutes (3 minutes).
 - d. Summarize discussion from last meeting and status of actions assigned (5 minutes).
 - e. Discuss the MBOs set for the year and how the section can work together to address them (35 minutes).
 - f. Review summary report for the Section prepared from the TC/TG activity database. Section activities and trends will be discussed relating to membership, research, programs, publications and new communication tools and services (20 minutes).
 - g. Identify shared opportunities and challenges for section (10 minutes).
 - h. Distribute written information and requests for TC/TG/MTG/TRG action from TAC and standing committee liaisons (10 minutes).
 - i. Liaison members from Research Administration, ASHRAE Program, Handbook, Standards, and other standing committees will have an opportunity to describe their committee activities that relate to the TC/TG/MTG/TRG functions, if time permits. Written announcements must be provided as a minimum by liaisons in order to have an opportunity to speak at this meeting.
 - j. Adjourn.

APPENDIX D

**PROCEDURE FOR GEORGE B. HIGHTOWER
TECHNICAL ACHIEVEMENT AWARD**

1. PURPOSE.

The purpose of the George B. Hightower Technical Achievement Award is to recognize annually an individual for his/her excellence in volunteer service in the area of TC/TG/MTG/TRG technical leadership and contribution, which includes all TC, TG, MTG and TRG activities except for research and standards. The award will serve to heighten general membership awareness of, and interest in, Society activities at the TC/TG/MTG/TRG level.

4. NOMINATION.

A nomination for the George B. Hightower Technical Achievement Award is made by a TC/TG/TRG chair completing a nomination form that outlines the special contribution that the nominee has made to the work of the committee during the most recent four years. The chair submits the nomination to the nominee's TAC Section Head by September 1. MTGs will participate in the George B. Hightower award through one or more of TCs/TGs that comprise a MTG.

6. PRESENTATION

During the ASHRAE Annual Meeting, the George B. Hightower Technical Achievement Award is presented during the recipient's TC/TG/TRG meeting.

7. ELIGIBILITY POINT REQUIREMENTS

- E. TC/TG/MTG/TRG Officers
 - 1. ALI Coordinator 2 points per tour
 - 2. Webmaster 2 points per tour
 - 3. Member Non Quorum 2 point per tour
 - 4. Secretary 2 point per tour
 - 5. Vice-Chair 2 point per tour
 - 6. Chair 3 points per tour
- G. MTG member 1 point per tour

NOMINATION FORM

TC/TG/TRG Chair Name _____ Signature _____

- E. TC/TG/MTG/TRG Officers
 - 1. ALI Coordinator 2 points per tour
 - 2. Webmaster 2 points per tour
 - 3. Member Non Quorum 2 point per tour
 - 4. Secretary 2 point per tour
 - 5. Vice-Chair 2 point per tour
 - 6. Chair 3 points per tour
- G. MTG member 1 point per tour

TC/TG/TRG Manual of Procedures (MOP)

Change Legend

MTG Substantive Changes

Other Substantive Changes

Editorial Changes

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MANUAL OF PROCEDURES
FOR
ASHRAE
TECHNICAL COMMITTEES,
TASK GROUPS, MULTIDISCIPLINARY TASK GROUPS
AND
TECHNICAL RESOURCE GROUPS

1/07/2011

OVERVIEW

The purpose of this manual of procedures is to present, in one document, the basic information and procedures needed by an ASHRAE Technical Committee, Task Group, Multidisciplinary Task Group or Technical Resource Group, or (TC, TG, MTG, and TRG respectively) in order to operate.

This document addresses all aspects and functions of an ASHRAE TC/TG/MTG/TRG in a broad sense but readers will also be referred in this document to other Society documents for guidance, such as the RAC Research Manual, when such additional resources are available for a specific aspect or function of an ASHRAE TC/TG/MTG/TRG.

This Manual of Procedure is intended to supplement, and does not supersede the governing documents of ASHRAE such as the Certificate of Consolidation, Society Bylaws, Rules of the Board, and also higher level Manuals of Procedures for TAC and Technology Council.

YOUR COMMENTS ARE WELCOME

Should you have a comment or suggestions on this Manual of Procedure, please submit them electronically to the ASHRAE Manager of Research and Technical Services (MORTS).

E-mail: MORTS@ashrae.net

The MORTS will consolidate comments for TAC. TAC intends to maintain the TC/TG/MTG/TRG Manual of Procedure as a “living document” and update it as it is needed and practical.

RECENT REVISIONSSummary of Changes for 2011 Revision:

1. Added “Overview & Comments Welcome” page
2. Added MTG Membership Categories and Subcommittee section – See 2.6
3. Clarified current update & distribution process for TC rosters – See 2.7
4. Added MTG Roster Process Section – See 2.8
5. Updated Part 3 - Responsibilities to reference more authoritative documents from appropriate standing committees – See Overview and Part 3
6. Updated to match current Research Manual text where applicable – See 3.4
7. Clarified A/V Policy for TC meetings – See Section 4.1.2.3
8. Clarified voting rules requirements – See Part 5
9. Modified Part 6 to match current TAC practices and ROB – See Part 6
10. Changed submission date for Service to ASHRAE Research Award – See Part 7
11. Updated Part 8 to match current resources offered – See Part 8
12. Modified forms in appendices to remove reference to “International” member – See Appendices
13. Updated/Revised Activity Feedback Form (Appendix B)
14. Added Multidisciplinary Task Groups (MTGs) throughout document

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APPENDIX D – BROAD TOPIC SPECIAL PUBLICATIONS PEER REVIEW PROCEDURE
APPENDIX E – TC/TG/MTG/TRG MINUTES COVER SHEET
APPENDIX F – TECHNICAL BULLETINS

ACRONYMS:

BOD = Board of Directors
CEC = Conferences and Expositions Committee
CTTC = Chapter Technology Transfer Committee
DOT = Director of Technology
FAQ = Frequently Asked Question
LCD = Liquid Crystal Display
MORTS = Manager of Research and Technical Services
MOS = Manager of Standards
MTG = Multidisciplinary Task Groups
PAGA = Procedures for ASHRAE Standards Actions
PASA = Procedure for ASHRAE Guidelines
PDC = Professional Development Committee
PES = Proposal Evaluation Subcommittee
PMS = Project Monitoring Subcommittee
PUB = Publication Committee
StdC = Standards Committee
RAC = Research Activities Committee
ROB = Rule of Board
RTAR = Research Topic Acceptance Request
TAC = Technical Activities Committee
TC = Technical Committee
TG = Task Group
TRG = Technical Resource Group
TRP = Tentative Research Project

PART 1 ORGANIZATION AND STRUCTURE

- 1.1** The Technical Activities Committee (TAC) shall authorize the formation of a Technical Committee (TC), Task Group (TG), Multidisciplinary Task Group (MTG) or Technical Resource Group (TRG). A TC, TG, MTG, and TRG shall be under the administrative direction of TAC. A TC, TG, MTG or TRG will have a section assignment. An MTG will be assigned to the Multidisciplinary Task Group section of TAC. A new TG, MTG or TRG may be proposed to TAC by completing the TAC TG/MTG/TRG Proposal Form (Appendix A) and returning it to the Manager of Research and Technical Services (MORTS). MTGs may also be proposed by the BOD or Technology Council to address a Society need. TAC in this case will work in consultation with these higher bodies to develop MTG scope and roster so that the need is adequately addressed.
- 1.1.1** A TC is a standing committee with a defined scope of activity which is constituted to provide the Society with technical expertise on subjects within that scope of activity, under the administrative direction of TAC. The TC functions shall include Handbook, Program and Publications, Research, and Standards.
- 1.1.2** A TG is formed when a field of interest is not covered in the scopes of existing TCs or when the field of interest encompasses the interests of more than one TC, which are within one Section. The TG functions shall include Handbook, Program and Publications, Research, and Standards, as required.
- 1.1.3** A TRG is formed when the principal activities of the group are limited to the preparation, review, or revision of technical material. Such materials shall include handbook chapters or sections, journal articles, technical papers, and standards. The TRG shall meet as needed to respond to requests for such material. The TRG functions shall include Handbook and Standards, as required.
- 1.1.4** A MTG is formed when the Society has determined a need for activity in a field of interest that encompasses the expertise of TCs from two or more sections and/or from non-TC groups such as SSPCs or outside organizations. Each TC and non-TC group whose field of interest falls within the MTG defined scope, or is added after the MTG starts, shall have a voting representative on the MTG. The functions of an MTG may include Handbook, Program, Publications, Research, and Standards as required by their specific charge, but the customary function of the MTG will be to coordinate those activities within the TCs and TGs represented on the MTG.
- 1.1.4.1** The TAC Special Activities Coordinator will serve as the MTG Section Head for the MTG Section
- 1.1.4.2** The MTG scope may involve interactions with other Councils, and those interaction activities shall be managed by the MTG Section Head and reported through TAC to Technology Council.
- 1.1.5** The scope of each TC/TG/MTG/TRG is defined generally by its title.
- 1.1.5.1** Each TC/TG/MTG/TRG shall develop and submit a detailed scope to TAC. The proposed scope shall be reviewed by TAC and approved, declined, or recommended for revision upon submission. Following the scope's approval, the scope shall be posted in the TC/TG/MTG/TRG scopes document on the ASHRAE website and on the TC/TG/TRG website, and reported to TechC.
- 1.1.5.2** The MTG scope shall identify the purpose for which the MTG was constituted and the specific responsibilities (program, research, handbook, etc.), if any, that have been given to the MTG to complete their charge that go beyond coordination of member TC/TG activities.

- 1.1. 6** At or prior to each Annual meeting, the TC/TG/MTG/TRG membership shall evaluate their progress in accomplishing the purpose for which they were constituted and recommend one of the following actions to their Section Head for transmission to TAC:

 - a. Continue as a TC, TG, MTG, or TRG.
 - b. Convert from a TG to a TC, or convert from a TRG to a TG or TC.
 - c. Merge with a TC/TG/TRG and submit a revised scope for the merged committee.
 - d. Dissolve the TC, TG, MTG or TRG.
- 1.2** Each TC, TG, MTG or TRG shall be structured with a Chair, Vice Chair, and members.

