

PC MOP § 4.7.5.1– 4.7.5.9 “ORGANIZATIONAL” MEMBERSHIP AND ORGANIZATIONAL LIAISONS

4.7.5.1 Organizational Members

Subject to approval of SPLS and the StdC, the Chair for a PC may nominate an organization as an organizational member (OM) to serve as a PCVM or a PSVM of the PC. For consideration of appointment as an OM, the organization should normally be a governmental agency, public interest group, or organization that represents a number of entities such as a trade association. Organizations such as educational institutions or corporations and partnerships engaged in commerce shall not be eligible for OM status.

Organizations should be informed of the availability of organizational memberships on specific PCs by one or more of the following:

- a) notice in ASHRAE Insights, ASHRAE Journal, ANSI Standards Action, etc.
- b) posting on the ASHRAE web page,
- c) press releases to the applicable trade press,
- d) direct communication to potential materially-affected organizations

4.7.5.2 Criteria for Considering Organizational Members

The PC Chair should consider the following criteria in nominating organizations for OM status on a PC:

- a) the degree to which members of the organization are materially affected by the mandatory requirements of the standard
- b) the ability of the representative of the organization to represent the interests of the members of the organization
- c) the capability of the organization to provide an individual with appropriate technical or scientific qualifications to serve as their representative, and if desired, another individual with appropriate technical or scientific qualifications to serve as an alternate to their representative
- d) the willingness of the organization to abide with the terms of organizational membership

4.7.5.3 Requirements of Organizational Membership

To be appointed as an OM, the organization shall agree to the following:

- a) an intent to participate in a constructive way to achieve the TPS of the standard
- b) to provide an individual with appropriate technical or scientific qualifications to serve as their representative, and if desired, another individual with appropriate technical or scientific qualifications to serve as an alternate to their representative.
- c) to empower their designated representative to vote on all matters that are moved at the PC meetings.
- d) to empower their designated alternate to vote on all matters that are moved at the PC meetings when their representative is absent from the meeting.
- e) to encourage the constituency of the organization to provide input and comments to the organization's representative,
- f) to provide feedback to the constituency of the organization on the disposition of input and comments submitted by the organization's representative,
- g) to not expect any financial support from ASHRAE for expenses related to participation in the activities of the PC

4.7.5.4 Applications for Organizational Membership

An application from an organization for appointment as an OM shall include the following:

- a) a declaration of intent of the organization to participate in a constructive way to achieve the TPS of the standard,



- b) the designation of an individual with appropriate technical or scientific qualifications to serve as their representative, and if desired, another individual with appropriate technical or scientific qualifications to serve as an alternate to their representative. Technical or scientific qualifications include:
 - 1. Technical expertise in one or more areas covered by the standard,
 - 2. general knowledge about most of the areas covered by the standard,
 - 3. experience with standards writing activity,
 - 4. familiarity with the subject standard
 - 5. recognized expert in their field,

The designation of the representative and alternate shall not include persons that have:

- 1. the same employer as an individual PCVM serving on the PC,
 - 2. the same employer as a representative or alternate for another OM PCVM serving on the PC.
- c) documentation from their designated representative and alternate that indicates their willingness to serve in those roles for the organization,
 - d) completed biographical data for their designated representative and alternate in a detail consistent with ASHRAE biographical information including specifically the “Potential Sources of Bias/Conflict of Interest” form, prepared by their designated representative and alternate,
 - e) a statement that the organization empowers their designated representative to vote on all motions presented at the PC meetings,
 - f) a statement the organization empowers their designated alternate to vote on all motions presented at the PC meetings when their representative is absent.
 - g) a statement that the organization will encourage their constituency to provide input and comments to the organization’s representative,
 - h) a statement that the organization will provide feedback to their constituency on the disposition of input and comments submitted to the organization’s representative,
 - i) a statement that the organization and their designated representative and alternate do not expect any financial support from ASHRAE for expenses related to participation in the activities of the PC.

