

**ASHRAE**

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

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***MANUAL OF PROCEDURES***

***FOR***

***ASHRAE***

***TECHNICAL COMMITTEES,***

***TASK GROUPS, MULTIDISCIPLINARY TASK GROUPS***

***AND***

***TECHNICAL RESOURCE GROUPS***

**7/1/2011**

## **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](mailto: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 REVISIONS**

### Summary of Changes for 7/1/2011 Revision:

1. Eliminated term limits for MTG chairs, vice chairs, and voting member representatives
2. Clarified that a vice chair, who is a corresponding member, does NOT assume the chair’s voting rights when they assume the chair position when the chair is absent. The vice chair in this instance would run the meeting only and would not vote.

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## TC/TG/MTG/TRG MANUAL OF PROCEDURES

### 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 or TRG may be proposed to TAC by completing the TAC *TG/TRG Proposal Form (Appendix A)* and returning it to the Manager of Research and Technical Services (MORTS). A new MTG may be proposed to TAC by completing the TAC *MTG Proposal Form (Appendix B)* and also returning it to the 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

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**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 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/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.

MTGs are expected to have a finite term within which to complete their assigned task. MTG Chairs and Vice Chairs are reappointed each year and there is no limit on the consecutive terms served, but the reappointment should only be made if the member is willing to serve and 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](mailto:tc####@ashrae.net) (e.g., [tc0101@ashrae.net](mailto:tc0101@ashrae.net) for the Chair of TC 1.1, [trg4@ashrae.net](mailto:trg4@ashrae.net) for the chair of a TRG, or [mtg####@ashrae.net](mailto: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.

A vice chair, who is a corresponding member, does NOT assume the chair's voting rights when they assume the chair position when the chair is absent. The vice chair in this instance would run the meeting only and would not vote. Tie votes or quorum problems would have to be handled by letter ballot votes after the meeting.

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- 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 C: TC/TG/TRG Activity Feedback Form** and **Appendix D: MTG 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 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 each year 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, shall be reappointed each year if willing to serve and endorsed by the chair/leader of the TC or non-TC group they represent, and there is no limit on the consecutive terms served. The reappointment, however, should only be made if it serves the best interest of the Society and the TC or non-TC group represented.
- 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 E**) 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 names of the existing Voting Members for next year, and list current alternate members for next year's roster. 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. This will involve in particular confirming that each voting member is endorsed by the chair/leader of the TC or non-TC group they represent on the MTG. 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 E**) 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 15<sup>th</sup>, August 15<sup>th</sup>, or December 15<sup>th</sup>. 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:

| <b>TC/TG Approval Letter To MORTS</b> | <b>RAC Consideration</b>                    |
|---------------------------------------|---|
| 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](mailto: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 F**.

**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 H** 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:

## TC/TG/MTG/TRG MANUAL OF PROCEDURES

- 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 theft 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.



**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 CONTACTS OUTSIDE THE SOCIETY**

### **6.1 Contacts 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**

## TC/TG/MTG/TRG MANUAL OF PROCEDURES

- 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 less than 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** Soliciting funds for the award 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.

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- 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](http://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](mailto:MORTS@ashrae.net)

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

### **8.4      Webinars, Web Meeting & 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](mailto:MORTS@ashrae.net) for additional information on the service.

**TG/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/TRG Name:** \_\_\_\_\_  
\_\_\_\_\_

**TG/TRG Section:** \_\_\_\_\_  
\_\_\_\_\_

**TG/TRG Scope<sup>1</sup>:** ***TG #.# is concerned with*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup>Please see page 2 for an example of a TG scope.

**Impact on Other TC/TG/TRGs:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TG/TRG Roster:**

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

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

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

|                              |                            |                     |           |           |
|------------------------------|----------------------------|---------------------|-----------|-----------|
| <b>T A C U S E O N L Y :</b> |                            |                     |           |           |
| 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.

**MTG 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

**MTG Name:** \_\_\_\_\_

**MTG Scope<sup>1</sup>:** MTG.#### will coordinate

<sup>1</sup>Please see page 2 for an example of a MTG scope.