PART 2 MEMBERSHIP

- 2.1** The TAC Chair, after consultation with the Section Heads and with the chair of Technology Council if there is a specific interest in a particular TC/TG/MTG/TRG, shall appoint a Chair for each TC, TG, MTG, and TRG.
- 2.1.1** The TC/TG/TRG/MTG Chair shall preferably have served at least one term as Vice Chair or Secretary and may be appointed for one or more one-year terms, but not normally to exceed two consecutive terms. An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/MTG/TRG makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.
- 2.1.2** The TC/TG/MTG/TRG Chair shall be the initial point of contact for others interested in contacting the TC, TG, MTG or TRG.
- 2.1.2.1** The preferred personal email address of the TC/TG/MTG/TRG Chair shall be assigned to the email alias for the TC, TG, MTG, or TRG Chair during his/her term as Chair by the MORTS. The TC/TG/MTG/TRG Chair's email alias has the following format: tc####@ashrae.net (e.g., tc0101@ashrae.net for the Chair of TC 1.1, trg4@ashrae.net for the chair of a TRG, or mtg####@ashrae.net for the chair of a MTG). The TC/TG/MTG/TRG Chair must notify the MORTS immediately if his or her personal email address changes in order to maintain uninterrupted communications with the TC/TG/MTG/TRG during his or her term.
- 2.2** The Vice Chair of the TC/TG/MTG/TRG shall be appointed by the TAC Chair from nominations made by the current TC/TG/MTG/TRG Chair and endorsed by the Section Head. The TC/TG/MTG/TRG Chair shall assign duties as appropriate to the TC/TG/MTG/TRG Vice Chair.
- 2.2.1** In the absence of the TC/TG/MTG/TRG Chair, the TC/TG/MTG/TRG Vice Chair shall assume the Chair at any scheduled or called meeting of the TC/TG/MTG/TRG.
- 2.2.2** At least 30 days prior to the Annual and Winter Society meetings, the TC/TG/MTG/TRG Vice Chair shall prepare and distribute a draft list of reminders about upcoming activity deadlines and deliverables to TC/TG/MTG/TRG members.
- 2.2.3** Since MTGs are intended to coordinate TC/TG activities, it is preferred that MTGs meet just before and after the Society Annual and Winter meetings via conference call and/or web meeting with assistance from ASHRAE staff so that MTG members are free to attend their respective TC meetings and discuss MTG coordinating plans at the Society meeting.
- 2.2.4** By 9:00 pm on Tuesday of the Annual and Winter Society meetings, the TC/TG/MTG/TRG Vice Chair with assistance from the TC/TG/MTG/TRG Chair shall prepare and submit a TC/TG/MTG/TRG Activities Report to the Section Head (see **Appendix B: TC/TG/MTG/TRG Activity Feedback Form**).
- 2.2.5** Prior to the Society Annual meeting, the TC/TG/MTG/TRG Vice Chair or the individual who will be the next year's TC/TG/MTG/TRG Chair shall develop objectives within its scope for the TC/TG/MTG/TRG for the next year derived from: a) the assignments and requests referred to it by authorized committees and individuals; b) the needs of the Society, as made known to them by other committees, officers of the Society, chapters, and members in general; and c) the investigations and deliberations of the TC/TG/MTG/TRG itself. Each objective should be measurable and should include a projected completion date and other information that would

clarify the intent of the objective. The objectives shall be included as an attachment to the TC/TG/MTG/TRG Activities Report to the Section Head at the Annual Meeting.

- 2.3** The Chair and Vice Chair or their representatives are expected to attend the Section meeting scheduled for Sunday morning and any TAC-sponsored training at the ASHRAE Annual and Winter Meetings.
- 2.4** Individuals are appointed as “personal” members of the TC/TG/MTG/TRG and not as “representatives” of any group, organization, or employer, **except as noted below for MTGs.**
- 2.4.1** Members of the TC/TG/MTG/TRG shall be appointed by the TAC Chair from nominations made by the current TC/TG/MTG/TRG Chair and endorsed by the MTG Section Head. As appropriate, the membership of a TC/TG/MTG/TRG shall be **comprised** of individuals who have recognized proficiency in the field of interest and who represent segments of the industry such as users, contractors, product manufacturers, academicians, consulting engineers, and research organizations. A balance of these interests is desired, but not required. **The voting membership of an MTG shall include a representative from each TC and non-TC group whose field of interest is included in the MTGs defined scope. TCs and Non-TC groups may be added to an MTG if their scope is later determined to also be covered by the MTG. The MTG Section Head will also consult with the chairs of the TCs, TGs, and non-TC groups that are represented on the MTG to confirm that the TC, TG, or non-TC group endorses their designated representatives on the MTG.**
- 2.4.2** Prospective TC/TG/MTG/TRG members shall complete on-line a biographical record (available at <http://www.ashrae.org/>). The MORTS shall assist the TC/TG/MTG/TRG Chair in securing completed biographical records from prospective members. The MORTS shall also be responsible for forwarding completed TC/TG/MTG/TRG membership applications to the appropriate TC/TG/MTG/TRG Chair and Section Head.
- 2.4.3** Members of a TC/TG/MTG/TRG shall be willing to attend meetings of the committee at no expense to the Society.
- 2.5** The membership of a TC/TG/TRG shall comprise three categories: Voting Members, Provisional Corresponding Members, Corresponding Members, Voting Members have two subcategories – Voting Member-quorum and Voting Member –non-quorum.
- 2.5.1** Voting Members have full voting privileges and, other than the TC/TG/TRG Chair, shall be appointed for not more than four consecutive one-year terms. An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/TRG makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.
- 2.5.1.1** A TC/TG/TRG shall consist of approximately 12 Voting Members, with a minimum of 6 and a maximum of 18.
- 2.5.1.2** Only one person from any employer, organization, university, or specific government agency may serve as a Voting Member on the same TC/TG/TRG at one time.
- 2.5.1.3** Voting Members should serve at least one term previously as an active Corresponding Member. This does not apply to voting members who have previously served as a Voting Member on the committee, even if they were not listed as a corresponding member in the previous year. While there may be circumstances when a Voting Member may be appointed without previously having served on the committee, preference should be given to those have served on the committee in the previous year as a corresponding member.

- 2.5.1.4** Voting members have two subcategories – quorum and non-quorum. A Voting Member non-quorum is a special category for TC/TG/TRG members who are not able to attend every meeting due to travel costs and constraints. No more than two non-quorum voting members are allowed in each TC/TG/TRG. A Voting Member-non quorum has identical responsibilities, privileges, and constraints as a Voting Member-quorum with two exceptions:
- (1) A Voting Member-non quorum is not counted against the maximum number of Voting Members cited in Paragraph 2.5.1.1.
 - (2) The absence of a Voting Member-non quorum does not affect the determination of quorum as described in section 5.1. A Voting Member – quorum includes all Voting Members of the committee other than those in the non-quorum category.
- 2.5.2** Corresponding Members are expected to participate in TC/TG/TRG activities and attend meetings when possible, but may not vote on TC/TG/TRG business. They may, however, serve on and chair TC/TG/TRG subcommittees, including Proposal Evaluation and Project Monitoring Subcommittees, and may vote at the subcommittee level as defined in 2.5.4. A Corresponding Member may also serve as Vice Chair or Secretary of a TC/TG/TRG if he/she attends meetings regularly.
- 2.5.2.1** Corresponding Members are nominated by the TC/TG/TRG Chair, and there are no restrictions on the number or affiliations of nominees.
- 2.5.3** Provisional Corresponding Members are temporary additions to the TC/TG/TRG roster made by ASHRAE staff between roster update cycles, usually at the request of someone wanting to participate in the technical committee. The TC/TG/TRG Chair should decide whether to add provisional corresponding members to the roster as one of the other member categories. If the technical committee chair takes no action on a Provisional Corresponding Member, they are dropped from the roster after two years. For purposes of committee assignments and other work of the TC/TG/TRG committee, the status of “Provisional” should not limit an individual’s active involvement in the work of the TC/TG/TRG.
- 2.5.4** The TC/TG/TRG Chair shall appoint subcommittees to perform the functions of the committee. Each Voting Member and Corresponding Member, shall be assigned to a TC/TG/TRG subcommittee and shall perform the duties that may be assigned to him/her by the TC/TG/TRG Subcommittee Chair. Corresponding Members have full voting privileges at the subcommittee level. Any person can *serve* at the subcommittee level, but only one person from any employer, organization, university, or specific government agency is eligible to *vote* on the same TC/TG/TRG subcommittee at one time.
- 2.5.4.1** Subcommittee Chairs or their representatives shall attend training and information meetings sponsored by related standing committees (Handbook, Program CEC, Research, and Standards) at the ASHRAE Winter and Annual meetings.
- 2.5.4.2** Unless MTG scope allows for a specific TC/TG responsibility, MTG subcommittees are intended to only coordinate the work of the existing TC/TGs.
- 2.5.5** Society members will normally be given preference over nonmembers in appointments in all categories, but ASHRAE membership is not a rigid requirement when circumstances justify appointment of a nonmember. TC/TG (but not TRG and MTG) Chairs and Vice Chairs must, however, be ASHRAE members.

- 2.6** The membership of a MTG shall comprise two categories: Voting Members, and Alternate Members.
- 2.6.1** Voting Members have full voting privileges and, other than the MTG Chair, shall be appointed for a term of up to four years. An exception for additional consecutive terms may be granted by the TAC Chair if the MTG makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.
- 2.6.1.1** A MTG shall consist of a Voting Member for each TC, TG or non-TC group represented on the MTG, plus a Chair, and Vice Chair with voting rights.
- 2.6.1.2** Only one person from a TC, TG or non-TC group may serve as a Voting Member representing that particular TC, TG or non-TC group on the a MTG at one time.
- 2.6.2** Alternate Members are expected to participate in MTG activities and attend meetings when possible, but may vote on MTG business only when the Voting member on the MTG that represents their TC, TG or non-TC group is not present at a meeting and they have been given proxy authority by that Voting Member to vote in his or her absence. They may, however, serve on and chair MTG subcommittees as defined in 2.6.3 and may vote at the subcommittee level as defined.
- 2.6.2.1** Alternate Members are nominated by the MTG Chair, and there are no restrictions on the number or affiliations of nominees.
- 2.6.3** Unless MTG scope allows for a specific TC/TG responsibility, MTG subcommittees are intended to only coordinate the work of the existing TC/TGs.
- 2.7** The procedure for a TC/TG/TRG Chair to nominate the Vice Chair and members to a TC/TG/TRG shall be as follows:
- 2.7.1** The TC/TG/TRG Chair shall be responsible for developing and maintaining a list of prospective committee members who have indicated willingness to serve if appointed.
- 2.7.2** At least three weeks prior to the start of the Society Winter Meeting, the Administrative Assistant for Research and Technical Services shall make available to each TAC Section Head a Roster Update Workbook for the ensuing Society year for distribution to each TC/TG/TRG Chair in his/her section. This Workbook shall indicate the voting term status of existing Voting Members for next year, and list current corresponding and provisional corresponding members for next year's roster. TC/TG/TRG Chairs completing their second or third consecutive year as such shall be rotated to voting member or corresponding member status based on the number of consecutive years served as a voting member. A form for indicating leadership nominations on next year's roster shall also be provided in the Workbook. A full explanation of the requirements and procedures for the roster update shall be provided as part of the Workbook or as a cover letter.
- 2.7.3** The TC/TG/TRG Chair shall complete the Roster Update Workbook. To add new members, the name of the person and either the person's ASHRAE member number or complete address and telephone number shall be provided. The completed Roster Update Workbook shall be emailed back to the appropriate Section Head **no later than 9:00 pm on Tuesday of the Winter Meeting.** Alternative submittal methods may be used if approved by the Section Head.
- 2.7.4** The Section Head shall review the completed Roster Update Workbook submitted by the TC/TG/TRG Chair to ensure that the conditions for TC/TG/TRG membership described in the TC/TG/MTG/TRG MOP are met. If changes are required, the Section Head shall work with the TC/TG/TRG Chair to correct the information in the Roster Update Workbook until both the TC/TG/TRG Chair and Section Head approve the information. The Section Head shall then send

the approved Roster Update Workbook back to the Administrative Assistant for Research and Technical Services **no later than February 28** for processing.