4.7.5.5 Limits on the Number of Organizational Members

The number of OMs appointed to serve as PCVMs shall not exceed 1/3 of the combined number of individual PCVMs and organizational PCVMs appointed to serve on the PC. If the number of OMs on the PC temporarily exceeds the prescribed maximum number due to resignation, removal or death of individual members, appointment of replacement individual members of the PC should be expedited by SPLS.

4.7.5.6 Tenure of Organizational Membership, Representatives and Alternates

Subject to approval by SPLS and StdC, OMs shall be appointed for a term not to exceed two years with an option for an indefinite number of renewals at the discretion of SPLS and StdC. The tenure of the representative and alternate shall be the same as that of the OM. On PCs organized by subcommittees, OMs may be rotated between PCVM and PSVM positions following the rules that apply to individual members. OMs are subject to removal prior to completion of their appointed term for failure of the organization, its representative, or its alternate, to adhere to the agreed-upon terms of organizational membership, subject to the approval of SPLS and StdC. The PC Chair may recommend the removal of an OM if the OM is not represented by its representative or its alternate at two consecutive meetings of the PC and the organization does not provide acceptable reasons for the absences to the PC Chair. SPLS and StdC shall approve all removals.

4.7.5.7 Requirements for Representative and Alternates.



Representatives and alternates of OMs shall agree to the following:

- a) a declaration of intent to participate in a constructive way to achieve the TPS of the standard,
- b) be willing and able to represent the collective interests of the organization even though they may at times conflict with their personal or employer interests,
- c) to commit time and effort to PC activities,
- d) are able to travel to attend PC meetings
- e) to consider input and comments from the constituency of the organization, and to compile and consolidate this information for submission to the PC for consideration,
- f) to provide feedback to the constituency of the organization on the disposition of their input and comments,
- g) to not expect any financial support from ASHRAE for expenses related to participation in PC activities.

4.7.5.8 Representatives and Alternates Role

Representatives, and alternates in the absence of the representative at a meeting, are eligible to vote on all motions of the PC committee or the PC subcommittee that the OM is a listed member. Representatives and alternates of OMs are not eligible to serve as the PC Chair, PC Vice-Chair, or chairs of the PC subcommittees.

4.7.5.9 International Organizational Liaisons

In order to facilitate the development and promote the acceptance of its standard, a PC may choose to establish liaisons with external bodies such as international trade or professional organizations, international standards committees, and other groups with an interest in the work of the PC. The establishment of such an International Organizational Liaisons (IOL) shall have the consensus approval of the PC.

The IOL does not have a vote at PC meetings but:

- a) receives all documents and communications that are distributed to members of the PC,
- b) reports status of PC activities to the constituency of the organization,
- c) is provided an opportunity to provide inputs from the constituency of the organization at PC meetings.

An application from an organization for appointment of an OL by an organization shall include the following:

- a) a declaration of intent of the organization to participate in a constructive way to achieve the TPS of the standard,
- b) the designation of an individual with appropriate qualifications to serve as their liaison.
Technical or scientific qualifications include:
 1. technical expertise in one or more areas covered by the standard
 2. general knowledge about most of the areas covered by the standard
 3. experience with standards writing activity
 4. familiarity with the subject standard
 5. recognized expert in their field
- c) documentation from the designated OL that indicates his/her willingness to serve in those roles for the organization,
- d) a statement that the organization and the OL does not expect any financial support from ASHRAE for expenses related to the liaison's activities.

The procedure for the establishment of an IOL is as follows:



- a) Once agreed to by the PC, the POC chair requests through SPLS that a new IOL be established with a particular outside organization. The request is forwarded to ILS, which then approves or disapproves the creation of the IOL position.
- b) Once an IOL position has been established, the PC chair appoints an appropriate person to fill the position. This will generally involve cooperation b/c the chair and the outside organization which will nominate a suitable person to fill the IOL role.
- c) The PC chair forwards the IOLs contact information to the MOS who then officially communicated the appointment to the liaison and adds the IOL to the PCs roster
- d) SPLS monitors the liaison relationship through its normal oversight of the PC

