



Shaping Tomorrow's  
Built Environment Today

## **MINUTES**

### **SOCIETY RULES COMMITTEE MEETING**

**Tuesday, July 1, 2014  
4:00 am – 5:30 pm  
Seattle, Washington**

**Note: These draft minutes have not been approved and are not the official, approved record until approved by the Society Rules Committee.**

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July 1, 2014

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**PRINCIPAL MOTIONS**  
Society Rules Committee Minutes  
July 1, 2014

No.- Page    Motion

None

**ACTION ITEMS**  
Society Rules Committee  
July 1, 2014

<u>No. - Pg.</u>	<u>Responsibility</u>	<u>Summary</u>	<u>Status</u>
1 - 1	Townsend	Once approved by the BOD, add the new Development Committee rule to the end of Volume 2 of the ROB using new and not existing, unused numbering.	<u>Ongoing</u>
2 - 1	Townsend	After BOD approves it, send the Audit committee the Record Retention Policy and ask that they review it.	<u>Ongoing</u>
3 - 2	Bushby/Giesler	Mr. Giesler agreed to work with staff to clean up the additional changes made to the Tech Council MOP and send the revisions back to Tech Council.	_____
4 - 2	Staff	Enter the Tech Council MOP wording changes into the log.	_____
5 - 2	Staff	Enter changes to the wording in SRC-2014-ROB-032-01 into the log.	_____
6 - 2	Townsend	Change the wording in ROB 2.415.003.2 Chapter Regional Meetings; the MOP for Regional Meetings and Conferences, section 5.3.7; and 3.970 Region-at-Large Sub-Region Chair Qualifications and Responsibilities, Section B; send these recommendations to Members Council; change the CRC MOP (SRC-2014-ROB-013-01) to match the ROB.	_____
7 - 2	Boyce	Notify Publishing and Education Council that SRC recommends that 2.101.007.4 be added to the ROB, listing the <i>ASHRAE Journal</i> as an "official publication of ASHRAE" and SRC recommends that a new section entitled "Science, Technology, etc." be added.	_____
8 - 2	Boyce	Notify Publishing and Education Council that SRC recommends that the suggested changes to 1.201.002.7 where a new title was added be approved.	_____
9 - 2	Culp	Work with Max Sherman to develop ROB's for the new Residential standing committee.	_____
10 - 2	Townsend	if a ROB indicates a reporting structure to ExCom or to the BOD, it should be reflected in the organizational chart. If not, it should be removed from the organizational chart.	_____

# MINUTES

## SOCIETY RULES COMMITTEE MEETING

Tuesday, July 1, 2014

4:00 pm – 5:30 pm

MEMBERS PRESENT: Steven T. Bushby, Chair  
Kirk T. Mescher, Vice Chair  
Michael J. Brandemuehl  
Charles H. Culp III  
Arthur L. Giesler  
Charles E. Gulledge III  
Patricia Graef, Consultant  
Darryl K. Boyce, CO

INCOMING MEMBERS: James R. Fields  
Mark W. Fly

STAFF PRESENT: Mary Dean Townsend  
Claire I. Neme

GUESTS: Erich Binder  
John L. Harrod  
Karine LeBlanc  
H. Michael Newman  
Max Sherman  
T. David Underwood

### **CALL TO ORDER**

Chair Bushby called the meeting to order at 4:02 pm on Tuesday, July 1, 2014. Members, staff and guests attended as listed above. A quorum was present.

### **REVIEW OF AGENDA**

Chair Bushby indicated there were additional items added to the agenda as items 6C and 6D. He asked SRC members to make a note of the agenda changes.

### **APPROVAL OF MINUTES**

Mr. Bushby called for approval of the minutes from the June 12, 2014 SRC web meeting. Mr. Bushby added there was renumbering needed of some action items and that he would work with staff to make these changes. Mr. Brandemuehl made the motion and it was seconded

- (1) that the minutes of the June 12, 2014 Society Rules Committee web conference call be approved as amended.