- 2.7.5** Using the approved Roster Update Workbook, staff shall create the rosters for the next Society year and send a first draft to the Section Head. The Section Head shall review the draft roster against the input that was provided in the approved Roster Update Workbook. Corrections shall be sent to staff within two weeks. If no changes are necessary, the Section Head shall so indicate. This step is repeated until the Section Head has indicated that no further changes are necessary. Roster changes after this time shall be made using the Emergency Roster Change Form (**Appendix C**) and are subject to approval by the Section Head.
- 2.7.6** After each Section Head has indicated to staff that the roster has the correct information, staff shall prepare a final draft of the roster in PDF and MS-Excel format and send it to the appropriate Section Head for distribution to the TC/TG/TRG chair. The TC/TG/TRG chair in turn will distribute the final roster documents for the upcoming Society year to each TC/TG/TRG member prior to July 1 each year.
- 2.7.6.1** The TC/TG/TRG Chair must approve the distribution of any roster information to anyone who is not listed on the roster of the TC/TG/TRG. Rosters shall not be posted on publicly-accessible areas of TC/TG/TRG websites.
- 2.7.6.2** For more than the following information to be included on the TC/TG/TRG public website, the TC/TG/TRG Chair shall solicit and receive approval in writing from the affected member:
- a. Name
 - b. Position on Committee
 - c. Company or affiliation.

2.8 The procedure for a MTG Chair to nominate the Vice Chair and members to a MTG shall be as follows:

- 2.8.1** The MTG Chair shall be responsible for developing and maintaining a list of prospective committee members who have indicated willingness to serve if appointed.
- 2.8.2** At least three weeks prior to the start of the Society Winter Meeting, the Administrative Assistant for Research and Technical Services shall make available to the MTG Section Head a Roster Update Workbook for the ensuing Society year for distribution to each MTG Chair in his/her section. This Workbook shall indicate the voting term status of existing Voting Members for next year, and list current alternate members for next year's roster. MTG Chairs completing their second or third consecutive year as such shall be rotated to voting member or alternate member status based on the number of consecutive years served as a voting member. A form for indicating leadership nominations on next year's roster shall also be provided in the Workbook. A full explanation of the requirements and procedures for the roster update shall be provided as part of the Workbook or as a cover letter.
- 2.8.3** The MTG Chair shall complete the Roster Update Workbook. To add new members, the name of the person and either the person's ASHRAE member number or complete address and telephone number shall be provided. The completed Roster Update Workbook shall be emailed back to the MTG Section Head **no later than 9:00 pm on Tuesday of the Winter Meeting**. Alternative submittal methods may be used if approved by the Section Head.
- 2.8.4** The MTG Section Head shall review the completed Roster Update Workbook submitted by the MTG Chair to ensure that the conditions for MTG membership described in the TC/TG/MTG/TRG MOP are met. If changes are required, the Section Head shall work with the MTG Chair to correct the information in the Roster Update Workbook until both the MTG Chair

and Section Head approve the information. The Section Head shall then send the approved Roster Update Workbook back to the Administrative Assistant for Research and Technical Services **no later than February 28** for processing.

2.8.5 Using the approved Roster Update Workbook, staff shall create the rosters for the next Society year and send a first draft to the MTG Section Head. The Section Head shall review the draft roster against the input that was provided in the approved Roster Update Workbook. Corrections shall be sent to staff within two weeks. If no changes are necessary, the Section Head shall so indicate. This step is repeated until the Section Head has indicated that no further changes are necessary. Roster changes after this time shall be made using the Emergency Roster Change Form (**Appendix C**) and are subject to approval by the Section Head.

2.8.6 After the MTG Section Head has indicated to staff that the roster has the correct information, staff shall prepare a final draft of the roster in PDF and MS-Excel format and send it to the MTG Section Head for distribution to the MTG chair. The MTG chair in turn will distribute the final roster documents for the upcoming Society year to each MTG member prior to July 1 each year.

2.8.6.1 The MTG Chair must approve the distribution of any roster information to anyone who is not listed on the roster of the MTG. Rosters shall not be posted on publicly-accessible areas online.

2.8.6.2 For more than the following information to be included on the MTG public status page on the ASHRAE website, the MTG Chair shall solicit and receive approval in writing from the affected member:

- a. Name
- b. Position on Committee
- c. TC, TG, or non-TC group affiliation on MTG.

2.9 The Chair of TAC, the Section Head, the Director of Technology (DOT), and the MORTS are ex-officio members of all TC/TG/MTG/TRGs. A member of an ASHRAE standing committee such as the **Conferences and Expositions Committee**, selected by the Chair of the standing committee, is an ex-officio member of each TC/TG/MTG/TRG. All may participate in discussions, but none shall have voting rights.

PART 3 RESPONSIBILITIES

- 3.1 General.** It shall be the primary responsibility of each TC/TG/MTG/TRG to advise, assist, and carry out assignments from TAC on technical matters and emerging technologies related to its scope.
- 3.2 Technical Responsibilities.** TC/TG/MTG/TRGs shall advise on all specific subjects referred to them by TAC and shall, at the request of the Research Administration Committee (RAC), the Handbook Committee, the Standards Committee (StdC), the Conferences and Expositions Committee (CEC), the Chapter Technology Transfer Committee (CTTC), the Publications Committee (PUB), the Director of Technology (DOT), the Manager of Research and Technical Services (MORTS), or the Manager of Standards (MOS), advise on technical matters, review technical papers, develop information, or prepare technical material or special publications. Technical inquiries shall be handled expeditiously.
- 3.2.1** Each TC/TG/TRG is charged with the responsibility of reviewing Handbook chapters within its field of interest and with making appropriate recommendations to the Handbook Committee and the responsible TC, TG, or TRG for a specific chapter(s). MTGs shall also make these suggestions if this responsibility is part of its scope. The TC/TG/TRGs are responsible for the technical content of these chapters, but review and revision must be coordinated with the publication schedule established by the Handbook Committee. The most authoritative reference for TC/TG/TRG handbook responsibilities and procedures is the Handbook Authors and Reviser's Guide, which can be found at the following link: <http://www.ashrae.org/publications/page/1554>
- 3.2.2** TC/TG/TRGs shall propose to the Conferences and Expositions Committee suggestions for specialty conferences, program tracks, subjects for technical and conference papers, seminars, forums and other programs, and, if requested, shall assist in the development of such items. They shall encourage the preparation and submission of technical materials for presentation at meetings. MTGs shall also make these suggestions if this responsibility is part of its scope. The most authoritative reference for TC/TG/MTG/TRG program responsibilities and procedures can be found at the following link: <http://www.ashrae.org/events/page/561>
- 3.3 Standards Responsibilities.** TC/TG/TRGs may request and support the need for a particular standard through the Standards Committee, but a TC/TG/TRG is not empowered to initiate a draft of a standard for the Society. MTGs shall also make these requests and provide support if this responsibility is part of its scope. The most authoritative reference for TC/TG/MTG/TRG standard and guideline responsibilities and procedures is the Procedures for ASHRAE Standards Actions (PASA) and Procedure for ASHRAE Guidelines (PAGA), which can both be found at the following link: <http://www.ashrae.org/technology/page/97>.
- 3.4 Research Responsibilities.** TC/TGs shall, in general, be responsible for research arising or related to their respective areas of interest, including emerging technologies. TRGs shall report the need for research to the RAC Liaison assigned to their section. Unless the scope of a MTG allows for this responsibility, MTGs shall report the need for research and help coordinate the development of this research through the TCs and TGs that comprise the MTG. The most authoritative reference for TC/TG research responsibilities and procedures is the RAC Research Manual, which can be found at the following link: <http://www.ashrae.org/technology/page/39>.

Below is a brief summary from the Research Manual (version 10-6-26) of key aspects and responsibilities of the ASHRAE research program as it relates to TC/TGs.

TC/TGs shall, in the development and execution of a research project, cooperate with the MORTS.

- 3.4.1** Each TC/TG shall develop and recommend to RAC specific topics for research within its scope that are needed to provide new information or to improve or expand existing information.

Research Topic Acceptance Request (RTAR) procedures are described in detail in the Research Manual. RTARs may be submitted to the MORTS for consideration by RAC three times per year on May 15th, August 15th, or December 15th. Accepted and Prioritized RTARs should be developed by the TC/TG into work statements. Prioritized RTARs should be developed as quickly as possible by the TC/TG.

- 3.4.2 New or revised work statements and coversheets for research projects recommended by a TC/TG should be submitted to the MORTS by the following dates each year:

TC/TG Approval Letter To MORTS	RAC Consideration
No later than May 15	Saturday Meeting of RAC at Annual Meeting
No later than Aug. 15	Fall Meeting of RAC (usually early October)
No later than Dec. 15	Saturday Meeting of RAC at Winter Meeting

- 3.4.2.1 The responsible TC/TG shall appoint the Proposal Evaluation Subcommittee (PES) at the time the work statement is submitted. The PES is responsible for contractor bid evaluations.