**Impact on TC/TG/TRGs and Other MTGs:** \_\_\_\_\_

**MTG Roster:**

Requirements below apply to MTG Rosters Only:

- \* Only one person from each TC/TG/TRG or non-TC group participating in MTG may serve as voting member.
- \* The Chairs or leaders of participating TC/TG/TRG s or non-TC groups will designate the MTG member to represent their group with a vote on the MTG.
- \* Alternate Members are nominated by the MTG Chair, and there are no restrictions on the number or affiliations of nominees
- \* Alternate Members are expected to participate in MTG activities and attend meetings when possible.
- \* An Alternate Member normally has no right to vote at the MTG level, but can vote at the MTG subcommittee level
- \* An Alternate Member may be given proxy authority, however, by a MTG voting member to vote in his or her absence so that groups participating in the MTG are always represented in a MTG vote.
- \* The MTG Chair & Vice Chair are not required to be ASHRAE members, but it is preferred.

|    | <i>Position</i>          | <i>Person's Name:</i> | <i>TC/TG/TRG or Non-TC Group Affiliation</i> | <i>ASHRAE Member #</i> |
|----|--------------------------|-----------------------|--|------------------------|
| 1  | <b>Chair:</b>            |                       |  |                        |
| 2  | <b>Vice-Chair:</b>       |                       |  |                        |
| 3  | <b>Voting Member:</b>    |                       |  |                        |
| 4  |                          |                       |  |                        |
| 5  |                          |                       |  |                        |
| 6  | <b>Alternate Member:</b> |                       |  |                        |
| 7  |                          |                       |  |                        |
| 8  |                          |                       |  |                        |
| 9  |                          |                       |  |                        |
| 10 |                          |                       |  |                        |

|   |                            |                     |           |          |
|---|----------------------------|---------------------|-----------|----------|
| <b><u>T A C   U S E   O N L Y :</u></b> |                            |                     |           |          |
| Date Received: _____                    | Date Sent to TAC/FP: _____ | Meeting Date: _____ | Approved? | Yes   No |

**Example Scopes**

***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.



**MTG Activity Feedback Form**

Please provide feedback on the current activities of your MTG prior to each Society meeting by completing and sending this form to the TAC MTG Section Head via email. This information should also be shared with the chairs or leaders of the TC/TG/TRGs and non-TC groups that make-up the MTG at the same time.

|      |                 |
|------|-----------------|
| #### | Committee Name: |
|      | Chair:          |

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

| <b>Membership</b>   |                |                           |
|---------------------|----------------|---------------------------|
|                     | Number Present | Total Number on Committee |
| Voting Members      |                |                           |
| Alternate Members   |                |                           |
| Visitors and Guests |                |                           |

|  |
|--|
| Major MTG Accomplishments/Challenges/Issues since last update(Continue on separate page if needed) |
| <p>Current Annual MTG Objectives and Status (see section 2.2.5 TC/TG/MTG/TRG MOP):</p>             |

Is the information posted on the ASHRAE website about the MTG up to date? \_\_\_\_\_

Do you have special requests from your group for consideration by the Technical Activities Committee?

**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 1<sup>st</sup> and June 1st.
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 or MTG voting member
  - Two voting members become employed by the same company.
  - Error in roster due to mistake by ASHRAE staff.
  - Addition of new participating group to a MTG
5. The following are not considered to be valid emergencies:
  - Addition or removal of a new corresponding member or MTG alternate member.
  - Addition or removal of Voting member, non-quorum.
  - Addition or removal of a voting member when committee has sufficient membership (excludes MTGs)
6. Questions? Call/email your Section Head.

**TC/TG/MTG/TRG:** \_\_\_\_\_

**Change Requested:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Change:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TC/TG/MTG/TRG Chair:** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

**Section Head Approval:** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

|                       |                            |                               |
|-----------------------|----------------------------|-------------------------------|
| <b>Date Received:</b> | <b><u>HQ USE ONLY:</u></b> | <b>Approved?    Yes    No</b> |
|-----------------------|----------------------------|-------------------------------|

**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.

**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 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<br>Manager Of Research & Technical Services | Stephanie Reiniche<br>Mike Vaughn |
|  |                                   |
|  |                                   |
|  |                                   |

## **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 must be approved for publication by the particular TC, TG, MTG, or TRG or grassroots committee developing the bulletin with two-thirds of vote. 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.

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.