### **MOTION 1 PASSED (5-0-0-CNV)**

### **REVIEW OF ACTION ITEMS**

- |       |          |         |  |      |
|-------|----------|---------|--|------|
| 2 – 1 | Townsend | Ongoing | Once approved by the BOD, add the new Development Committee rule to the end of Volume 2 of the ROB using new and not existing, unused numbering. | AI 1 |
| 7 – 2 | Townsend | Ongoing | After BOD approval, send Audit committee the Record Retention Policy and ask them to review it.  | AI 2 |

**NEW BUSINESS**Tech Council MOP Revision (SRC-2014-MOP-004-01)

Mr. Bushby reported changes were made to the Tech Council MOP revisions regarding position document procedures. After some discussion, SRC members made additional changes to the document. Mr. Giesler agreed to work with staff to clean up the changes and send the Tech Council MOP revisions back to Tech Council AI 3

Mr. Giesler recommended that these wording changes be put into the log. There was unanimous consent that this be done. AI 4

MOP Approvals (SRC-2014-ROB-032-01)

In January 2014 the BOD approved a ROB change making the College of Fellows a standing committee (S2.105.002.2 (SRC-2013-055-08)). Part of that change included this paragraph:

2.105.002.2 Approval of MOPs. MOPs that pertain directly to the Board of Directors (e.g., Manual of Procedures for Officers and Directors) shall be maintained by the Society Rules Committee and submitted to the Board of Directors for approval. They are to be included in the Rules of the Board. For councils and standing committees reporting directly to the Board of Directors or to the Executive Committee, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors. SRC shall keep these MOPs as part of its own procedures. MOPs for other standing committees (and any other body required to have a MOP) shall be approved by the body to which they report. This body shall keep the official copies of the MOP.

When this motion was incorporated into the ROB, the inserted words were put in the wrong place and the paragraph was modified to be as follows:

2.105.002.2 Approval of MOPs. MOPs that pertain directly to the Board of Directors (e.g., Manual of Procedures for Officers and Directors) shall be maintained by the Society Rules Committee and submitted to the Board of Directors for approval. They are to be included in the Rules of the Board. For councils and standing committees reporting directly to the Board of Directors, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors or to the Executive Committee. SRC shall keep these MOPs as part of its own procedures. MOPs for other standing committees (and any other body required to have a MOP) shall be approved by the body to which they report. This body shall keep the official copies of the MOP.

This error changes the meaning of the sentence and has caused confusion about what body should approve MOP changes.

Mr. Bushby suggested that a log change be made to restore the language to the version approved by the BOD in January. There was unanimous consent that this be done. AI 5

Nominations Change-CRC Cleanup (SRC-2014-ROB-013-01)

ROB 2.415.003.2-Chapter Regional Meetings – SRC recommended the wording changes be made.

MOP for Regional Meetings and Conferences, Section 5.3.7. SRC recommended the wording changes be made for this section of the MOP.

3.970-Region-at-Large Sub-Region Chair Qualifications and Responsibilities, Section B. SRC recommended the wording changes be made.

It was the consensus that wording changes in the above documents be approved. Mrs. Townsend agreed to take an action item to send the recommendations to Members Council and to change the CRC MOP to match the ROB AI 6

#### Publishing and Education Council Report to the BOD

Mr. Boyce reported that section 2.101.007.4 was added to the ROB. This was a *Research Journal* title change which listed the Journal as an "official publication of ASHRAE". A new section entitled "Science, Technology, etc." was added. SRC recommended the wording change in the ROB unanimously. AI 7

Mr. Boyce recommended that suggested changes to 1.201.002.7 where a new title was added be approved. The new wording in the ROB was approved by unanimous consent. AI 8

#### Residential Ad Hoc Committee

Mr. Max Sherman, is chair of a new standing committee that will report to Technology Council. Mr. Sherman indicated that new ROB's will need to be written with SRC. Mr. Mescher assigned Mr. Culp to work with Mr. Sherman to assist in writing the new ROB's. AI 9

#### Organizational Chart

Mrs. Graef reported that if a ROB indicates a reporting structure to ExCom or to the BOD, it should be reflected in the organizational chart. If not, it should be removed from the organizational chart. This was agreed upon by unanimous consent. AI 10

#### Committee 2013-14 MBOs

Mr. Bushby reported that the 2013-14 MBOs are complete.

### **Society Rules Committee**

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#### Transitions

Mr. Bushby commended the 2013-14 SRC members for helping to make the Society year so productive for SRC. Mr. Mescher as incoming SRC Chair, presented Mr. Bushby with a notebook of Rules of the Board updates that were made by Mr. Bushby as a tribute to him for being such an excellent chair. The group applauded Mr. Bushby and express gratitude to him

#### **NEXT MEETING:**

The next SRC meeting will be scheduled in the near future.

#### **ADJOURNMENT**

The meeting was adjourned at 5:30 pm.

Respectfully submitted,



Mary Dean Townsend, Secretary

cc: Board of Directors  
Staff Directors