- 3.4.3 Work statements approved by RAC are designated Tentative Research Projects (TRPs) and are released for bid when adequate funding is available.

- 3.4.3.1 Care should be taken to avoid actual or perceived conflict of interest. In general, members who are principal authors of work statements or (RTARs) are not encouraged to bid for the resulting project. However, if they do, they must identify themselves as such in their proposals, and the evaluators will satisfy themselves that these preparers did not gain an unfair advantage.

- 3.4.3.2 A Summary Sheet for Reporting Evaluation of Proposals must be completed for each project bidding and placed in the MORTS' lockbox outside the headquarters room by Tuesday 11:59 pm at a Society's Annual or Winter meeting or transmitted via e-mail (MORTS@ashrae.net) in order for action to be taken on that project at that meeting or sent to the MORTS via e-mail at least one week prior to the Fall or Spring RAC meetings. Include reasons for all negative votes and abstentions on the form along with the TC vote. The deliberation of research bids must be held in executive session (Individuals listed on the TC/TG roster should only be present). All information concerning the bids is to remain confidential until the project has been approved for funding by Technology Council and the Board of Directors (BOD).

- 3.4.3.3 Once the project has been awarded and a contract finalized with the selected contractor, the PES shall change to the Project Monitoring Subcommittee (PMS) and shall provide guidance and direction to the research project contractor. No individual who bid on a project, or who is a member of an organization that bid on a project (whether successfully or unsuccessfully), may serve on the PMS of that project. It is desirable, but not required, that PMS members should be members of the PES.

- 3.4.4 The responsible TC/TG shall, at its meeting, critically review progress of each project to establish validity of data and conformance with the project schedule. The TC/TG shall notify RAC through its Research Liaison of any problems relating to scope, performance, and schedule.

- 3.4.4.1 The PMS shall respond to requests of the Contractor within 30 days.

- 3.4.4.2 The Principal Investigator shall be required to attend at least one meeting of the sponsoring TC/TG each contract year.

- 3.4.4.3 The responsible TC/TG shall critically review and evaluate any reports (interim or final) submitted by the Contractor and inform the MORTS in writing as to its acceptability within 90 days or the time limit stated in the contract. The TC/TG must approve the project's final report for publication by a 2/3 affirmative vote.
- 3.4.4.4 Research results contained in quarterly progress reports or delivered by the contractor in semi-annual presentations to the TC/TG should be considered interim and tentative and should be kept confidential. Results should not be released or discussed outside of the cooperating TC/TG(s) until the final report is delivered and approved. The Society owns all rights in any reports, papers, and other data resulting from its sponsored research, and even after publication, such information may be published by others only with the written approval of the Society.
- 3.4.4.5 Papers prepared to report the results of research by the Society should be reviewed and approved by one or more responsible members selected from the TC/TG PMS prior to presentation and/or publication.
- 3.4.4.6 The Society shall publish the results of research which it sponsors. Every effort must be made to obtain a paper and final report which can be published, even if the paper is not presented on a program. In such event, written comments of the responsible TC/TG and/or others shall be published with the report to support or question its conclusions.
- 3.4.4.7 The PMS, at the completion of the project, shall complete the Disposition of ASHRAE Sponsored Research Results form, a copy of which can be found in the RAC Research Manual
- 3.4.5 The MORTS and Section Research Liaison shall be ex-officio non-voting members of the PES and PMS.
- 3.4.6 The membership of the PES and PMS shall be recommended by the Chair of the TC/TG and approved by the Section Research Liaison (See Research Manual).
- 3.4.7 When a report of Society research has been approved by a TC/TG or at other appropriate times, RAC may request through the MORTS that an article suitable for publication in the ASHRAE Journal/Insights be prepared by the research contractor.
- 3.4.7.1 Following preparation, the normal Journal/Insights review process shall be followed.
- 3.5 **Chapter Technical Programs and Publications Responsibilities.** Each TC/TG shall cooperate with local chapters in planning and developing chapter technical programs, and in developing Chapter Technical Publications when requested to do so by the Section Head. Unless the scope of a MTG allows for this responsibility, MTGs shall support these types of requests through the TCs and TGs that comprise the MTG.
- 3.6 **Responsibility for Written Material.** The TC/TG/MTG/TRG is responsible for all written material that results from activities carried out under its authority. When such material is distributed to individuals or committees, they shall be informed that a) the material is the property of ASHRAE; b) the material is not to be reproduced or otherwise used prior to publication; and c) the material is to be returned upon request.
- 3.6.1 The TC/TG/MTG/TRG shall include the following statement on all draft documents including special publications, position documents, handbook chapters, technical papers, and research reports:
- “Copyright symbol [current year] ASHRAE. All rights reserved. This is a draft document intended for review only by the cognizant ASHRAE groups and other designated reviewers**

and is not for distribution to any private interests, individuals, or third parties that are not designated as ASHRAE reviewers for this document. This document may not be distributed in whole or in part in either paper or digital form without the express permission of the chair of the committee originating this document. The appearance of any technical data or editorial material in this draft document does not constitute endorsement, warranty, or guaranty by ASHRAE of any product, service, process, procedure, design, or the like, and ASHRAE expressly disclaims same.”

- 3.6.2** When projects conducted under the direction of the TC/TG/MTG result in material which, because of its quantity, cannot be included in regular Society publications, it may be necessary to recommend preparing a special publication. Such recommendations shall be submitted to the TC/TG/MTG's Publications Committee Liaison with a copy to the Section Head.
- 3.6.2.1** The Publications Committee shall determine the methods of publication and whether the publication can be self-supporting. TAC, through the Section Head, shall determine if the publication requires broad peer review per the procedure outlined in **Appendix D**.
- 3.6.2.2** Revisions of special publications shall be accomplished by following the procedure for approval and publication.
- 3.7** **Society Meeting Program:** Upon request of the Meeting Program Administrator, the members of a TC/TG/TRG shall review and evaluate technical and conference papers submitted to the Society for presentation and publication according to the established procedures. Unless the scope of a MTG allows for this responsibility, MTGs shall support these types of requests through the TCs and TGs that comprise the MTG.
- 3.8** **Journal and other Series Publications:** TC/TG/TRGs shall support the series publications of the Society such as the Journal. Upon request of the Editor of the Journal, the members of a TC/TG/TRG shall review and evaluate articles submitted to the Society for publication in the Journal and other series publications. To assist the Editor, each TC/TG/TRG shall prepare and transmit to him/her each year a list of members that can normally serve as reviewers grouped by technical specialty. Written review comments on the article shall be transmitted back to the Editor in a timely fashion with a copy also to the TC/TG/TRG Chair. A list of potential topics for articles and authors should also be provided on an annual basis to the Editor. Unless the scope of a MTG allows for this responsibility, MTGs shall support these types of requests through the TCs and TGs that comprise the MTG.
- 3.9** **Responsibility for Website Material:** The TC/TG/TRG shall maintain current information about its activities on its TC/TG/TRG website and is responsible for the content of all material on its website (refer to the ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups at the following link: <http://www.ashraetcs.org/>)
- 3.9.1** Seminar presentations that have previously been presented at ASHRAE meetings must be approved for website posting by a simple majority vote of the sponsoring TC/TG/TRG.
- 3.9.2** Seminar presentations shall not be posted until the TC/TG/TRG Chair receives written/electronic permission from the presentation author.
- Unless the scope of a MTG allows for this responsibility, MTGs shall instead report information about its current activities to ASHRAE staff for posting on a page of the ASHRAE website.
- 3.10** **Technical Bulletins and Frequently Asked Questions (FAQs)**
- 3.10.1** A Technical Bulletin (see Appendix F for description) that does not result from a technical meeting is a brief statement on a special interest HVAC&R topic that has been developed by either a

technical or grassroots committee of ASHRAE. The presented information is based upon the expertise and experience of the members of the group preparing the document.

- 3.10.2** The technical review of the materials contained in a Technical Bulletin shall be comparable to a technical paper peer review and will be coordinated by the Technical Activities Committee.
 - 3.10.3** Approval for general publishing and distribution of a Technical Bulletin shall be by the Technical Activities Committee.
 - 3.10.4** As requested by TAC, Director of Technology, or MORTS, the members of a TC/TG/TRG shall compose answers to or review FAQ's (frequently asked questions) assigned to their committee. Each FAQ should be annually reviewed to ensure that references and technologies are current.
- 3.11 Professional Development Course Responsibilities:** Each TC/TG shall contribute to the professional development activities of the Society through a TC/TG Professional Development Committee (PDC) Liaison, who establishes and maintains information flow between the TC/TG and the PDC. The PDC Liaison shall be appointed by the TAC Chair from nominations made by the current TC/TG Chair and endorsed by the Section Head. The principal duties of the PDC Liaison shall be to:
- 3.11.1** Coordinate with the TC/TG Handbook, Research, Standards, and Program Subcommittees to solicit ideas for and coordinate the development of new professional development courses related to the current activities of the TC/TG.
 - 3.11.2** In cooperation with the TAC Liaison Coordinator, investigate the feasibility of developing joint courses or of combining existing similar courses with other TC/TGs and institutions. As needed to facilitate this activity and support the PDC Liaison, the TC/TG Chair shall assign TC/TG members to act as course reviewers.
 - 3.11.3** At least 30 days prior to each Annual and Winter meeting, the PDC Liaison shall submit an activities summary report to the TC/TG/MTG Chair with a copy to the PDC Chair.
 - 3.11.4** Attend PDC meetings upon invitation and provide a detailed report on specific topics if requested.
 - 3.11.5** Unless the scope of a MTG allows for this responsibility, MTGs shall propose the development of Professional Development Courses through the TCs and TGs that comprise the MTG.

PART 4 MEETINGS

- 4.1** At least two meetings of each TC/TG shall be held each year at the discretion of the Chair. Meetings of each TRG shall be held at the discretion of the Chair. Since MTGs are intended to coordinate TC activities, it is preferred that MTGs meet at least four times per year (just before and after the Society Annual and Winter meetings) via conference call and/or web meeting with assistance from ASHRAE staff so that MTG members are free to attend their respective TC/TG meetings to discuss MTG coordination plans for feedback and direction.
- 4.1.1** Written notice of all TC/TG/MTG/TRG meetings shall be provided by the TC/TG/MTG/TRG Chair to all committee members, the Section Head, the TAC Chair, the Director of Technology (DOT), the MORTS, and standing committee liaisons not less than 30 days before the date fixed for the meeting.
- 4.1.1.1** A Subcommittee Chair shall notify the TC/TG/TRG Chair of the need for a subcommittee meeting at least 90 days in advance of the meeting.
- 4.1.2** TC/TG/TRG meetings held during Society meetings will usually be scheduled in the same time slot as the previous Society meeting, if one was scheduled. To retain the same time slot or if a meeting was not scheduled at the previous Society meeting, or if a different time slot is desired, meeting room assignments must be requested of the Manager of Meetings at least 90 days in advance of that meeting.
- 4.1.2.1** Subcommittee meetings will not be automatically scheduled and meeting room assignments must be requested from the ASHRAE Meetings Department at least 90 days in advance of each meeting.
- 4.1.2.2** Early submission of the Meeting Request Form will help to ensure confirmation of the requested time slot.
- 4.1.2.3** A/V provided by ASHRAE includes an LCD support package, which includes a screen, cart, and electric and/or power cords for laptops. All equipment must be ordered 30 days in advance of the meeting through ASHRAE meeting staff (jmarshall@ashrae.org). On-site requests will not be honored. LCD projectors are not provided.
- Due to cost, potential thief or damage concerns, and quantity constraints, ASHRAE cannot provide any LCD projectors for TC meetings. The eight projectors that ASHRAE owns and brings to the Society meeting are reserved first for the Board, councils, and standing committee meetings and a staff person must accompany and maintain control over any projector when it leaves the Headquarters' room at a meeting.
- 4.1.3** If it is not possible to schedule meetings during Society meetings, the Chair is permitted to call meetings, with the permission of the Section Head, at other times and places.
- 4.1.3.1** Any expense for meeting rooms provided at times other than Society meetings must be borne by the members unless authorized by TAC or DOT.
- 4.1.3.2** TC/TG/MTGs that make a practice of holding their meetings at times other than Society meetings shall provide representation at the request of the Section Head at prescribed functions during the Society meetings.
- 4.1.4** The Chair shall prepare and distribute at least 30 days in advance of a meeting an agenda of the business to be transacted at the meeting and shall transmit copies of the agenda to those receiving a notice of the meeting.

- 4.1.5** Minutes of each TC/TG/MTG/TRG meeting shall be distributed within 60 days of the meeting to those who receive an agenda for the meeting, to guests, and, to other persons requesting them. This requirement can also be met by posting the minutes to the TC/TG/TRG website or MTG webpage on the ASHRAE website and notifying all applicable parties listed above of the posting.
- 4.1.5.1** Cover sheets required by TAC (**Appendix E**) should be furnished with the minutes to the MORTS, Section Head, TAC Chair, and Standing Committee Liaisons using the current email aliases.
- 4.1.5.2** All draft minutes distributed by the TC/TG/MTG/TRG shall include the following notice on the bottom of the cover page: "These draft minutes have not been approved and are not the official, approved record until approved by this committee."
- 4.2** Attendance at TC/TG/MTG/TRG meetings is open to all Society members, to all registered guests at scheduled Society meetings, and to those invited by the Chair at the request of a member.
- 4.2.1** Guests may participate in the discussion at the discretion of the Chair, but none shall have voting rights.
- 4.2.2** When considering research projects, either solicited or unsolicited, at regular TC/TG/MTG meetings, each proposer present should be allowed to speak on behalf of his proposal, if he/she so desires. The time allotted for such presentations shall be entirely at the discretion of the TC/TG/MTG Chair.
- 4.2.3** Any member or guest who is the principal investigator, or whose institution, organization, or company is the research agency for a proposed project shall be absent during the final deliberations and voting on that proposal or on other proposals which are in direct competition.

PART 5 VOTING REQUIREMENTS FOR TC/TG/MTG/TRGs

- 5.1** Voting Requirements at Meetings:
- 5.1.1** When a Voting Member-non quorum is absent, his/her position is not included in the number of voting members when determining quorum. A member must be physically present to vote or count towards quorum.
- 5.1.2** Quorum to conduct business at meetings is established when the number of voting members present exceeds 1/2 of the number of total voting members of the committee, subject to the section 5.1.1 exception.
- 5.1.3** Votes on motions for approval of Work Statements, Research Proposals, Final Reports, Handbook Chapters, Special Publications, and matters related to Standards and Guidelines:
- 5.1.3.1** The number of affirmative votes required for approval is at least 2/3 of the voting members **expressing a preference (For or against the motion – Abstentions don't count.)**.
- 5.1.3.2** The motion and results of the vote shall be recorded in the minutes.
- 5.1.3.3** The reasons for negative votes and abstentions on these types of motions shall be recorded and transmitted along with the motion to the next approving body (RAC, StdC) as additional information.
- 5.1.4** Votes on motions relating to parliamentary procedure:
- 5.1.4.1** The number of affirmative votes required for approval, based on the voting members **expressing a preference (For or against the motion – Abstentions don't count.)**, shall be in accordance with the rules prescribed in the ASHRAE booklet, "The A-B-Cs of Parliamentary Procedure."
- 5.1.5** Votes on Other Motions:
- 5.1.5.1** The number of affirmative votes required for approval is more than 1/2 of the voting members **expressing a preference (For or against the motion – Abstentions don't count.)**.
- 5.1.5.2** The motion and results of the vote shall be recorded in the minutes.
- 5.1.6** In the event a TC/TG/MTG/TRG is unable to meet voting requirements due to conflicts of interest, the issue shall be referred to TAC or another appropriate standing committee that has a **direct interest in the matter (RAC, Handbook, Standards, etc)** for action.
- 5.1.7** Proxy votes for an absent voting member are not permitted **except for MTG voting members that represent a specific TC, TG or non-TC group on the MTG.**
- 5.1.8** Abstentions are non-votes and should not be counted when determining whether a motion passed with a sufficient number of affirmative votes.
- 5.2** Voting Requirements for Letter or Electronic Ballots:
- 5.2.1** In the following subsections of 5.2, voting members responding refers to all voting members that respond, whether quorum or non-quorum, A non-quorum voting member shall be treated the same as a quorum voting member for letter or electronic ballots.

- 5.2.2** Letter or electronic ballots shall be distributed to all voting members. The ballot shall specify the response deadline, which must allow a reasonable time period for responses. The results are tallied and reported when all voting members have responded or the deadline is reached, whichever occurs first.
- 5.2.3** Quorum for letter or electronic ballots is established when the number of voting members responding exceeds 1/2 of the total number of voting members (responding and not responding).
- 5.2.4** Votes on motions for approval of Work Statements, Research Proposals, Final Reports, Handbook Chapters, Special Publications, and matters related to Standards and Guidelines:
- 5.2.4.1** The number of affirmative votes for approval is at least 2/3 of the voting members expressing a preference (For or against the motion – Abstentions or non-responses don't count.).
- 5.2.4.2** The motion and results of the vote shall be reported at the next meeting of the TC/TG/MTG/TRG and recorded in the minutes.
- 5.2.5** Votes on other motions:
- 5.2.5.1** The number of affirmative votes required for approval is more than 1/2 of the voting members expressing a preference (For or against the motion – Abstentions or non-responses don't count.)
- 5.2.5.2** The motion and results of the vote shall be reported at the next meeting of the TC/TG/MTG/TRG and recorded in the minutes.
- 5.2.6** In the event a TC/TG/MTG/TRG is unable to meet voting requirements due to conflicts of interest, the issue shall be referred to TAC or another appropriate standing committee that has a direct interest in the matter (RAC, Handbook, Standards, etc) for action.

PART 6 TC/TG/MTG/TRG CONTACT OUTSIDE THE SOCIETY**6.1 Contact Outside the Society**

6.1.1 There are two types of contacts between ASHRAE and other organizations, Official Liaisons and Unofficial Liaisons.

6.1.2 Official Liaison appointments to represent the Society in a specific technical area (except standards) shall be made by the TAC Chair with the advice of the TC/TG/MTG/TRG at interest, with the advice of the Director of Technology, and with the approval of the Coordinating Officer.

6.1.3 Official liaisons shall be known as TAC Inter-Society Liaisons. TAC Inter-Society Liaisons are required to submit a status report to the TAC Liaison Coordinator at least 30 days prior to the Annual meeting.

6.1.4 Instructions for voting as a TAC Intersociety Liaison shall be given to them by TAC and their committee with the proviso that, if there is a new activity, this will first be reported to TAC and the Board for its consideration so that the Board will not be giving blanket delegation of authority, but will have approved in advance the character, scope and general contents of this activity. Thereafter, it will be the duty of TAC and the committee involved to instruct the TAC Intersociety Liaison as to how to vote to accomplish this.

6.1.5 Unofficial Liaison appointments may be made by a TC/TG/MTG/TRG, at its discretion, for one or more of its members to act as liaison to other organizations for the purpose of gathering and disseminating information between the two organizations.

6.2 Both Official and Unofficial Liaisons shall have cognizance of their particular subject areas and pay their own expenses.

6.3 Duties and Responsibilities of Unofficial Liaisons

6.3.1 The designated participant is an individual member of the TC/TG/MTG/TRG and, in this capacity, expresses individual opinion, not that of the Society, TAC or TC/TG/MTG/TRG.

6.3.2 The Liaison shall advise the organization, in writing, as follows:

“I have been appointed as the ASHRAE TC/TG/MTG/TRG Liaison to your organization. My participation will be based on my professional opinion and will not necessarily be reviewed by the Society or constitute a position or a standard in the matter being discussed.”

6.4 Procedures for Official Liaisons

6.4.1 TC/TG/MTG/TRGs shall cooperate with the TAC Liaison Coordinator to make him/her aware of other organization activities, which are of interest to ASHRAE. When the TC/TG/MTG/TRG believes it is in the best interest of ASHRAE to liaise with another organization, the TC/TG/MTG/TRG shall recommend to the TAC Liaison Coordinator, that such an official liaison be established.

6.4.2 In cooperation with the TAC Liaison Coordinator, the TC/TG/MTG/TRG Chair shall recommend a liaison to another organization from the membership to the TAC chair for consideration.

- 6.4.3** The TC/TG/MTG/TRG shall identify in writing the organization and the TC/TG/MTG/TRG member who they recommend liaise with that other organization to the TAC Liaison Coordinator. The complete organization name and its location must be used to identify the organization.
- 6.4.4** Changes in participants may be made by the TC/TG/MTG/TRG Chair in consultation with the TAC Liaison Coordinator and approval of TAC chair and others noted above.

PART 7 AWARDS**7.1 THE RALPH G. NEVINS, JR. PHYSIOLOGY AND HUMAN ENVIRONMENT AWARD**

- 7.1.1** The award shall be presented for significant accomplishment in the general area of man's response to the environment, which may include thermal, moisture, visual, acoustical, toxic, allergic, olfactory, vibrational, and microbiological effects on man's health, comfort, and well being.
- 7.1.2** The award shall be made to a promising investigator, preferably under 40 years of age, whose accomplishments are represented by significant papers published by ASHRAE or by Journals of an ASHRAE International Associate for the five year period previous to the award.
- 7.1.3** The form of the award shall be a certificate and an honorarium of \$300.00. The certificate shall be suitably inscribed with the awardee's name, the area of accomplishment, and the name of the award.
- 7.1.4** Recommendation for a receipt of the award shall be made by a Selection Subcommittee of TC 2.1, Physiology and Human Environment, or its successor committee, approved by TC 2.1 and forwarded to the Honors and Awards Committee for final approval during the ASHRAE Winter Meeting. Presentation of the award shall be made once each year at the Plenary Session of the ASHRAE Annual Meeting if a qualified candidate is identified.
- 7.1.5** Raising or soliciting funds is the responsibility of TC 2.1. Income shall be the source, without use of the principal, to fund the award including the honorarium. The amount may be adjusted from time to time by TC 2.1 with the administrative approval of the Honors and Awards Committee.

7.2 THE GEORGE B. HIGHTOWER AWARD

- 7.2.1** The purpose of the award is to recognize each year an individual for his/her excellence in volunteer service to the area of TC/TG/MTG/TRG technical leadership and contribution, which includes all TC, TG, MTG and TRG activities except for research and standards. The award will serve to heighten general membership awareness of, and interest in, technical activities at the TC/TG/MTG/TRG level.
- 7.2.2** Candidates for this award are nominated by a TC/TG/TRG in which they have demonstrated exceptional service excluding research and standards activities. TAC and Technology Council members, and TC/TG/TRG Chairs, are not eligible during the terms they serve on the respective committees. Past recipients of the award are not eligible.
- 7.2.3** Applications are due from TC/TG/TRG Chairs to their Section Head by **September 1** each year. Additional details on the award and an application form can be found in the TAC MOP.
- 7.2.4** The recipient will be selected at the fall TAC meeting and the award will be presented at the Winter Meeting.
- 7.2.5** A MTG will participate in the George B. Hightower award through one or more TCs/TGs that comprise the MTG.

7.3 THE SERVICE TO ASHRAE RESEARCH AWARD

- 7.3.1 The purpose of the award is to recognize each year an individual for his/her excellence in volunteer service to the area of Society research. The award will serve to heighten general membership awareness of, and interest in, research activities at the TC/TG level.
- 7.3.2 Candidates for this award are nominated by a TC/TG in which they have demonstrated exceptional service in the area of research. RAC members, TC/TG Chairs, and researchers on the project in question are not eligible.
- 7.3.3 Applications are due from TC/TG Chairs to their Research Liaison by **September 30th** each year. Additional details on the award and an application form can be found in the RAC MOP.
- 7.3.4 The recipient will be selected at the fall RAC meeting and the award will be presented at the Winter Meeting.
- 7.3.5 A MTG will participate in the ASHRAE Research award through one or more TCs/TGs that comprise the MTG.

7.4 THE STANDARDS ACHIEVEMENT AWARD

- 7.4.1 The purpose of the award is to recognize excellence in volunteer service to the area of Standards. It will serve to heighten general membership awareness of, and interest in, standards activities.
- 7.4.2 The award is open to ASHRAE members who have demonstrated outstanding achievement in the ASHRAE standards development process. The recipient will be selected from all nominations that meet a 10 point minimum requirement. Standards Committee and Technology Council members are ineligible for receipt of the Standards Achievement Award during the terms they serve on the respective committees.
- 7.4.3 Nominations are solicited during the first half of the Society year. The Standards Committee will select the recipient and notify the Honors and Awards Committee of its selection at the ASHRAE Winter Meeting.
- 7.4.4 A typical award application will include a letter of nomination outlining eligibility and a nomination form. Additional details on the award and an application form can be found in the Standards Committee MOP.
- 7.4.5 A MTG will participate in the Standards Achievement award through one or more TCs/TGs that comprise the MTG.

PART 8 ADDITIONAL RESOURCES**8.1 ASHRAE Website**

Detailed TC/TG/MTG/TRG information and access to TC/TG/TRG websites or minutes can be found on the ASHRAE website (www.ashrae.org) under the heading “Technical Committees.” (<http://www.ashrae.org/technology/page/104>)

8.2 Email Aliases

Position based email aliases have been established for all TC/TG/MTG/TRG Chairs, Section Heads, and Society liaisons, as well as many other positions. A position based alias is tied to a particular position within the Society and is maintained by staff so that the current member holding that position is assigned that alias during his/her term in office. As a result, the email address does not change from year to year and TC/TG/MTG/TRGs can also reach the current holder of a position by using the position email alias. A complete listing of the position based email aliases can be found on the ASHRAE website under the heading “Technical Committees”.

8.3 TC/TG/TRG Website Hosting

ASHRAE provides free hosting for TC, TG, and TRG websites. These websites can also be configured with a password protected Members-Only section for posting TC draft documents. For additional information on setting-up a TC, TG, and TRG website, please go to <http://www.ashraetcs.org>, review the documents posted there, complete a TC/TG/TRG website request form, and return the completed form to the Manager of Research and Technical Services at MORTS@ashrae.net

MTGs are provided with a page on an ASHRAE website for posting information on the MTG's activities.

8.4 Webinars, WebMeeting & Teleconference Hosting by ASHRAE

ASHRAE has the capability to host TC/TG/MTG/TRG web meetings & teleconference meetings with up to 50 participants. The annual budget for this service is limited, however, and this service may have to be rationed by the chair of TAC on a case-by-case basis based upon the chair's assessment of the urgency and importance of the meeting. Please contact the Manager of Research and Technical Services at MORTS@ashrae.net for additional information on the service.

APPENDIX A

TG/MTG/TRG PROPOSAL FORM

Return Form to:
Manager of Research & Technical Services
ASHRAE
1791 Tullie Circle, NE
Atlanta, Georgia 30329-2305
☎ 404-636-8400 • Fax 404-321-5478
E-mail: techserv@ashrae.org

Date:

- Turn in no later than 3 weeks prior to the meeting for consideration by TAC

TG/MTG/TRG Name:

TG/MTG/TRG Section:

TG/MTG/TRG Scope¹: TG XX is concerned with

¹Please see page 2 for an example of a TG scope.

Impact on Other TC/TG/MTG/TRGs:

APPENDIX A

TG/MTG/TRG Roster:

Requirements below apply to TC/TG/TRG Rosters Only:

- minimum of 6 members; maximum of 18 members
- no more than one (voting) member from each company
- identify subcommittee chairmen (program, standards, research [TG's only]) where possible
- Chair & Vice Chair must be ASHRAE members
- maximum of 2 Voting Member, non-quorum designations 1

		<i>Person's Name:</i>	<i>Company</i>	<i>ASHRAE Member #</i>
1	<i>Chair:</i>			
2	<i>Vice-Chair:</i>			
3	<i>Secretary:</i>			
4				
5				
6				
7				
8				
9				
10				

TAC USE ONLY:

Date Received: _____ Date Sent to TAC/FP: _____ Meeting Date: _____ Approved? Yes
 No

Example Scopes

Technical Committee 1.5, Computer Applications

TC 1.5 is concerned with determination of computer applications to the design and optimization of refrigeration, heating, and air-conditioning systems, equipment and components thereof; and with programs for all such uses.

Technical Group 1.GLE, General Legal Education

TG1.GLE will educate the ASHRAE membership in general legal matters, which touch and concern the HVAC industry and its members. The committee will enable this education through the selection of speakers and offers for programs, and through the publication of articles and other educational materials.

Multidisciplinary Task Group 0001, Building Energy Quotient

MTG 0001 will coordinate TC/TG/TRG technical activities to help support the technical basis and adoption of the Building Energy Quotient program. Responsibilities include suggestions for research, development and presentation of technical programs of all types on bEQ, and a special publication detailing aspects of the bEQ program.

APPENDIX B

TC/TG/MTG/TRG Activity Feedback Form

Please provide feedback on your TC/TG/MTG/TRG activities and return this form to your Section Head by email or drop off a printed copy in the Section Head’s mailbox folder outside the ASHRAE Headquarters Room by Tuesday night 9:00 pm.

#	Committee Name:
	Chair:

Meeting was Held	(Day)	(Date)
------------------	-------	--------

Membership		
	Number Present	Total Number on Committee
Voting Members		
Voting Non-quorum Members		
Corresponding Members or Alternate Members		
Visitors and Guests		

Major Committee Accomplishments/Challenges/Issues from this Meeting (Continue on separate page if needed)
<p>Current Annual Committee Objectives and Status (see section 2.2.5 TC/TG/MTG/TRG MOP):</p>

Does Committee have Website on ASHRAE Server? _____
 If so, is Website up to date? _____

URL if on another Server: _____

Any requests of the Technical Activities Committee?

APPENDIX C

TC/TG/MTG/TRG EMERGENCY ROSTER CHANGE FORM

Instructions:

1. TC/TG/MTG/TRG Chair: Fill out form and forward electronic copy to TAC Section Head for approval.
2. TAC Section Head: Review/approve as necessary and forward approved form to Manager of Research and Technical Services (MORTS@ASHRAE.net) with a copy to the TAC Chair (TACchair@ASHRAE.net).
3. Emergency Roster changes cannot be accepted between March 30th and July 1.
4. The following are considered to be valid emergencies:
 - Quorum is affected because a voting member can no longer attend meetings due to job change or long-term illness.
 - Resignation of Chair
 - Two voting members become employed by the same company.
 - Error in roster due to mistake by ASHRAE staff.
5. The following are not considered to be valid emergencies:
 - Addition or removal of a new corresponding member.
 - Addition or removal of Voting member, non-quorum.
 - Addition or removal of a voting member when committee has sufficient membership.
6. **Questions? Call/email your Section Head.**

TC/TG/MTG/TRG No.: _____

Change Requested: _____

Reason for Change: _____

TC/TG/MTG/TRG Chair: _____ Date: _____

Section Head Approval: _____ Date: _____

HO USE ONLY:	
Date Received: _____	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX D**Broad Topic Special Publications Peer Review Procedure**

The TAC Chair shall be notified by staff on a regular basis of all new special publications that are in development at the TC/TG/MTG/TRG level.

The TAC Chair, in consultation with TAC members, shall determine if a publication requires a broader peer review by members of other TC/TG/MTG/TRGs. Once a decision is made on a publication by the TAC Chair, the Chair of the TC/TG/MTG/TRG sponsoring the publication shall be notified in writing to implement the following procedure for broad peer review:

1. Transmit to all TC/TG/MTG/TRG Chairs and members of TAC through ASHRAE staff the working title, purpose, and scope of the proposed new special publication. Request in the transmittal message that interested TC/TG/MTG/TRGs recommend a candidate to possibly serve as a TC/TG/MTG/TRG representative on the subcommittee developing and/or reviewing the special publication. The sponsoring TC/TG/MTG/TRG chair shall name the subcommittee for the special publication with the approval of his/her Section Head.
2. Transmit to all TC/TG/MTG/TRG Chairs and members of TAC through ASHRAE staff a list of dates when a draft copy of the special publication will be available from the sponsoring TC/TG/MTG/TRG for open review comments consistent with the following development milestones:

% Completion	Purpose of Open Review
50	Major conceptual concerns
80	Errors and omissions
100	Factual errors

The window of opportunity for open review of the drafts and comment submissions shall be two weeks.

3. The subcommittee for the special publication shall collect, group (if possible), and summarize comments that are received during the open review periods and issue a document listing the summarized comments and the subcommittee's responses to them to all TC/TG/MTG/TRG Chairs and members of TAC through ASHRAE staff.
4. TAC shall have the authority to direct certain changes to the special publication that they deem necessary for broad Society acceptance of the publication before it is published.

APPENDIX E

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.
 1791 Tullie Circle, N.E./Atlanta, GA 30329
404-636-8400

TC/TG/**MTG**/TRG MINUTES COVER SHEET

(Minutes of all TC/TG/**MTG**/TRG Meetings are to be distributed to all persons listed below within 60 days following the meeting.)

TC/TG/**MTG**/TRG NO _____ DATE _____

TC/TG/**MTG**/TRG TITLE _____
 DATE OF MEETING _____ LOCATION _____

MEMBERS PRESENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE

DISTRIBUTION

*All Members of TC/TG/**MTG**/TRG plus the following:*

TAC Section Head:	
TAC Chair:	
All Committee Liaisons As Shown On TC/TG/ MTG /TRG Rosters:	
Manager Of Standards Manager Of Research & Technical Services	Stephanie Reiniche Mike Vaughn

APPENDIX F**TECHNICAL BULLETINS****Definition**

A Technical Bulletin is a brief statement (typically 1 to 2 pages) on a special interest HVAC&R topic that has been written by either a TC/TG/MTG/TRG or appropriate Society committee of ASHRAE. The presented information is based upon the expertise and experience of the members of the group preparing the document. Examples of the content of technical bulletins include:

1. Summary reason of current practice of HVAC
2. Answers to frequently asked questions asked of the ASHRAE Manager of Research and Technical Services
3. Sample calculation procedures

ASHRAE Technical Bulletins will be made available without charge on the ASHRAE Web site in a form to be determined by ASHRAE staff.

Background

ASHRAE publications, such as the Handbooks or Transactions contain a tremendous amount of technical information that has been developed from ASHRAE technical committees. For someone involved in the ASHRAE industry, it may seem overwhelming to have to ferret out information from the volumes of literature published by ASHRAE. In some instances, practicing HVAC personnel call ASHRAE directly inquiring about what ASHRAE literature may say on a particular topic. The Manager of Research and Technical Services (MORTS) is usually the contact person for this information. Because there are frequently asked questions of the MORTS, it would be useful to have the TCs develop some short responses to these questions that would refer directly to sections published in ASHRAE literature. Potentially, this could lead the questioner to the right ASHRAE publications which he/she could then purchase.

In other instances, there are calculation procedures that may be outlined in the ASHRAE literature, but because of publication limitations, have been eliminated. A sample procedure could be illustrated in a Technical Bulletin.

Review Process

Technical Bulletins are expected to be developed primarily by TC, TG, MTG, TRG or grass roots committees. The Technical Bulletin would be submitted to the TC, TG, MTG, or TRG and must be approved by a two-thirds of vote of the particular TC, TG, MTG, or TRG or grassroots committee developing the bulletin. Those voting against approval of the technical bulletin must state their reasons for the negative vote. The Technical Bulletin is then submitted to TAC with information on author(s) of the bulletin, the vote of the committee, and their reasoning for any negative votes.

TAC has the responsibility to coordinate a peer review by a minimum of three persons with expertise in the field of the bulletin. Once the bulletin has passed the peer review process, it is then submitted to the Manager of Research and Technical Services.

Availability

All Technical Bulletins will be made available on the ASHRAE Web Site. The Manager of Research and Technical Services can submit Technical Bulletins to *Insights* and the *ASHRAE Journal*. However, decision to publish the bulletin in either of these publications is at the discretion of the editor(s) of these publications. Decision to publish pamphlet form is at the discretion of the Manager of Research and Technical Services.

Technical Bulletins and Other ASHRAE Publications

A Technical Bulletin has several differences from an ASHRAE Technical Data Bulletin (TDB) in three ways. First, the Technical Bulletin is less than 2 pages in the length while the TDB is normally a collection of several ASHRAE Transaction or Conference papers all focused on the same topic. Second, the Technical Bulletin, because of its length, will normally be available free of charge on that ASHRAE web site even though it may also be published in *Insights* or the *ASHRAE Journal* prior to publications on the web. A TDB is published and sold through the ASHRAE bookstore.

APPENDIX F

Technical Bulletins will be copyrighted by ASHRAE. Technical Bulletins are not summaries of current research as would be a Research Bulletin. The following notice must be included on draft bulletins:

"Copyright symbol [current year]©. ASHRAE. All rights reserved. This is a draft document intended for review only by the cognizant ASHRAE groups and other designated reviewers and is not for distribution to any private interests, individuals, or third parties that are not designated as ASHRAE reviewers for this document. This document may not be distributed in whole or in part in either paper or digital form without the express permission of the share of the committee originating this document. The appearance of any Technical data or editorial material in this draft document does not constitute endorsement, warranty, or guarantee by ASHRAE of any product, service, process, procedure, design, or the like, and ASHRAE expressly disclaims same."

TAC and/or the Manager of Research and Technical Services shall periodically review all Technical Bulletins and modify or remove any that are considered inaccurate. The Chair of TAC shall remove Technical Bulletins from publication at his or her own discretion at the advice of the Manager of Research and Technical Services and the Technical Activities Committee. The Manager of Research and Technical Services shall provide an annual report to TAC on current Technical Bulletins at the Winter Society meeting

Draft “Bullet List” of Suggested Practices for Section Heads

Suggested practices for Section Heads while working with the committees in their Section

1. Learn two words: **Thank you!**
2. See #1
3. Use 1&2 whenever you have **ANY** communications with, or requests of, or assignments for the chairs/members of the committees in your charge. Especially open the Sunday morning breakfast meetings with an expression of appreciation for their attendance. Close those meetings the same way. Our TC/TG chairs are among ASHRAE’s most important volunteers. We as Sections Heads are the most visible representation of the ASHRAE establishment to them and our appreciation of their efforts is important.
4. Try to get a Section meeting summary (or minutes) out to the chairs within a few weeks after the meeting (or a week or so before the next meeting). HINT: using the Section Head report template that is included in the Reference Info folder of each meeting cd may make this easier; it will also help you highlight the important issues you need to mention in your verbal report at the Wednesday morning TAC meeting.
5. Attend at least a part of the main meetings of each committee in your section during each Society winter and summer meeting if at all possible. This should take precedence over any other committee responsibilities you have.
6. If any of your committees hold web or phone conferences between meetings try to participate in as many of those as you can.
7. One of the fun things you get to do at the summer meeting is to present retiring committee chairs with a certificate of appreciation. If at all possible do this at their committee meeting so the membership can join you in congratulating and expressing appreciation to the chair for their sacrifice of time and effort.
8. You may also have to deal with problem issues – complaints against the chair from a committee member or other, poor chair performance, quorum problems (usually more of a problem for TGs than TCs), late rosters, etc. Try to open the dialogue on these with a personal or phone conversation. E-mail is fine for follow-up but should not be the primary mode of communication in these cases.
9. Roster updates – when you get the workbooks from Tara, turn those around within a few days (a week at most) and get them to your committee chairs so they have as much time as possible to get them completed. Send a reminder a week or so before the winter meeting and emphasize that updated workbooks are they are due to you by 9pm on Tuesday evening of the winter meeting – it will make your downstream job a lot easier.
10. Try to send a reminder letter out to the chairs a week or so before each summer and winter meeting. Mike generally sends out a message to all the chairs but you should also send out one of your own customized for your section. (NOTE – The TAC reference manual, E4.6, says to send out reminders 30 days prior to the meetings but most chairs get serious about ASHRAE preparation the week prior to the meeting so it is good to get the reminder in front of them during that time.)
11. Remember #1

Other helpful hints:

1. Familiarize yourself thoroughly with the Section Head responsibilities outlined in the TAC Reference Manual (Section E).
2. William McQuade, Section 8 Head, developed a nice spreadsheet tool to keep track of the various committees’ activities. He graciously agreed to let us use it as an example that you can customize for your own section’s needs.

**Announcements and Reminders for TC/TG/TRG Chairs
Las Vegas 2011**

1. 2010-2011 Hightower Award Recipient – Gary Phetteplace, TCs 6.2 & 6.8

Dr. Phetteplace is being honored by TC 6.8 for recently chairing an ad hoc committee to help resolve a difference of opinion in content to the geothermal chapter of the Applications Handbook for 2011. Gary supported TC 6.2 by completing a major restructure and edit of chapter 11 of the 2008 Systems & Equipment handbook. He was also named as a significant contributor to the 1996-2008 editions of the HVAC Systems Handbook. He is a great example of a TC member going the extra mile by attending numerous district energy conferences in order to stay current and brief the TC and by attending all TC 6.2 subcommittee meetings.

2. 10-11 Rosters update process and process for adding provisional CMs

Remember, the 2010-2011 Roster is in effect until after the June meeting this year. The new rosters for 2011-2012 will go into effect on July 1, 2011 based upon the update information that each TC or TG turns into their section head at this meeting by midnight, Tuesday, 2/1/11. Please see your section head for the 2011-2012 Roster Update form if you still need a copy.

By now, each TC chair should have received a PDF & MS-Excel file of their 2010-2011 roster from their Section Head for distribution to the TC. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to www.ashrae.org <<http://www.ashrae.org>> , click on the "Membership" tab in the header, click on "Manage Your Membership" text in the left sidebar, and log in (if you have not logged in lately, you might need to set up a new username and password). Click on the "Biographical Record System" link. Now, you should see your current "bio info". Click on "My Committees" on the left sidebar; all of the committees you are a member of will appear. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information. Make sure everyone on your committee also knows how to access the roster.

The Provisional Corresponding Member position was created for TC/TG/TRG rosters last year. This position allows potential new members to be added by staff to the committee roster any time a request for membership is made by an individual. The position has a 2-year term on the committee. Staff will notify the chair and reissue a new roster to the committee any time a provisional member is added. The TC/TG/TRG chair has the option each year during the regular roster update process to convert provisional CMs that have been active participants on the committee the past year into regular CMs or voting members or drop them.

3. TC/TG/TRG Chair's Training Workshop Reminder

Sunday, January 30th, 9:45-10:45a in the Las Vegas Hilton Hotel, Pavilion 6 Room (1st floor level). As with the Breakfast meeting, both the Chair and Vice-Chair are expected to attend; attendance will be tracked so that we can assess who has been trained. Bring questions - if you need an answer, it's quite likely others also need the same answer. This particular session will also include at the beginning a brief presentation and Q&A session with the chair of the Conferences & Exhibitions Committee (CEC) chair, Bill Dietrich, concerning the meeting technical program and recent or planned changes to it.

4. Location of Section Head Mailboxes at this Society meeting & Free Wi-Fi Access

Just outside ASHRAE Headquarters Office (Conference Rooms #1-3 – 1st floor – Las Vegas Hilton).

[This Society meeting only we will also have free Wi-Fi access in all meeting rooms of the Las Vegas Convention Center that we will be using.](#)

5. Upcoming Advanced Energy Design Guide (AEDG) Broad Peer Reviews

The following four reviews are planned between now and the annual meeting:

- February 14 through Feb 25
Energy Efficiency Guide for Existing Commercial Buildings: Technical Implementation – 60% Draft
- February 21 through March 4
50% Advanced Energy Design Guide for K-12 School Buildings – 60% Draft

- April 18 through April 29
Performance Measurement Protocols: Best Practices Guide – 60% Draft
- April 25 through May 6
50% Advanced Energy Design Guide for K-12 School Buildings – 90% Draft

All dates listed above are subject to slight adjustment. Please check the AEDG section of the ASHRAE website at the following link for the latest information: <http://www.ashrae.org/technology/page/938>

6. Welcome All Visitors to your TC meetings

Potential new members for your committee have been encouraged to drop-by your meeting in Las Vegas. As a result, please make a special effort to recognize and warmly welcome all visitors to your meeting – A TC can never have too many willing and able volunteers.

7. Useful TC/TG/TRG Chair Information and forms on ASHRAE website

Information for TC/TG/TRG chairs can be found on the Technical Committee page of the ASHRAE website at the following link: <http://www.ashrae.org/technology/page/104>.

The Section Breakfast for TC/TG/TRG Chairs/Vice-Chairs is Sunday, January 30th, 6:30-8:00a in the North hall of the Las Vegas Convention Center (2nd floor); specific room assignments are listed in the "TC/SPC Meeting Schedule" for Las Vegas at <http://www.ashrae.org/events/page/1925>. Both the Chair and Vice-Chair are expected to attend. Please arrive early if you would like to have breakfast. An agenda will be distributed Saturday evening, January 29 (after TAC meets earlier that day). The meeting will include the opportunity to interact with liaisons from Society standing committees (Handbook, RAC, etc.) and in some cases Society leadership.

Please make sure that your Research Subcommittee Chair attends the Research Subcommittee breakfast on Monday, January 31st at 6:30 a.m.-8:00 a.m. in the Las Vegas Hilton Hotel, Ballroom A (1st Floor level). A large portion of the meeting will be dedicated to training and interface time with your Research Liaison

8. Status on Tech. Council Steering Committees (BIM, AEDGs, Bldg. Performance Metrics)

A new heading entitled "Current Technical Focus of Society" has been added to the ASHRAE website "Technical Committee" page with links to information on the activities and plans of the new Tech. Council Steering Committees on Building Information Modeling (BIM), Advanced Energy Design Guides (AEDGs), Building Performance Metrics, and Building Safety and Security as well as ASHRAE Special Projects.

9. CEC proposed or recently implemented technical program changes

- Badge scanning is being implemented at this meeting for the first time to track continuing education credits for each attendee.
- Nearly all the sessions at this meeting qualify for New York State PDH credits. CEC hopes to do the same in the future for USGBC credits.
- All Society technical programs going forward will include the following two broad tracks in order to provide space for almost any high-quality TC program submitted:
 - HVAC&R Fundamentals & Applications
 - HVAC&R Systems & Equipment
- The eight tentative tracks for the 2012 Annual Meeting in San Antonio are as follows:
 - Alternate Technologies
 - Integrated Energy Systems
 - Indoor Environmental Applications
 - Building Modeling Applications
 - Specialized Applications –Archival Museum & Assembly Spaces
 - Refrigeration Applications
 - HVAC&R Systems & Equipment
 - HVAC&R Fundamentals & Applications

- CEC has offered to work with TC Program Chairs to help improve the quality of their abstracts prior to their formal submission to CEC in order to improve its chances for acceptance. Please encourage your Program Chair to stop by the Speaker's Lounge at any Society meeting to meet with CEC members for this purpose.

10. TC/TG/TRG Websites

Is your committee website up to date? If not, please ask your webmaster to at least post the latest minutes and Las Vegas meeting times and agenda. If your website has been neglected, add an action item for this meeting to appoint a responsible member of the TC/TG/TRG who will bring it back to life. This form of communication is critical to the efficient operation of your committee, and for attracting new members.

TAC and the Electronic Communications Committee (ECC) plan to stage a webinar this spring on how to set-up and maintain a basic TC website using the ASHRAE server and TC website template. Watch for future announcements concerning this webinar.

11. ASHRAE Google Groups/Sites tools for TCs/TGs and TRGs

Another tool that ECC is recommending that TC's use for their online collaboration space instead of a password protected "Members Only" folder on their TC website is Google Groups/Sites. Among other benefits, all members of the Google Sites can post new information to the group site instead of just the TC webmaster.

TAC and the Electronic Communications Committee (ECC) staged two webinars this past fall on how to set-up and maintain a basic ASHRAE Google Group/Sites. A copy of the training presentation is posted on the Technical Committee page of the ASHRAE website at the following link under the heading Procedures, Forms and Information for TCs/TGs, and TRGs: <http://www.ashrae.org/technology/page/104>.

12. New "Help Wanted" section for TCs to be Added to ASHRAE Website

A new "Help Wanted" section will be added to the Technical Committee page of the ASHRAE website so that TCs can advertise requests for help. Requests could include calls for new members, a webmaster, reviewers and contributors for a handbook chapter or special publication, special expertise that resides outside the TC, equipment donors for a research project, etc. Requests should be for needs that need to be fulfilled within the next 6-12 months. Chapter Technology Transfer Committee (CTTC) will assist in this effort by making sure ASHRAE chapters are aware of this request list. Please pass on any requests for your TC to the Manager of Research and Technical Services, Mike Vaughn, at mvaughn@ashrae.org or MORTS@ashrae.net

13. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings:

More and more TCs are taking advantage of a new Society service that allows TCs to hold subcommittee meetings by phone and/or web. Many TCs are finding this to be a more efficient way for them to conduct subcommittee business and it also allows TC members that can't travel to meetings on a regular basis a way to still contribute to the TC. Such a change can also eliminate potential conflicts with the TC's program sessions at Society meetings. Please pass your conference call/web meeting/webinar requests on to the Manager of Research and Technical Services, Mike Vaughn, at mvaughn@ashrae.org or MORTS@ashrae.net

14. Upcoming Program Dates

Montreal Meeting - June 25-29, 2011

- Theme: Net-Zero Buildings
- Montreal Seminar and Forum Sessions are due February 14, 2011
- Final Technical Papers & Full Conf. Papers are due March 7, 2011
- Conference Website with Track Grid: www.ashrae.org/montreal

Chicago Meeting - January 21-25, 2012

- Theme: The Impact of HVAC&R on our Daily Lives
- Full Technical Papers & Conf. Papers abstracts are due April, 18, 2011
- Chicago Seminar and Forum Proposal accepted starting June 3, 2011
- Conference Website: www.ashrae.org/chicago

San Antonio Meeting - June 23-28, 2012

- Theme: [Program themes have been eliminated starting with this conference](#)
- Full Technical Papers & Conf. Paper abstracts are due **TBD**
- San Antonio Seminar and Forum Proposals are due **TBD**
- Conference Website: **TBD**

15. Upcoming Forums, Workshops and Conferences

- Next –Generation, Low Global Warming Potential (GWP) Refrigerants Forum, this Tuesday, February 1, 2011, 8:00-9:30 am, Las Vegas Convention Center, Room N256 – This forum is not listed in the ASHRAE meeting program.
- Energy Modeling: Tools for Designing High Performance Buildings, April 4-6 2011, Atlanta, GA: <http://www.ashrae.org/energymodeling>
- 10th IEA Heat Pump Conference 2011, May 16-19 2011, Tokyo, Japan, www.hpc2011.org
- XIV European Conference, Part 2: Latest Technologies in Renewable Energy and Applications in Heating & Cooling, June 10-11, 2011, Milan, Italy - <http://www.EUenergycentre.org>
- ECOS 2011 (24th Intl Conference on Efficiency, Cost, Organization, Simulation & Environmental Impact of Energy Systems), July 4-7, 2011, Novi Sad, Serbia - <http://www.ecos2011.com>

16. Border Entry/Exit Requirements for 2011 Annual Meeting in Montreal, Canada

Entry/Exit requirements for Canada have changed since the 2006 Annual meeting in Quebec City, Canada. Please encourage all members for your TC/TG or TRG that may attend the next Society meeting to check now the latest entry/exit requirements for Canada using the following link and to make sure their passport or other entry paperwork is up-to-date with these new requirements:

http://www.travel.state.gov/travel/cis_pa_tw/cis/cis_1082.html#entry_requirements